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INTEROFFICE MEMO

County of San Bernardino

DATE May 11, 2004 **PHONE** 387-5418

FROM MARK UFFER
Interim County Administrative Officer

TO MEMBERS
Board of Supervisors

SUBJECT REVISED FINANCING PLAN FOR 2004-05 BUDGET WORKSHOP

On March 2, 2004, Wally Hill, then County Administrative Officer, presented to the Board of Supervisors a 2004-05 Budget Financing Plan. A copy of that agenda item is attached for your reference. That plan provided the basis for distributing locally financed budget targets to general fund financed departments to develop their 2004-05 proposed budgets. Those budget targets included up to a 21% reduction in local financing to departments. This reduction was recommended to cover the projected state budget decrease as well as to implement a form of zero-based budgeting. Wally Hill resigned from office in mid-March. I came into office shortly afterwards, and created a County Operating Budget Team to review these budget targets.

The County Operating Budget Team had discussions on budget issues/challenges facing the county in the next fiscal year and future years and what should be the best approach to take in building the upcoming 2004-05 budget targets. The team proposed to revise those 2004-05 budget target recommendations. Instead of the 21% reduction that was previously put forward, the County Operating Budget Team eliminated inflation financing, elected to reduce selected public safety departments by 4% (Sheriff, District Attorney, Public Defender and County Fire), recommended a 9% local cost reduction to the remaining general fund financed departments, and directed other operational and structural changes to be made in order to present a balanced budget. The Board of Supervisors approved these revised targets and enclosed in this workbook are the departmental budgets submitted and reviewed by the County Administrative Office.

The 2004-05 proposed budget workbook has been designed to be more user friendly for the Board of Supervisors, the departments, and the public. The workbook includes:

- A mission statement from each of the departments
- An organizational chart, which portrays what functions the department performs as well as how much staffing by function is included in their 2004-05 budget
- Expenditure and financing pie charts, which shows what % of the 2004-05 budget is spent on salaries, services, etc. as well as what % of financing sources such as local cost, fee supported revenues, etc. that is available to the department in 2004-05

- The Board Approved Base Budget, which includes the approved costs mentioned in the March financing plan, impacts due to proposed state budget cuts (see consolidated listing of these in Attachment A) and any other Board approved agenda items.
- The Department Recommended Funded Adjustments, which includes any changes made by the department within their allocated local cost or other financing source

Any program or workload changes that could not be financed within current departmental allocation are presented as policy items in this workbook. A summary of the requested policy items is included as Attachment B. 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 C. Details on the fees are included within the applicable departmental budget submittals. The majority of the requests are to increase appropriation if the fee is approved. A few of the departments submitted fee increases to restore their 9% local cost reduction. In addition, for some general fund departments, if the fee is approved it would save general fund financing by reducing the department's reliance on local cost.

REVISED 2004-05 FINANCING PLAN

Since March 2, 2004 the county has adjusted local cost allocations and have received additional actual data on discretionary revenue as well as departmental activity from March and April. This new information was analyzed and the County Administrative Office is revising the county's 2004-05 financing plan as follows:

	(In Millions)	
	Ongoing	**One-time**
Financing Available as of March 2, 2004	15.8	52.8
Increase in Fund Balance	-	1.8
Adjustments to Local Cost:		
Local Cost Reduction Savings	13.2	-
Not finance inflation	1.1	-
Use of Realignment for Mandated Backfill	1.4	-
Subtotal Revised Financing Available	31.5	54.6
Set Aside for Future Retirement Costs	(7.9)	-
Revised Financing Available	23.6	54.6
State Budget Hit based on January Proposal	(32.7)	
Remaining Ongoing Deficit to Cover	(9.1)	
Financing Options In Process:		
Furlough Savings	7.1	
Reorganization Savings	2.0	
Balanced 2004-05 Proposed Budget	-	

Increase In Fund Balance

The County Administrative Office is expecting an increase in anticipated fund balance of $1.8 million, from $41.6 million to $43.4 million, at the end of 2003-04 for three reasons. Departmental savings is anticipated to be $12.8 million higher than projected in the March 2, 2004 financing plan. This is caused by the continued hiring freeze for all county departments, increased recording revenue in the Auditor's budget, decrease Court Ordered Placements for juveniles and using Prop 172 revenue to cover the Sheriff's shortfall instead of the general fund.

This increase in fund balance is offset by an estimated use of $8.4 million in contingencies to assist in purchasing a building for court relocation and other county uses. In addition, discretionary revenue is estimated to net $2.6 million less overall, mainly due to lower projections in vehicle license fees (VLF). This is occurring as a result of the signing of AB 1457 on May 4, 2004, which for this fiscal year only will shift an estimated $165.0 million statewide from discretionary VLF to backfill realignment VLF.

Adjustments To Local Cost

Included in the state's January Proposed Budget there is a proposal to take approximately $32.7 million from the County of San Bernardino in the form of property tax revenue and booking fee revenue in order to help cover the State's deficit. These two discretionary revenue sources finance the department's local cost. Therefore, county departments were requested to build their 2004-05 proposed budget with a lower local cost allocation, which created savings of $13.2 million. In addition, the revised financing plan does not finance inflation for 2004-05, which created savings of $1.1 million. Also as part of the state's January Proposed Budget there is a proposal to shift a portion of local county child support collections to the state general fund, which presently cover the mandated local share required for that program. The original financing plan had the general fund backfilling this state shift in financing. The revised financing plan will use social services realignment to backfill this mandated local share, which allowed $1.4 million to be redirected toward funding the county's shortfall. These adjustments total $15.7 million in savings, which will assist in covering almost half of the projected reductions created by state's budget crisis.

Set Aside For Future Retirement Costs

The county will be facing significant increases in retirement costs beginning in 2004-05 due to an estimated unfunded actuarial accrued liability (UAAL) of $1.1 billion. It is for this reason that the county is setting aside $7.9 million in ongoing financing to assist in covering these future costs. The county is also looking into issuing a pension bond to reduce interest expense on a portion of the UAAL.

Financing Options In Process

Even with the adjustments to local cost, there is still an estimated $9.1 million ongoing deficit in order to cover the state budget impact to discretionary revenue of $32.7 million. Currently we are the possibility of implementing some form of furlough and conducting studies for reorganizations in order to generate additional savings to balance the 2004-05 budget.

Furlough Savings

Representatives of the county have met with representatives of all employees associations to begin negotiations in possible reductions in labor costs to mitigate the effect of anticipated reductions in revenue primarily due to the state budget. All county MOUs are in effect at least until the end of the calendar year. The county cannot implement changes to current or anticipated compensation without the agreement of the affected county labor associations. The association representatives have asked for additional information regarding the budget and have asked that the Board give serious consideration to golden handshakes or other early retirement incentives. We are working to complete these analyses and will meet with the associations in May to discuss further.

Reorganization Savings

There are currently two reorganizations the County Administrative Office is evaluating to determine if potential general fund savings can be generated. The County Administrative Office is always constantly vigilant for any opportunities to make the county more efficient with taxpayer dollars.

The financing plan before you incorporates the combination of these two financing options in order to build a balanced 2004-05 budget, using ongoing revenue sources to finance ongoing costs. If any of the assumptions put forward in this plan change substantially, we will return to the Board of Supervisors to receive additional direction.

MU:VC:des

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS OF SAN BERNARDINO COUNTY, CALIFORNIA AND RECORD OF ACTION

March 2, 2004

FROM: **WALLY HILL**, County Administrative Officer
County Administrative Office

SUBJECT: **POLICY DIRECTION ON 2004-05 BUDGET TARGETS**

RECOMMENDATIONS:

1. Review the financing and policy issues identified in this report, including the spending and revenue projections used to develop the 2004-05 proposed budget financing plan, and the County Administrative Officer recommendations in developing budget targets.
2. Direct the County Administrative Officer to build departmental budget targets for the 2004-05 proposed budget based on the data and conclusions in this report, as modified by further Board action.

BACKGROUND INFORMATION: This report is the initial step towards development of the 2004-05 final budget. This report will be used as the basis for the development of budget targets to be issued to county departments. It describes how the county is financing the 2004-05 budget targets and how much available financing remains to address known issues, such as the state budget crisis.

Components of the financing plan included in this report are:

- Analysis of the 2004-05 financing plan:
  1) Financing Available
  2) Cost to Maintain Current Services
- Analysis of proposed state budget impact to the county
- 21% reduction in non-mandated 2004-05 local cost
- Review of county policies as to use of one-time funds and general-purpose revenues
- Summary of potential options for salary savings
- Conclusion

2004-05 FINANCING PLAN

Projections for additional financing available for next year's budget include $54.2 million in ongoing funding sources and includes $67.3 million in one-time sources as summarized on the chart below:

FINANCING AVAILABLE FOR 2004-05

	(In Millions)	
	Ongoing	**One-time**
Beginning Financial Position	14.3	29.4
New Discretionary Revenue	24.2	
New Prop 172 Revenue	15.7	
Estimated Additional One-Time Money Available		37.9
Total Financing Available	**54.2**	**67.3**

Record of Action of the Board of Supervisors

BEGINNING FINANCIAL POSITION

When building the previous year's budget, the Board of Supervisors did not allocate a significant amount of ongoing and one-time sources in order to finance future funding issues. A portion of this money has been used during the year and the remaining unallocated balances are $14.3 million in ongoing sources and $29.4 million in one-time sources. This money is available to be used in 2004-05.

NEW DISCRETIONARY REVENUE

New discretionary revenue is outlined in the chart below. The growth from prior year's budget in discretionary countywide revenues is estimated to be $24.2 million and is based on the following.

	(In Millions) Ongoing
Property Tax Assessed Valuation Growth	9.2
Property Transfer Tax	3.7
Motor Vehicle License Fee	5.0
Interest	1.8
COWCAP	1.5
Sales Tax	0.9
Other	2.1
Total New Ongoing Discretionary Financing	**24.2**

Property tax revenue is expected to increase by $9.3 million based on an assessed valuation growth of 8.0%. This is offset by an estimated $ 0.1 million in property tax losses due to last year's wildfires.

Property Transfer Tax revenue is expected to grow 12.3% over the current year-end estimate; 12.3% is the ten-year average growth rate of this revenue. The Property Transfer Tax is collected only when there is a sale of property (not a refinance). The rate is $0.55 per $500. If the sale is in an incorporated area, the city gets half of the transfer tax and the county gets half of the transfer tax. In the unincorporated area, the county gets the entire share.

Vehicle license fee revenue is expected to grow 4.8% over the current year-end estimate (adjusted to include the unpaid backfill). This is based on projections from local economists.

Interest is expected to increase by $1.8 million based on slightly higher interest rates and a 5% decrease in general fund balance.

COWCAP is expected to increase $1.5 million based on the ten-year average growth rate of 7.4%.

Sales tax revenues are expected to grow 4.8% over the current year-end estimates. This is based on input from local economists.

Other revenues are expected to increase by $2.1 million; $1.2 million of this increase is in Property Tax Administration fees, which rise with property tax revenues. In addition, Franchise Fees, PILT and Aircraft taxes are expected to increase slightly with an offsetting decrease in the Hotel Motel Tax.

NEW PROP 172 REVENUE

Proposition 172, which became effective January 1, 1994, created a one-half percent sales tax rate in the state's constitution to provide funding resources to qualifying public safety services. The Board of Supervisors approved the allocation of this sales tax to the following public safety departments: Sheriff (70%), District Attorney (17.5%) and Probation (12.5%). In 2003-04 the total amount of Proposition 172 sales tax budgeted is $97.3 million. The current estimate for Proposition 172 revenue that will be received in 2003-04 is approximately $105.3 million, which is $8.0 million above the budgeted amount. This growth in 2003-04 and the estimated growth of 7% in 2004-05 translates into $15.7 million available to assist in financing the 2004-05 increased costs for the three departments mentioned above.

ESTIMATED ADDITIONAL ONE-TIME MONEY AVAILABLE

The chart below summarizes estimated additional one-time money, totaling $37.9 million, that will be available in the 2004-05 budget. Following the chart is additional information regarding these one-time sources.

	(In Millions) One-time
2003-04 Ongoing Contingencies Not Used	13.8
2003-04 Departmental Operation Savings	3.3
Additional Countywide Discretionary Revenue in 2003-04	3.2
General Fund Share of Termination Payments of Solid Waste Investment Agreements in 2003-04	2.0
Additional Tobacco Settlement Proceeds in 2003-04	0.7
Debt Refinancing Savings	2.0
Use of Equity Pool Reserve	0.1
Use of Justice Facilities Reserve	1.0
Solid Waste Transfers	5.0
ARMC Lawsuit Settlement	6.8
One-Time Money Available for 2004-05	**37.9**

Analysis of the current year's budget status shows existing unused, ongoing contingencies that are available for one-time expenses in 2004-05. In the current year, there is also estimated departmental savings and additional revenue projected to be received that is available for one-time expenses in 2004-05.

On September 17, 2001, the Board authorized the refunding of the 1992 West Valley Detention Center Certificates of Participation. The total debt service savings, which was structured over a three-year period, totals $7,470,447. In 2002-03 savings of $1,055,777 was realized and was used, together with $2.1 million in savings from the refinancing of the 1992 Justice Center/Airport Improvement Project, to prepay $3.2 million in principal of the Glen Helen Series D taxable debt. In 2003-04, savings of $4,401,747 was realized, and was set aside with other one-time monies available in 2003-04 to offset potential impacts of the state budget. In 2004-05, the remaining $2,012,923 in refinancing savings will be realized.

This $1.0 million use of the Justice Facilities Reserve is to offset the costs of the approved safety MOU and the use of $0.1 million of the Equity Pool Reserve is to offset approved equity adjustments.

The Solid Waste Enterprise fund has been making an annual payment of $5.0 million to the general fund since 1995. This payment serves as a 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 of Supervisors on October 31, 1995 and is estimated to cease in 2005-06 once the balance is satisfied. For this reason, the entire $5.0 million is included as a one-time financing source in 2004-05.

The ARMC lawsuit settlements totaled $8.8 million. After final payments pursuant to the settlement agreements, final payments for legal fees, final insurance premiums, and after setting aside $1.3 million for the remaining estimated costs of shower and floor repairs at the ARMC, $6.8 million of the settlement monies remain available for appropriation.

COST TO MAINTAIN CURRENT SERVICES

The prior sections of this report addressed the financing available for 2004-05. This section will address increased costs in 2004-05 to maintain current services. The chart below summarizes the adjustments to prior year's budget that are included in the financing plan for both one-time and ongoing costs. Following the chart is a brief description of each cost component.

	(In Millions)
MOU Increase in 2004-05	8.7
Retirement Rate Adjustments	15.9
Workers' Comp & Other Insurance Costs	5.4
Central Computer	2.0
Inflation	1.7
High Desert Detention Center	1.3
Unemployment Insurance	1.3
Debt service	0.9
County Fire MOU Increase in 2004-05	0.5
Other Unavoidable Costs	0.7
Total Ongoing Costs	**38.4**
Financing to Other Funds	4.5
Contribution to Priority Policy Needs	1.0
Transfer Justice Facilities Reserve to Sheriff	1.0
Maintain Contingencies per Board policy	5.6
Contribution To Reserves Per Board Policy	2.4
Total One Time Costs	**14.5**

MOU Increase in 2004-05 - $8.7 million

The county is in the third year of a three-year agreement with employees represented by the general MOU and the exempt compensation plan. Each of these agreements call for a 3.0% salary adjustment in July 2004 along with increases in the flexible benefit plan, at a net local cost of $6.1 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 third 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 adjustment to be received in July 2004 along with increases in the flexible benefit plan. In addition, this unit will also receive a 1.5% salary adjustment in December 2004. The net local cost of these previously negotiated salary and benefit changes is $1.05 million.

The county is in the third year of the 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 1.8% increase effective June 2004 along with increases in the flexible benefit plan. These salary and benefit costs have a net local cost of $0.5 million.

The county is in the second year of a three-year agreement with employees in the safety and safety management units. These units' MOU calls for a 1.0% salary adjustment in October 2004. While there is no increase in their flexible benefit plan dollars, there are increases to the health and dental plan subsidies provided to employees. The net local cost associated with these previously negotiated salary and benefit adjustments is $1.05 million.

Retirement Rate Adjustments - $15.9 million

Employer retirement contributions are composed of two rates: a rate set by the county to cover payment of the existing pension obligation bond and a rate set actuarially by the Board of Retirement. In 2004-05, there was no change to the rate component associated with the pension obligation bonds. The rate from the Board of Retirement, however, increased significantly for both general and safety employees. This increase is the result of increases in unfunded actuarial accrued liabilities (UAAL) and increases in benefit costs associated with the 3% at 50-retirement benefit provided to safety employees. As a consequence of these factors, general employee local cost will rise $8.5 million and safety employee local cost will increase $7.4, for a total local cost of $15.9 million.

Workers' Comp and Other Insurance Costs - $5.4 million

Increases to Workers' Compensation premiums are required to offset increasing expenses for claims. This increase of $4.0 million is consistent with the five-year recovery plan, which aims to be 70% marginally acceptably funded by 2007-08. Other insurance costs, which include property, liability, surety, and medical malpractice increased by $1.4 million in local funding requirements.

Central Computer Rate Increases - $2.0 million

In 2003-04, the Information Services Department decreased their rates on a one-time basis to use their surplus retained earnings from prior years. Rates in 2004-05 have been increased to finance the actual costs incurred including the increased costs in MOU, retirement, workers comp, and inflation.

Inflation - $1.7 million

Based on the most recently available economic forecasts from the California Department of Finance, a general inflation rate of 2% was used in the development of the 2004-05 budget. Inflation-related increased costs of goods and services based on this rate are projected to require an additional $1.1 million in local funding. In addition, there is approximately $596,000 in local cost increases in the Utilities budget due to the projected utility rate increases.

High Desert Detention Center - $1.3 million

On February 3, 2004, the Board approved funding and staffing for the High Desert Detention Center scheduled to open in September 2004. Increases in local funding for this facility are reflected in the Facilities Management budget unit ($185,184) and the Probation budget unit ($1,121,300).

Unemployment Insurance - $1.3 million

Unemployment insurance (UI) costs are increasing by $1.3 million due to the elimination of the Public Service Employee positions, which have resulted in a greater number of former County employees that are now eligible to receive UI benefits. In addition, the maximum weekly benefits paid by the state, but reimbursed by the county, have increased from $230 to $410 effective January 4, 2004.

Debt Service - $0.9 million

The 2002 Justice Center/Airport Improvements Financing Project refinanced the costs of constructing the Foothill Law and Justice Center and four airport assembly buildings at the Chino Airport. To date, the portion of debt service allocable to the airport assembly buildings has been paid by revenues from the lease of these buildings and a lease termination payment made by Lockheed in 1996. Beginning in 2004-05 it is anticipated that there will be insufficient lease revenues to cover any of the Airport's $ 0.9 million share of the debt service, and is the reason for the local cost increase included in the proposed targets.

County Fire MOU Increase - $0.5 million

County Fire is in the second-year of its three-year MOU. This MOU calls for a 2.5% salary increase in October 2004. The general fund subsidy for these costs will increase $0.5 million.

Other Unavoidable Costs - $0.7 million

The net change in other unavoidable costs is $0.7 million, the major changes include the loss of local match share for CalWorks payments and increases in the local cost share of Human Services System entitlement payments. This rise in costs is offset by a reduction in local cost in the Probation's Court Ordered Placements budget unit of $1.0 million due to fewer projected placements.

Financing to Other Funds - $4.5 million

Capital Improvements - As part of the financing plan, $3.5 million has been allocated to the Capital Improvement Program.

General Plan Update **-** The county general fund has been contributing money to finance a portion of the general plan update. To date $3.5 million has been allocated for this purpose. An additional $1.0 million will be allocated in 2004-05. The remaining planned contribution will be $0.5 million in 2005-06.

Contingencies - $5.6 million/Contributions to Reserves - $2.4 million

These funding recommendations are based on established county policy discussed later in this memo.

SUMMARY OF PRELIMINARY 2004-05 FINANCING PLAN

	(In Millions)	
	Ongoing	**One-time**
Financing available	54.2	67.3
Cost to Maintain Current Services	(38.4)	(14.5)
2004-05 County Surplus	15.8	52.8

This report has identified $54.2 million in ongoing financing available and $67.3 million in one-time financing available in 2004-05. This report also recommends to use $38.4 million in ongoing financing to fund increased costs to maintain current services and $14.5 million in one-time financing to adhere to county policy and finance capital improvement projects. After financing these increased costs, the county is projected to have available discretionary ongoing revenues of $15.8 million.

STATE BUDGET IMPACT

On January 9, 2004, the Governor's Proposed Budget for 2004-05 was announced. The County Administrative Office immediately enlisted departments' assistance in identifying specific budget impacts. If the January 9th budget submitted by the governor is adopted, the total fiscal impact to the County of San Bernardino is expected to be $76.6 million for 2004-05. Of this amount, $56.2 million will impact the availability of discretionary revenue, which funds departmental local cost. These state budget impacts are all believed to be on-going in nature, rather than a one-year impact. For that reason, on-going cuts need to be identified.

Discretionary Revenue Taken by State	$32.7 million
Reduced In Home Supportive Services Support from State	$10.4 million
Continuation of State Cuts – Built in 2003-04 County Budget	$ 7.2 million
Mandated Backfill due to State Cut	$ 1.4 million
Direct State Cuts to County Departments	$ 4.5 million
	$56.2 million

Typically budget targets are issued to county departments based on the projected increase in available financing and the estimated increase in known costs to maintain the current services provided within the county. However, this is the second year in a row that the county has a gray cloud hovering over us that can lead to a significant downpour at anytime. Because of the uncertainty of the 2004-05 State Budget, plans need to be put in place in order to ensure the county remains financially structured in 2004-05.

Even if the present plan submitted by the Governor does not come to pass, it is strongly believed there will be significant impacts to the county's discretionary revenue but the exact amount is not known. This report recommends that the county develop their 2004-05 budget targets assuming the discretionary revenue of $32.7 million, which is a portion of the county's property tax and all of the county's booking fee revenue, is taken.

The proposed budget targets do not include the backfill for the $10.4 million with the assumption that the county will not exceed the state's funding level of the IHSS provider hourly wage. If this assumption does not materialize, further reductions will need to be made. The $7.2 million and $1.4 million mentioned above is factored into the proposed 2004-05 budget targets. The $4.5 million is not factored into the proposed 2004-05 budget targets and is recommended to be absorbed within the particular department that had received the funds. This recommendation follows the same guidelines as grants received by departments.

It should be noted that the Probation Department will be losing $4.2 million and may have to eliminate programs that may be cost effective to alleviate over crowding in juvenile hall.

SUMMARY OF STATE BUDGET IMPACT TO 2004-05 FINANCING PLAN

	(In Millions)	
	Ongoing	**One-time**
Financing available	54.2	67.3
Cost to Maintain Current Services	(38.4)	(14.5)
2004-05 County Surplus	15.8	52.8
Set Aside for Future Retirement Costs	(7.9)	0.0
Available for State Budget Hit	7.9	52.8
Discretionary Revenue Taken By State	(32.7)	0.0
Resulting 2004-05 County Deficit	(24.8)	52.8

21% NON-MANDATED LOCAL COST REDUCTION

The prior sections of this report addressed the county financing available, the known new costs for 2004-05 and the potential state budget impact. Based on the January proposal of the state budget, the county needs to reduce their budget by a minimum of $24.8 million, which is equivalent to a 11% reduction in non-mandated local cost if proportionately distributed to all general fund departments. For this financing plan, mandated costs have been narrowly defined as specifically quantifiable, unavoidable costs. This section addresses the proposal of requesting general fund departments to build their 2004-05 budget with a local cost reduction that is 21% of their 2004-05 non-mandated local cost as detailed in 2004-05 Preliminary Target Worksheet (Attachment A). This proposal reflects a form of zero-based budgeting.

Zero-based budgeting is a technique by which budget requests must be justified in complete detail by each function starting from a level well below the existing level of funding. While in theory, the starting point is zero, few practitioners of zero based budgeting require rejustification of every dollar. More typically, the analysis usually begins at 70%-80% of the current level of funding. This technique is used when planning and decision-making is made on a priority basis. Since this budgeting process requires a re-examination of existing levels of functions, instead of the traditional focus on increments, it would require a significant amount of staff time to implement each year. The County Administrative Office believes that this is a good technique to implement a modified form of this budgeting technique in the upcoming 2004-05 budget year due to the potential state budget hit.

By having all general fund departments build their 2004-05 budget with 21% less in non-mandated local financing, there will be approximately $46.0 million in possible reductions in general fund departmental budgets. During budget workshops in late May, the County Administrative Office will be recommending that the Board of Supervisors restore $21.2 million of these reductions based on county priorities and the remaining $24.8 million in reductions be approved in the county budget pending the adoption of the state budget.

COUNTY FINANCING 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.
- 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.

The definition of 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 2004-05, the locally funded appropriations are projected to be $372.1 million. A general reserve requirement of 10% would be $37.2 million and an appropriated contingency of 1.5% would require $5.6 million.

The financing plan includes $5.6 million in the county contingency budget and recommends a contribution of $2.4 million to the general purpose reserves 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. All of these reserves are one-time in nature and can only be used as a temporary fix. They are not viewed by staff as appropriate remedies for the likely state budget cuts, as those are on-going cuts.

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

COUNTY RESERVES

	Estimated June 30, 2004 Balance	Recommended Contribution /(Use)	Estimated June 30, 2005 Balance
General Purpose Reserves	**34,823,568**	**2,388,781**	**37,212,349**
Specific Purpose Reserves			
Medical Center Debt Service	32,074,905		32,074,905
Teeter Reserve	19,260,087		19,260,087
Restitution Reserve	2,114,234		2,114,234
Retirement Reserve	7,000,000		7,000,000
Equity Pool Reserve	4,396,690	(122,711)	4,273,979
Insurance Reserve	5,000,000		5,000,000
Capital Projects Reserve	4,000,000		4,000,000
Bark Beetle Reserve	1,830,300		1,830,300
Justice Facilities Reserve	3,885,408	(1,000,000)	2,885,408
West Valley Maximum Security	1,492,986		1,492,986
Reserve for Museum Paleontology	865,000		865,000
Total Specific Purpose	**81,919,610**	**(1,122,711)**	**80,796,899**
Total Reserves	**116,743,178**	**1,266,070**	**118,009,248**

As demonstrated above, the new contribution of $2.4 million would bring the total general-purpose reserves to $37.2 million.

The total specific purpose reserves are decreased to $80.8 million based on the use of $1.0 million from the Justice Facilities Reserve and $0.1 million from the Equity Pool Reserve.

SALARY SAVING OPTIONS

Salary and benefit costs represent approximately 83% of the county's general fund expenditures. Since this is a significant percent of expense, the County Administrative Office and the Human Resources Department are exploring several cost saving options. Those options fall into four categories:

1. Unpaid Time Off
2. Freeze/Reduce Wages and Other Benefits
3. Staff Reductions
4. Miscellaneous

The category of unpaid time off includes such cost reduction measures as furloughs, voluntary time off, and a reduced number of hours in the workweek. In the category of freeze/reduce wages and other benefits, several possibilities are being explored which include the possible deferral of across the board increases, deferral of increases in the flex plan, reducing benefits, reducing retirement contributions, creating a second retirement tier, etc. Possible salary saving options in the staff reductions category includes layoffs and golden handshakes. Lastly, the miscellaneous option incorporates such options as scheduling comp time off, restricting overtime/standby/on call, eliminating special assignment compensation, and a moratorium on reclassifications of filled positions.

As can be expected, these options will require detailed analysis. In addition, several of these options will require re-negotiation with the employee unions. Therefore, policy direction is needed from the Board of Supervisors regarding which, if any, salary savings options to pursue.

CONCLUSION

This report has identified $54.2 million in ongoing financing available and $67.3 million in one-time financing available in 2004-05. This report also recommends to use $38.4 million in ongoing financing to fund increased costs to maintain current services and $14.5 million in one-time financing to adhere to county policy and finance capital improvement projects. After financing these increased costs, the county is projected to have available discretionary ongoing revenues of $15.8 million.

This report recommends that half of the $15.8 million be used to offset the $32.7 million in discretionary revenue that the state has proposed to take away. As a result, the county needs to reduce general fund financing by $24.8 million. The County Administrative Office is proposing to implement a modified form of zero based budgeting, which would generate approximately $46.0 million in reductions. These reductions would be available for the Board's consideration to implement the required $24.8 million and potentially restore $21.2 million during the budget workshops in late May.

The County Administrative Office will continue to monitor the state 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.

REVIEWED AND APPROVED BY OTHERS: This item has been reviewed by County Counsel (Ruth Stringer, Assistant County Counsel, 7-5451) on February 25, 2004.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Wally Hill (387-5418)

STATE IMPACT SUMMARY

Group	Department	Fund	Dept	Fund Name	Direct or Indirect	State Impact	Brief Description of State Impact	Vacant Budgeted Staffing	Filled Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Admin / Exec	Board of Supervisors	AAA	BDF	General	Direct	Reimbursements	Transfer from the Priority Policy Needs budget unit, which reduces Board of Supervisors' priority policy needs funding, limiting the Board's flexibility in responding to emerging needs.			(282,805)	-	(282,805)
Admin / Exec	Legislation	AAA	LEG	General	Direct	New Staff Member	This budget unit has one position and it is currently vacant. For the 2005 fiscal year, the position is expected to be filled, however, the new employee is expected to begin at step one of the currently budgeted grade.			(19,099)	-	(19,099)
Admin / Exec	Legislation	AAA	LEG	General	Direct	Closure of Sacramento Office	Closed Sacramento Legislation Office reducing rent expense and various other services and supplies expenses associated with that office.			(24,832)	-	(24,832)
Admin / Exec	Clerk of the Board	AAA	CBD	General	Direct	Staffing Reduction - 2.0 Clerk III Positions	Reductions in staffing will impact Agenda Processing and Assessment Appeals functions. Turnaround time required to process agenda items will increase, causing possible delays in the execution of contracts which impact grant funding, provision of services by contractors and other services provided to the County. Time required entering Assessment Appeal Application data into the Assessment Appeals Database would also increase, resulting in additional time needed to resolve appeals and the possible loss of property tax revenues due to enrollment of applicant's opinion of value for their property by default.	(1.0)	(1.0)	(80,480)	-	(80,480)
Admin / Exec	Co Admin Office	AAA	CAO	General	Direct	Reduction of 1.0 Administrative Analyst	Delete a vacant Administrative Analyst position ($111,106) and reduce services and supplies ($9,412) associated with this position and the position deleted on September 23, 2003, during the second phase of 30% reduction	(1.0)		(120,518)	-	(120,518)
Admin / Exec	Co Admin Office	AAA	CAO	General	Direct	Reduction of budget for sesquicentennial events	On April 15, 2003, the Board approved an item dealing with the sesquicentennial event planning. This item allocated funds of $43,000 to the County Administrative Office budget unit for 2003-04.			(43,000)	-	(43,000)
Admin / Exec	Co Admin Office	AAA	CAO	General	Direct	Decrease in rental equipment	Rental equipment had been planned for 2003-04, however, it was not pursued.			(16,000)	-	(16,000)
Admin / Exec	Co Admin Office	AAA	CAO	General	Direct	Decrease in professional services	Reduction in professional services due to the completion of management audits and the customer service survey. There is still $100,000 in the budget for future management audits.			(48,219)	-	(48,219)
Admin / Exec	Co Admin Office	AAA	CAO	General	Direct	Decreases in Internal Service Funds services	Decreases in the areas of distributed equipment and ISD direct labor			(11,106)	-	(11,106)
Admin / Exec	Co Admin Office	AAA	CAO	General	Direct	Decrease in salaries and benefits	Salaries and benefits are reduced due to new staff beginning at lower steps than previous budgeted staff.			(65,743)	-	(65,743)
Admin / Exec	Co Admin Office	AAA	CAO	General	Direct	Decrease in services and supplies	Various services and supplies accounts, such as general office expense, publications, special departmental expense, and travel.			(15,997)	-	(15,997)
Admin / Exec	Litigation	AAA	LIT	General	Indirect	External Attorney Services	This budget unit funds external attorney services and other litigation related expenses on an as needed basis. The use of contingencies may be required for any new major contracts, or for any material amendments to existing legal contracts.			(36,319)	-	(36,319)

STATE IMPACT SUMMARY

Group	Department	Fund	Dept	Fund Name	Direct or Indirect	State Impact	Brief Description of State Impact	Vacant Budgeted Staffing	Filled Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Admin / Exec	County Counsel	AAA	CCL	General	Direct	Staffing reductions	To meet this reduction requires the elimination of 2.7 filled attorney's, 1.0 fiscal clerk and 1.0 executive secretary.		(4.7)	(330,679)	-	(330,679)
Admin / Exec	Human Resources	AAA	HRD	General	Direct	Reductions of staffing and services & supplies	Reduction resulting in the decrease of 2.0 positions (1.5 Public Service Employee and 0.5 Human Resources Analyst I) and a reduction to salaries and benefits of $105,279. Decreases in services and supplies of $388,962 include reductions for contract services and reduced purchases of office supplies and equipment.	(2.0)		(494,241)	-	(494,241)
Admin / Exec	Information Svs Application Development	AAA	SDD	General	Direct	Reduced salaries & benefits	To meet this reduction requires the elimination of 5.0 filled Programmer IIIs and a 1.0 Clerk II.		(6.0)	(494,433)	-	(494,433)
Admin / Exec	Information Svs Emerging Technology	AAA	ETD	General	Direct	Reduced salaries & benefits	To meet this reduction requires the elimination of a filled System Development Team Leader and a recently vacated Geographic Information Technician I position.	(1.0)	(1.0)	(117,550)	-	(117,550)
Admin / Exec	Behavioral Health	AAA	MLH	General	Direct	Reduce Managed Care Allocation	The State is reducing the Mental Health Managed Care Allocation. **Additional Realignment of $832,587 is being used to offset this reduction in State funding.**			-	-	-
Admin / Exec	Public Health	AAA	PHL	General	Indirect	Animal Control Services	All of Public Health's General Fund financing is used for Animal Control activities, as such this entire amount is a direct reduction to that program. The reduction will result in the reduction of 1.3 Animal Control Officer. The result will be less routine field responses and longer response times for emergencies. This number is reflected in lower budgeted productivity numbers.		(1.3)	(64,581)	-	(64,581)
Admin / Exec	County Schools	AAA	SCL	General	Direct	Reduced contribution to schools	The county's contribution to Superintendent of Schools and for related utility costs is reduced.			(64,579)	-	(64,579)
Internal Svs	Arch & Eng	AAA	ANE	General	Direct	Increase in Reimbursements	Managing more projects as a result of contracting for project management services to augment county staff will increase reimbursements.			(56,169)		(56,169)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Staff Reduction-.5 Staff Analyst II	**Administration-**Reduction in expenses to meet state budget impacts . This reduction will be restored in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets .	(0.5)		(37,087)		(37,087)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Staff Reduction-1.0 Supervising Custodian	**Custodial-**Deletion of position will decrease the inspection frequency at contracted facilities.	(1.0)		(46,107)		(46,107)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Staff Reduction-.5 Custodian I	**Custodial-**This deleted position is a part time extra help position that served as a day porter at county facilities.	(0.5)		(21,489)		(21,489)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Reduction in Services and Supplies	**Custodial-**Reduction in expenses to meet state budget impacts. This reduction will be restored in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets .			(65,336)		(65,336)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Defund 1.0 Grounds Services Superintendent	**Grounds-**Management for the Grounds Division will be shared by Building Maintenance Superintendent and Facilities Management Division Manager.	(1.0)		(81,887)		(81,887)

STATE IMPACT SUMMARY

Group	Department	Fund	Dept	Fund Name	Direct or Indirect	State Impact	Brief Description of State Impact	Vacant Budgeted Staffing	Filled Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Increase in Services and Supplies	**Grounds-**increase in expenses to meet state budget impacts . This increase will be reduced in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets .			10,262		10,262
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Defund-1.0 General Maintenance Worker	**Maintenance-**Reduction of services necessitates defunding of this position.	(1.0)		(57,289)		(57,289)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Defund-1.0 Maintenance Supervisor	**Maintenance-**Reduction of services necessitates defunding of this position.	(1.0)		(87,215)		(87,215)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Defund-1.0 Locksmith	**Maintenance-**Reduction of services necessitates defunding of this position.	(1.0)		(64,646)		(64,646)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Reduction in Services and Supplies	**Maintenance-**Staff will reduce purchases of non-emergency parts and equipment.			(111,596)		(111,596)
Internal Svs	Facilities Mgmt	AAA	FMD	General	Direct	Defund-1.0 General Maintenance Worker	**Maintenance-**Reduction of services necessitates defunding of this position.	(1.0)		(51,851)		(51,851)
Internal Svs	Purchasing	AAA	PUR	General	Direct	Staff Reduction-1.0 Buyer II	This action to delete a filled Buyer II would shift the procurement of services from the procurement section to the contracts unit within the department.		(1.0)	(63,502)	-	(63,502)
Internal Svs	Purchasing	AAA	PUR	General	Direct	Staff Reduction-1.0 Clerk II	This action to delete a vacant Clerk II would increase the turnaround time for requisitions to be converted into purchase orders. The turnaround time would increase from one to two days to three to four days, causing departments to experience longer delays in the processing of their requisitions.	(1.0)		(38,495)	-	(38,495)
Internal Svs	Real Estate Services	AAA	RPR	General	Direct	Reductions to salaries & benefits and services & supplies	Reductions to salaries and benefits and services and supplies required to meet the 9% local cost target reduction.			(64,592)	-	(64,592)
Internal Svs	Rents and Leases	AAA	RNT	General	Direct	Decrease in leasing costs	Reduction due to decreased leasing costs.			(39,486)	-	(39,486)
Fiscal	Assessor	AAA	ASR	General	Direct	Reduction in Services and Supplies	This will impact the ability to perform mandated functions.			(28,227)	-	(28,227)
Fiscal	Auditor/Controller-Recorder	AAA	ACR	General	Direct	Increase in revenue	Increase in recording revenue due to high volume of documents recorded.			-	237,443	(237,443)
Fiscal	Treasurer-Tax Collector	AAA	TTC	General	Direct	Reduction in Equipment purchases and Transfer out	Reduction in equipment purchases and operating transfer out for remodel project			(124,532)	-	(124,532)
Law & Justice	Trial Courts - MOE	AAA	TRC	General	Direct	New payment to the state	A new state contribution is mandated in lieu of taking undesignated court fines/fees revenues that currently go to the county.			1,134,812	-	1,134,812
Law & Justice	District Attorney	AAA	DAT	General	Direct	Staffing reductions	Reduce staffing by 6.0 FTE resulting in increased caseload for remaining staff. Filled budgeted staffing amount equals $573,200; vacant budgeted staffing amount equals $35,000.	(1.0)	(5.0)	(608,200)	-	(608,200)
Law & Justice	District Attorney	AAA	DOS	General	Direct	Staffing reductions	Reduce staffing by 0.5 Investigator position. This reduction may result in a backlog in the investigation process. All financial impact is salaries and benefits.	(0.5)		(33,629)	-	(33,629)
Law & Justice	Law and Justice Group Administration	AAA	LNJ	General	Direct	Reduce staffing/services and supplies	This program's only 1.0 FTE must be reduced to 0.9 due to state budget impact, and minimal S&S budget is reduced by 58%.		(0.1)	(10,627)	-	(10,627)

STATE IMPACT SUMMARY

Group	Department	Fund	Dept	Fund Name	Direct or Indirect	State Impact	Brief Description of State Impact	Vacant Budgeted Staffing	Filled Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Law & Justice	Probation	AAA	PRB	General	Direct	Staffing reductions	Staffing cuts to training and recruitment, adult on-site unit, and other probation officers.	(1.0)	(12.0)	(1,277,981)	-	(1,277,981)
Law & Justice	Probation	AAA	PRN	General	Direct	Reduction of salaries & benefits and services & supplies	Reduce overtime, retirement cash-out, and occupational injury budgets. May result in other cuts during the year if these costs rise.			(939,842)	-	(939,842)
Law & Justice	Probation	AAA	PRN	General	Direct	Reduction of federal TANF funding	$4.2 million reduction would eliminate Boys RYEF treatment program (19.0 FTE), girls RYEF (18.0 FTE), and Bridges (17.0 FTE). Positions will also be eliminated at West Valley Juvenile Hall (10.0 FTE). Staff proposes to fund RYEF/girls and Bridges by transferring local cost from other probation budget units as reflected in Recommended Program Adjustments. See policy item #1 for restoration of RYEF/boys.	(10.0)	(54.0)	(4,200,000)	(4,200,000)	-
Law & Justice	PA/PG/Cons/Coroner	AAA	PAC	General	Direct	Eliminate the Needles and Morongo rent expenses and direct costs	The department is in the process of contracting with Sheriff's Department to provide coverage for the East Desert area. The estimated cost for this is $108,000 as a one time cost and $30,000 for on-going annual costs. The office in Morongo is not staffed at this time and investigations are done by the deputies from San Bernardino. See also next item below and policy item request #1 for proposed solution.	-	-	(33,024)	-	(33,024)
Law & Justice	PA/PG/Cons/Coroner	AAA	PAC	General	Direct	Eliminate 1 Deputy Coroner Investigator Position in the Needles Office	Due to the recent retirement of the Deputy Coroner Investigator living in the Needles area, elimination of this position leaves the East Desert with no reasonable coroner service coverage. At this time, the department is in negotiations with the Sheriff's Department to provide coroner service in that area. See also next item above and policy item request #1 for proposed solution.	(1.0)		(79,161)	-	(79,161)
Law & Justice	PA/PG/Cons/Coroner	AAA	PAC	General	Direct	Eliminate 3.5 Deputy Coroner Investigator positions in the San Bernardino Office	If these filled positions are eliminated, there will be substantial delays in death investigations and would cost the department significant overtime, call-back and stand-by pay. At current staffing levels, 2003-04 overtime is 5,548 hours year-to-date, with a projection of 7,000 hours for the entire year. Further reduction of investigators would generate more overtime and burn-out. Additionally, the state is proposing to repeal the SB90 mandate requiring additional autopsy protocols for SIDS deaths. This elimination of $70,000 in state reimbursement is part of this state cost reduction. See policy item request #2 for restoration.		(3.5)	(267,227)	-	(267,227)
Law & Justice	PA/PG/Cons/Coroner	AAA	PAC	General	Direct	Eliminate 1 Staff Analyst I position	If this position is eliminated, the contracting and monitoring of the Coroner's transport services will have to be handled by the remaining Coroner and/or Administration staff that are already trying to absorb the work of a vacant Clerk III position. See policy item request #3 for restoration.		(1.0)	(67,878)	-	(67,878)
Law & Justice	Public Defender	AAA	PBD	General	Direct	Staffing reductions and services & supplies	Reduce 9.6 FTE and service and supplies resulting in potential increase in costs to the Indigent Defense Budget. Filled budgeted staffing costs equal $290,050, Vacant staffing costs equal $500,979 and service and supplies cost is $24,683.	(7.6)	(2.0)	(815,712)	-	(815,712)
Law & Justice	Sheriff	AAA	SHR	General	Direct	Reduce vacant positions	Cannot fill 31 safety positions.	(31.0)		(3,743,956)	-	(3,743,956)

STATE IMPACT SUMMARY

Group	Department	Fund	Dept	Fund Name	Direct or Indirect	State Impact	Brief Description of State Impact	Vacant Budgeted Staffing	Filled Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Law & Justice	Sheriff	AAA	SHR	General	Direct	STC reimbursement reduction	$250,000 reimbursement is eliminated due to state funding constraints.			-	(250,000)	250,000
Law & Justice	Sheriff	AAA	SHR	General	Direct	Reduction in services and supplies	Eliminate services and supplies to maintain staffing in this pretrial detention program.			(49,081)	-	(49,081)
Economic Dev / Public Services	Economic Development/Public Services Group - Administration	AAA	PSG	General	Direct	Reduced contribution to Cooperative Extension	Cooperative Extension is a service sponsored by the University of California/Riverside that includes identification of county agricultural, consumer, and nutrition problems in the local community and provides solutions based on applied research and knowledge. The reduced County subsidy will result in less funding available for Cooperative Extension.	-	-	(5,980)	-	(5,980)
Economic Dev / Public Services	Agriculture/Weights and Measures	AAA	AWM	General	Direct	Pest Exclusion Inspections - elimination of 1.0 FTE Ag Standards Officer	Reduction of 1.0 Agricultural Standards Officer, and the one compact truck and tuition reimbursement associated with this position. See Department Recommended Funded Adjustments section for restoration of this position.		(1.0)	(53,247)	-	(53,247)
Economic Dev / Public Services	Agriculture/Weights and Measures	AAA	AWM	General	Direct	Reduction of services and supplies - various	Decrease in Motor Pool ($15,017) from rate change; Decreases in Herbicides ($40,000), non-inventoriable equipment ($16,500), special department expense ($5,000), Courier Service ($3,000) and Travel ($2,000) are adjustments made to correspond to current expenditure levels as well as comply with the state impact cuts.			(81,517)	-	(81,517)
Economic Dev / Public Services	Agriculture/Weights and Measures	AAA	AWM	General	Direct	Motor Fleet reduction - elimination of 12 vehicles	A fleet reduction of twelve vehicles would require all of our field staff, who do not require specialized vehicles for equipment, to drive their private vehicles. The reduction of fleet charges is offset by increased private mileage reimbursement. See Department Recommended Funded Adjustments section for restoration.			(38,228)	-	(38,228)
Economic Dev / Public Services	Airports	AAA	APT	General	Direct	Reduced security services	Reduction of contract security services at Chino Airport during after-hours and on the weekends.	-	-	(3,524)	-	(3,524)
Economic Dev / Public Services	County Library	SAP	CLB	County Library	Direct	* State ERAF shift reduces property tax revenues by approximately $1.2 million. * 9% decrease in County General Support ($26,150).	Less revenues due to State impacts will result in the following: * 37.4 reduction in budgeted staff. * $435,095 decrease in the 2004/05 book/materials budget. * A reduction in public service hours by approximately eight (8) hours per week at all library branches.	(4.9)	(32.5)	(1,212,520)	(1,212,520)	-
Economic Dev / Public Services	County Museum	AAA	CCM	General	Direct	Defunding of vacant positions	Defund 1.0 vacant deputy director and 1.0 vacant museum senior technician.	(2.0)	-	(144,181)	-	(144,181)
Economic Dev / Public Services	Economic and Community Development - Economic Promotion	AAA	ECD	General	Direct	Reduction in funding for various economic organizations and activities.	The following programs will have funding reductions: Transient Occupancy Tax distribution, $38,000; Quad State payments, $13,500; Bear Fest, $500; the Diamond Venture program, $500; the High Desert Leadership conference sponsorship, $1,000; the Mojave Desert Mountain program, $400;. and IEEP, $18,000. Miscellaneous expenses will be increased by $67.			(71,833)		(71,833)
Economic Dev / Public Services	Economic and Community Development - Small Business Development	AAA	SBD	General	Direct	Reduction in small business development assistance	This reduction will reduce the amount of small business development assistance, counseling, information dissemination, and business promotion to the residents of San Bernardino County.			(15,334)		(15,334)

STATE IMPACT SUMMARY

Group	Department	Fund	Dept	Fund Name	Direct or Indirect	State Impact	Brief Description of State Impact	Vacant Budgeted Staffing	Filled Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Economic Dev / Public Services	Land Use Services Department - Administration	AAA	LUS	General	Direct	Staffing Reduction - 1.0 Automated Systems Technician Position	To assist other divisions in reaching the 9% reduction requirements the administration division has reduced staffing by one position. This will reduce administrative salary & benefit costs by $45,435 and reduce the administrative reimbursements by $45,435.	(1.0)		-		-
Economic Dev / Public Services	Land Use Services Department - Current Planning	AAA	CUR	General	Direct	Reduction of administrative costs	The LUS Administration division reduced staffing by one position to assist the other divisions in reaching the 9% reduction requirements.			(8,217)		(8,217)
Economic Dev / Public Services	Land Use Services Department - Advanced Planning	AAA	ADV	General	Direct	Reduction in Professional Services	Reduction in professional services due to the completion of work provided by G. Hillier.			(100,000)		(100,000)
Economic Dev / Public Services	Land Use Services Department - Advanced Planning	AAA	ADV	General	Direct	Reduction of administrative costs	The LUS Administration division reduced staffing by one position to assist the other divisions in reaching the 9% reduction requirements.			(12,250)		(12,250)
Economic Dev / Public Services	Land Use Services Department - Code Enforcement	AAA	CEN	General	Direct	Staffing Reduction - 1.0 Code Enforcement Officer II Position	The deletion of this position will require the use of 1.0 CEO II from the Victorville office to cover the Lytle Creek area 2 days per week. Response times in both of these areas may increase due to lack of staff coverage. Reduction includes Salary & Benefits and Service & Supply costs.	(1.0)		(55,889)		(55,889)
Economic Dev / Public Services	Land Use Services Department - Code Enforcement	AAA	CEN	General	Direct	Increase in California Integrated Waste Management Board Grant	Code Enforcement was awarded a $150,000 grant for Fiscal Year 2003/04 to cover waste tire removal and inspection of tire facilities throughout the County. This amount has been increased to $300,000 for Fiscal Year 2004/05 and is expected to be renewed through Fiscal Year 2008/09.				150,000	(150,000)
Economic Dev / Public Services	Land Use Services Department - Code Enforcement	AAA	CEN	General	Direct	Reduction of administrative costs	The LUS Administration division reduced staffing by one position to assist the other divisions in reaching the 9% reduction requirements.			(32,673)		(32,673)
Economic Dev / Public Services	Public Works - Regional Parks	AAA	CCP	General	Direct	Reduced park maintenance	Budgeted costs for park maintenance have been reduced to offset the reduction in local cost resulting from state budget impacts.	-	-	(103,184)	-	(103,184)
Economic Dev / Public Services	Registrar of Voters	AAA	ROV	General	Direct	Elimination of 1.0 FTE Business Application Manager position	This position recently became vacant. The Registrar and Assistant Registrar of Voters have increased their management span of control by assuming the duties of this position and by sharing in the supervisory responsibility for staff that were organizationally assigned to the Business Applications Manager position.	(1.0)		(114,521)	-	(114,521)
Economic Dev / Public Services	Registrar of Voters	AAA	ROV	General	Direct	Elimination of 1.0 FTE Elections Technician position	This position was recently vacated due to retirement. This is the one Election Technician assigned to the Voter Services Division which is responsible for voter registration, and petition processing. Eliminating this position will require the ROV to combine the Absentee and Voter Services Divisions into a single division with the Election Technician for the Absentee Voting Division assuming the duties of managing the combined division. Eliminating this position will also require the use of inexperienced lower classified staff to perform the duties. This position is essential to the efficient conduct of the upcoming Presidential Election in November 2004.	(1.1)		(63,474)	-	(63,474)

STATE IMPACT SUMMARY

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Economic Dev / Public Services	Registrar of Voters	AAA	ROV	General	Direct	Elimination of 1.0 FTE Elections Clerk position	This position was recently vacated due to retirement. This position is responsible for candidate filing and the design/production of the sample ballot. If the position is eliminated, then existing untrained and less experienced staff will be required to perform these functions. The job is highly visible to candidates including Superior Court Judges and County Supervisors. This position is essential to the efficient conduct of the upcoming Presidential Election in November 2004.	(1.0)		(42,520)	-	(42,520)
Economic Dev / Public Services	Registrar of Voters	AAA	ROV	General	Direct	Reduction of services and supplies - various	Various Services and supplies will be reduced to meet the State budget cut mandate.			(39,749)	-	(39,749)
Human Svs System	Department of Child Support Services	AAA	DCS	General	Direct	Child Support Automation Penalty	The State of California is currently paying a $194.8 million dollar annual penalty to the federal government for failure to meet child support automation requirements. Beginning in the State Fiscal Year 2003-04 Budget, the State Department of Finance is allocating up to 25% of this penalty to counties. The County of San Bernardino's share is estimated to be $2,784,426. On September 23, 2003 (item #65) in the State Budget Reduction Impacts and Adjustments item presented to the Board, the CAO requested to have appropriations and local cost increased to reimburse the state for our county's share of the penalty.	-	-	2,784,426	-	2,784,426
Human Svs System	HSS Administrative Claim	AAA	DPA	General	Direct	Increase in Realignment needed due to local cost cut	Local cost cut due to State budget impact to general fund. **Additional Realignment revenue of $298,365 is being used, if available, to reduce local cost.**			-	298,365	(298,365)
Human Svs System	AFDC-Foster Care	AAB	BHI	General	Direct	Elimination of County share of Child Support Collections	The State has proposed to eliminate the County's share of child support collections, used to offset local share in this program. **Additional Realignment of $863,698 is being used for additional local share.**			-	-	-
Human Svs System	Kinship Guardianship Assistance Program	AAB	KIN	General	Direct	Elimination of County share of Child Support Collections	The State has proposed to eliminate the County's share of child support collections, used to offset local share in this program. **Additional Realignment of $25,000 is being used for additional local share.**			-	-	-
Human Svs System	CalWORKs-2-Parent Families	AAB	UPP	General	Direct	Elimination of County share of Child Support Collections	The State has proposed to eliminate the County's share of child support collections, used to offset local share in this program. **Additional Realignment of $35,000 is being used for additional local share.**			-	-	-
Human Svs System	CalWORKs-All Other Families	AAB	FGR	General	Direct	Elimination of County share of Child Support Collections	The State has proposed to eliminate the County's share of child support collections, used to offset local share in this program. **Additional Realignment of $700,000 is being used for additional local share.**			-	-	-
Human Svs System	Veterans Affairs	AAA	VAF	General	Direct	Reduce staffing/services and supplies	Reduction of 0.5 FTEs of a Veterans Service Rep II position ($26,339) which will become a part-time position, a reduction of 0.2 FTEs of an Exec Sec II ($11,244) and a reduction in services and supplies of ($3,262). Increasing revenue due to increased workload.	(0.7)		(40,845)	42,649	(83,494)

STATE IMPACT SUMMARY

Group	Department	Fund	Dept	Fund Name	Direct or Indirect	State Impact	Brief Description of State Impact	Vacant Budgeted Staffing	Filled Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Other Agencies (ED/PSG)	Redevelopment Agency	DBR	RDA	Debt Service	Direct	Education Resource Augmentation Fund (ERAF) Shift	Estimated 2004-05 ERAF shift of Property Tax revenue to fund Education. This amount is based upon the January Preview of the State Budget for 2004-05.			-	(275,000)	275,000
								(77.8)	(126.1)	(13,806,191)	(5,209,063)	(8,597,128)

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Admin / Exec	N	Clerk of the Board	AAA	CBD	General		1	Restore Clerk III position	The loss of this position would impact the Assessment Appeals and Agenda Processing functions within the department. In Assessment Appeals, property owners disputing the assessed value of their property have the right to a hearing within two years after filing their application. If the deadline is not met the property owner's value is automatically entered into the tax roll which directly impacts the amount of property tax income to the County, i.e. 2001 roll value of Assessment Appeals was $2.3 billion versus the property owners' value of $1.3 billion. In the area of agenda processing, the staff processes approximately 3,700 agenda items annually of which two-thirds are contracts. A quick turnaround time in the execution of the documents is important in minimizing penalties due to delayed submission, meeting grant application deadlines and preventing delays in the provision of services by contractors. In FY 2003/2004 there were approximately $1.2 billion in contracts with $650 million in grant awards.	1.0	45,911	-	45,911
Admin / Exec	N	Joint Powers Leases	AAA	JPL	General		1	Debt Reduction	The County has experienced savings on its variable rate debt due to historic lows in short term interest rates. It is anticipated that this budget unit will realize $1.8 million in budget savings in 2003-04 attributable to these low rates. This policy item requests that this $1.8 million be used to prepay a portion of the outstanding principal on the Glen Helen Taxable Debt, to reduce the County's future variable rate risk. The estimated budgetary savings for 2004-05 as a result of this action is $149,000.		1,800,000	0	1,800,000
Admin / Exec	N	ISD -Application Development	AAA	SDD	General		1	Restore 6.0 employees	Layoff of 6.0 employees if funding isn't restored would limit our ability to meet workload requirements of general fund applications such as EMACS, Financial Accounting System, Property Information System, Jail Management System, Criminal Index, DA STAR, Treasurer-Tax Collector and other supported applications.	6.0	494,433		494,433
Admin / Exec	N	ISD -Emerging Technology	AAA	ETD	General		1	Restoration of 2.0 employees	If funding isn't restored the impact will be the elimination of 2.0 positions a filled System Development Team Leader and a recently vacated GIS Technician. The impact of not funding the GIS position will be reduction in timely updating of information in the GIS database that is used for public safety dispatching, land use planning, economic development and other mapping applications.	2.0	117,550		117,550
Admin / Exec	N	Behavioral Health	AAA	MLH	General		1	Restoration of Indigent Contracts	Restore contracts with local area hospitals for psychiatric inpatient stays of medically indigent clients. Use realignment to offset costs.		550,000	550,000	-

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Internal Services	N	Facilities Management	AAA	FMD	General		1	Restore Custodian I	Deletion of vacant positions in 2003-04 resulted in the reduction of 15.5 general funded custodial positions. This resulted in the reduction of services from five days to one day per week for thorough cleaning of restrooms and trash pick up of office areas. Also, vacuuming in major traffic areas was reduced from once a week to an "as needed basis." Based on current staffing levels, there is one Custodian per 66,000 square feet. The industry standard is one per 24,000 square feet. The addition of four Custodian I's will increase thorough cleaning of restrooms to three times per week and vacuuming of major traffic areas to once per week. Additional positions will also reduce the square footage per Custodian I to 52,100.	4.0	136,000	-	136,000
Internal Services	N	Facilities Management	AAA	FMD	General		1	Restore Grounds Caretaker I	The Grounds Division currently has 20 full time employees who are responsible for the grounds at all county facilities, including supervision and monitoring of contracted services. Since fiscal year 2000-01 staffing has been reduced by 7.0 FTE's and new sites such as Gilbert Street Complex, West Valley Juvenile Hall and now High Desert Juvenile Hall have been added. The addition of 2.0 Grounds Caretaker II's will allow for better overall care and monitoring of the county grounds.	2.0	80,690	-	80,690
Internal Services	N	Facilities Management	AAA	FMD	General		1	Restore Maintenance Mechanics	In 2003-04, 2.0 vacant Maintenance Mechanic positions were deleted that were to be assigned to West Valley Juvenile Detention Center. This facility has been maintained by existing Facilities Management (FMD) staff. Moreover, staffing reductions in the 2004-05 proposed budget due to the State budget cuts has effectively erased the two positions approved by the Board on February 3, 2004, item # 44, to serve the new High Desert Juvenile Detention Center. The requested two additional mechanic positions will help abate these losses and allow FMD to provide seven day coverage as requested by Probation to both sites. Services and Supplies costs include an additional vehicle, as well as other miscellaneous costs associated with the positions. If this is not approved, existing resources will have to be shifted to serve the high desert as it opens, reducing the service levels throughout the county.	2.0	131,590	-	131,590
Internal Services	N	Facilities Management	AAA	FMD	General		1	Additional Utility Analyst	A qualified energy analyst will assist Facilities Management in checking billing accuracy and monitor the county's utility accounts. This position will be responsible for developing an energy efficiency program. This position was recommended in the MCG Consulting Utility Budget Analysis Final Report presented to the Board of Supervisors on March 16, 2004. It is anticipated that this position will pay for itself in utility cost savings. Salaries and benefits will increase by $68,500 and will be offset by a decrease of same amount in services and supplies.	1.0	-	-	-

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Internal Services	N	Facilities Management	AAA	FMD	General		2	Additional Fiscal Clerk II	Utility payments are currently processed on over 800 utility accounts. This function is currently being performed by a fiscal clerk assigned to the Maintenance Division. Because of this temporary reassignment, the remaining fiscal clerks have had to assume additional responsibilities which has resulted in an often unmanageable workload for the fiscal staff. A full time clerk assigned to the utility division will ensure utility bills continue to be paid on time, thus avoiding large late payment penalties to the county. This position was recommended in the MCG Consulting Utility Budget Analysis Final Report presented to the Board of Supervisors on March 16, 2004. It is anticipated that this position will pay for itself in utility cost savings. Salaries and benefits will increase by $40,600 and will be offset by a decrease of same amount in services and supplies.	1.0	-	-	-
Fiscal	Y	Assessor	AAA	ASR	General		1	Restore Mandatory Services	The continual cutting of the services and supplies has led to the department not longer having the financial resources to perform the mandatory functions. These functions include postage/printing of state required documents; local travel and mileage reimbursements for assessments/audits, and overtime to maximize roll value. Without this policy item, the department will not be able to complete its state mandated functions and will have a direct affect on the ability to generate property tax revenue.		278,244		278,244
Law & Justice	N	District Attorney	AAA	DAT	General		1	Restore one DDA position in Desert, West End, Central and Juvenile regions	Restoration of one DDA position in Desert, West End, Central and Juvenile regions will lessen the caseload for the remaining staff who are already taxed with heavy caseloads.	4.0	460,000	-	460,000
Law & Justice	N	District Attorney	AAA	DAT	General		2	Restore one Deputy District Attorney in general program.	Restore one Deputy District Attorney in general program to accommodate increasing caseloads of attorneys who prosecute misdemeanors and felonies.	1.0	110,000	-	110,000
Law & Justice	N	District Attorney	AAA	DAT	General		3	Restore one Clerk III in general program.	Restore one Clerk III in general program to provide support to attorneys who prosecute misdemeanors and felonies.	1.0	38,200	-	38,200
Law & Justice	N	Law and Justice Group Admin	AAA	LNJ	General		1	Restore 0.1 FTE	Restore 0.1 FTE to maintain 1.0 FTE for this program.	0.1	13,659	-	13,659
Law & Justice	N	Law and Justice Group Admin	AAA	LNJ	General		2	Restore services and supplies	Restore services and supplies to a reasonable level for the year; minimal funding is required to attend one grant writing course.		2,046	-	2,046
Law & Justice	N	Probation	AAA	PRB	General		1	Restore adult case management staff	Caseloads that double (700:1) are impossible, and will result in significantly decreased supervision of probationers--95% of which are felons. This will affect jail populations, and result in employee stress. The Department requests allocation of one-time Prop 172 excess funds from prior years to mitigate this program cut for FY 2004-05 and negate the need for 17 layoffs.	17.0	1,559,461	1,273,713	285,748

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Law & Justice	N	Probation	AAA	PRB	General		2	Create adult sex offender unit	Sex offenders are among the most dangerous and difficult offenders on supervised release. Current staffing provides little protection against the recidivism of sex offenders due to average adult caseloads. Probation officers with specialized training would enable the department to address approximately 400 registered offenders in San Bernardino County, including regular visits, home and computer searches, and counseling/therapy attendance enforcement. The Department requests local cost for 6.0 FTE, vehicles, and supplies.	6.0	716,482	-	716,482
Law & Justice	N	Probation	AAA	PRB	General		3	Restore training and recruitment positions	Despite constant turnover and the opening of another juvenile facility, training and recruitment positions were eliminated. Due to negative ramifications and liability related to inadequate training or background checks, the Department is requesting restoration of 4.0 FTE.	4.0	392,825	-	392,825
Law & Justice	N	Probation	AAA	PRB	General		4	Backfill loss of income related to AB3000	As a result of reprioritization of the distribution of fines, the probation department loses revenue. This item requests additional local cost for the adult corrections bureau to offset the projected loss of income for FY 2004-05 in the amount of $200,240.	-	200,240	-	200,240
Law & Justice	N	Probation	AAA	PRB	General		5	Restore adult on-site unit staff	The adult on-site unit prepares investigations for approximately 450 cases per year, providing a sentencing recommendation the same day as a plea. This unit saves weeks of court time and involves 3.0 FTE.	3.0	280,308	-	280,308
Law & Justice	N	Probation	AAA	PRN	General		1	Reinstate boys RYEF treatment program	This six-month program serves 20 youth that would otherwise be placed in foster care or CYA at a higher cost to the county. Treatment is geared towards self-improvement, including job skills training, drug counseling, anger management and cognitive behavior therapy, general education, and family counseling. Without the program, there may also be an increase in length of confinement time to juvenile hall, resulting increase in occupancy at detention centers. The department is requesting restoration of this program, including 19.0 FTE. Social services realignment will fund $500,000.	19.0	1,450,490	550,000	900,490
Law & Justice	N	Probation	AAA	PRN	General		2	Expand boys RYEF treatment facility	Relative to the costs of CYA and foster care programs, RYEF is a bargain-priced program with more directed and effective treatment components. If TANF funds are restored, staff recommends expansion of this program by 20 beds, with 5.0 staff and supplies.	5.0	575,600	-	575,600
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		1	MOU with Sheriff's Department for East Desert Coverage	The recent retirement of an employee living in the Needles area has left the East Desert area with no reasonable Coroner Department coverage. An MOU has been discussed with the Sheriff's Department to provide coroner service for the area from Baker to the Colorado River at a lower overall cost and provide more efficient and timely investigations. There would be a $108,000 one-time cost for coroner investigation/morgue training for 4 Sheriff's deputies and their back-fill during the training. There would be on-going annual cost of only $30,000 for payroll, including a proposed differential that would be paid to the deputies for those hours actually engaged in coroner activities. Including the reduction of the office rent costs and the elimination of the vacant investigator position included as state budget cuts items #1 and #2, the on-going annual savings realized after the initial cost of this MOU would be $82.000.		138,000	-	138,000

POLICY ITEM SUMMARY

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Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		2	Restore 3.5 Deputy Coroner Invest-igators in San Bernardino Office	If these positions are eliminated, there will substantial delays in death investigations and would cost the department significant overtime, call-back, and standby pay. Projections of 2003-04 overtime hours at current staffing levels is 7,000 hours. Further reduction of investigators would generate even more overtime and burn-out on the remaining staff. These positions are currently filled. See also state budget cut item #3.	3.5	267,227	-	267,227
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		3	Restore 1 Staff Analyst I position	If this position is eliminated, the contracting and monitoring function for the Coroner Department will have to be handled by the remaining Coroner and Administration staff that are already absorbing workload of a vacant Clerk III position. This position is currently filled. See also state budget cut item #4.	1.0	67,878	-	67,878
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		4	Restore 2 Deputy Coroner Invest-igators in San Bernardino Office	If these positions are eliminated, the Coroner Department will have to reduce and/or discontinue some of the non-mandated investigations such as hospice and emergency room investigations to reduce the workload and avoid additional overtime, callback and standby costs. One position is vacant due to difficulty in recruiting a candidate to pass background. The other position is currently filled with an employee out on medical leave. See also department recommended adjustment item #7. These positions were eliminated due to reduced MAA revenue budget and other needed adjustments.	2.0	160,575	-	160,575
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		5	Restore 7 vehicles for Supv Deputy Coroners and Chief Deputy Coroner	Elimination of these vehicles will cause delays in the investigations and will create increased mileage reimbursement. See also department recommended adjustment item #6. These vehicles were eliminated due to reduced MAA revenue budget and other needed adjustments.		67,137	-	67,137
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		6	Restore 2 Medical Transcriber/Typists in the Coroner Dept	If these positions are eliminated, an agreement with an outside vendor will be needed to provide this service at a cost of approximately $13,000 annually. This may cause some errors, and delays in service. These positions are currently filled. See also department recommended adjustment item #8. These positions were eliminated due to reduced MAA revenue budget and other needed adjustments.	2.0	62,029	-	62,029
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		7	In-House Body Removal Services	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. In 2002 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 through 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.	10.0	707,219	180,000	527,219

POLICY ITEM SUMMARY

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Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		8	Computerized Inventory System for Decedent and Estate Assets	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.	1.0	129,425	-	129,425
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		9	Restore 1.0 Clerk III position from the Coroner's department	This position has been vacant for some time and the workload has been redistributed to the existing clerical staff. There have been some service delays as a result of this. Restoration of this position is needed to eliminate the travel of one of the other Clerk III from Victorville to San Bernardino 2 days a week. See also department recommended adjustment item #5. This position was eliminated due to reduced MAA revenue budget and other needed adjustments.	1.0	39,352	-	39,352
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		10	Request for Automated Systems Analyst Position	This department has a fully developed local area network (LAN) system that connects to 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.	1.0	56,000	-	56,000
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		11	Restorations of Funding for Deputy Coroner Positions	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 the County of San Bernardino and the extensive populations growth in the desert regions, we have encounter increases in reported deaths at the rate of 3.5% annually. The current number of Deputy Coroner Investigators cannot adequately cover our 24-hour/seven days a week operation. Overtime, standby and callback 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 would allow us to restore our staffing to only a baseline level to reduce risk/liability to the county.	1.5	77,567	-	77,567

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		12	Request for Deputy Public Guardian Position	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 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 of facility information database and new facility reviews. This position would also be utilized to mitigate the existing case management workload.	1.0	62,212	31,106	31,106
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		13	Request for Additional Supervising Deputy Public Guardian Position	The California Probate Code charges the Public Guardian's with responsibility for the care of individuals who are place on conservatorship by the court. The Deputy Public Guardian 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 is requested to increase supervisor representation in court, at a variety of agency meetings, and to reduce supervisory span of control in the office.	1.0	68,532	34,266	34,266
Law & Justice	N	PA/PG/Conserv/ Coroner	AAA	PAC	General		14	Request for Additional Deputy Coroner Positions	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.	5.0	387,835	-	387,835
Law & Justice	N	Sheriff	AAA	SHR	General		1	Restore funding for safety positions and overtime	Public safety will be compromised with understaffing, by potential closure of stations/substations, reduced call responses, and other considerations.	35.5	4,929,898	-	4,929,898
Law & Justice	N	Sheriff	AAA	SHR	General		2	Fund computer lease payments	Computer lease payments were previously paid with asset seizure funds that are now diminished.	-	1,400,000	-	1,400,000
Law & Justice	N	Sheriff	AAA	SHR	General		3	Restore funding for equipment	Investigative and patrol equipment is in need of replacement.	-	200,000	-	200,000
Law & Justice	N	Sheriff	AAA	SHR	General		4	Purchase vehicles	Older vehicles result in increased maintenance expenditures.	-	440,000	-	440,000
Econ Dev / Public Services	N	County Library	SAP	CLB	County Library		1	Library book budget augmentation	During the past three (3) fiscal years, severe cuts in State Aid and Property Tax Revenues have significantly reduced the amount available for County Library's book budget. The $150,000 budgeted for books in FY 2004/05 represents a minimal level and is financed by contributions from the Friends of the Library. In 2003/04, the Board of Supervisors provided the Library with a $500,000 augmentation for materials, resulting in a total book budget of $1,085,000. County Library is seeking an additional $935,000 from the County General Fund that would restore its materials budget to the FY 2003/04 level. Without this funding, purchases of books, audio-visual materials, magazines, and newspapers will be virtually eliminated.	-	935,000	-	935,000

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Econ Dev / Public Services	N	County Library	SAP	CLB	County Library		2	Restoration of staffing and public service hours	Provide funding to restore all positions that were defunded as a result of projected State Budget Cuts. This action would avoid having County Library reduce eight (8) hours of public service per week at all branch libraries.	37.4	777,425	-	777,425
Econ Dev / Public Services	N	County Museum	AAA	CCM	General		1	Mousley Museum of Natural History	The Mousley Museum was closed during FY 2002/2003 due to loss in local cost for the Museum. The Museum is seeking funding to re-open the Mousley Museum and partner with the local community to develop a more community based facility and enhance customer service. The funds being requested would be used to finance the addition of 0.7 Museum Educator and related services and supplies.	0.7	39,962	-	39,962
Econ Dev / Public Services	N	County Museum	AAA	CCM	General		2	Museum Clerk	Additional funding for a Museum Clerk to increase the amount of hours for operating the front desk. Approval of this item will have a positive impact on customer service.	0.5	16,064	-	16,064
Econ Dev / Public Services	N	County Museum	AAA	CCM	General		3	Restoration of marketing budget	Restoration of that portion of the Department's marketing budget reduced by Board action on September 23, 2003. Approval of this item would provide additional funds for newspaper advertising, theatre slides, direct mail, printing services (brochures, flyers, museum guides, etc) and promotion with public television and other media partners.	-	50,000	-	50,000
Econ Dev / Public Services	N	County Museum	AAA	CCM	General		4	Building maintenance	Restoration of that portion of the Department's maintenance budget reduced by Board action on September 23, 2003. As a result of that action, building maintenance at all Museum sites have been severely restricted. Approval of this item would provide funding for much needed repairs and improvements to Museum facilities.	-	30,000	-	30,000
Econ Dev / Public Services	N	County Museum	AAA	CCM	General		5	Educational Center Development	The development of an Educational Center would provide a hands on environment for all visitors to the Museum. This environment would enhance services for school districts, local communities, and residents within the County and the region.	-	31,500	-	31,500
Econ Dev / Public Services	N	Economic and Community Development - Economic Promotion	AAA	ECD	General		1	Restoration of funding for various economic development organizations and programs.	These organizations and activities directly result in increased economic activity in the County thereby increasing capital investment and employment opportunities for our residents. The increases would be directly passed through to the following participating organizations: Transit Occupancy Tax Distribution, IEEP, Quad State, Hi Desert Opportunity, High Desert Leadership Summit, Bear Film Festival, and Morongo Basin - ECOPAC.		71,833		71,833
Econ Dev / Public Services	N	Economic and Community Development - Economic Promotion	AAA	ECD	General		2	Transient Occupancy Tax Program Increase in funding	The County's Transit Occupancy Tax (TOT) Distribution Program provides funds to Chambers of Commerce and other approved organizations that promote tourism and related business services in the unincorporated area of the County. ECD is requesting that the TOT Distribution Program allocation be increased to $300,000 from $260,000 the increase would be used to further market our area.		40,000		40,000

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Econ Dev / Public Services	Partially	Land Use Services Department - Code Enforcement	AAA	CEN	General		1	Reinstate Code Enforcement II Position	Due to the State Budget Cuts of 9% 1.0 vacant Code Enforcement II position was deleted. This request is to add back that position in order to maintain the current level of customer service. The deletion of this position will require the use of 1.0 CEO II from the Victorville office to cover the Lytle Creek area 2 days per week. Response times in both of these areas may increase due to lack of staff coverage. This cost will be partially covered by increased fees, if they are approved, and with Local Cost funding required to cover the remaining costs.	1.0	55,889	-	48,199
Econ Dev / Public Services	N	Public Works - Regional Parks	AAA	CCP	General		1	Additional staff and equipment for the County Trails Program	The County trails program is primarily funded through various grants. The grant funded trail projects require a 20 year commitment for operations and maintenance. To meet this commitment, Regional Parks is in need of a Park Ranger II and a 4-wheel drive maintenance truck to ensure the public's safe use of the trails. The total cost of this request for FY 2004/05 is $132,055, which includes a one time cost of $65,000 for the truck purchase. Therefore, the ongoing cost of this item would be $67,055 per year for the Park Ranger II and the operations/maintenance costs related to the truck.	1.0	132,055	-	132,055
Econ Dev / Public Services	N	Public Works - Regional Parks	AAA	CCP	General		2	Increased support for the Trails Program	In FY 1999/2000, the Board approved an annual $130,098 General Fund contribution to support the Trails Program. Since that time, the Regional Parks Division has not received any increases in General Fund support for additional staffing, operations or maintenance costs. Consequently, there is a need for additional financial support to offset these cost increases. This policy item requests a $50,000 increase in General Fund support to bridge the gap between the current funding level and the actual costs to operate the program.	-	50,000	-	50,000
Econ Dev / Public Services	N	Public Works - Surveyor	AAA	SVR	General		1	GIS Parcel Basemap - ongoing maintenance	The Surveyor is requesting funding to add 1.0 Engineering Tech V, 1.5 Engineering Tech IV and 0.1 Land Surveyor to update and maintain the GIS Parcel Basemap. The Information Services Department is currently funding the Surveyor's portion of costs relative to the development phase of this project. However, this funding will terminate when the project is completed, which is anticipated in March, 2005. At that time, existing Surveyor staff dedicated to development of the basemap will be reassigned to revenue generating projects. This would leave no staff available to provide ongoing maintenance. If this request is approved, the Surveyor would receive local cost in the amount of $49,877 in FY 2004/05 and $199,510 annually thereafter to fund the aforementioned positions committed to maintaining the GIS Parcel Basemap.	0.6	49,877	-	49,877
Econ Dev / Public Services	Y	Registrar of Voters	AAA	ROV	General		1	Restore Election Technician Position	The Election Technician position is an essential part of the ROV election team, and is assigned to the Voter Services Division. The Election Technician manages the voter registration function and petition function of the office. The November Presidential Election is traditionally the one with the most interest among the public and results in the largest increase in voter registrations during a four year election cycle. Not restoring this position may create a gap in the election process that will be filled with less qualified regular and temporary help, which could result in the inability to efficiently perform elections.	1.1	63,474	-	63,474

POLICY ITEM SUMMARY

Group	Is this Policy Item also a Fee Request?? (Y/N)	Department	Fund	Dept	Fund Name	CAO Ranking	Dept Ranking	Policy Item	Brief Description of Policy Item	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Econ Dev / Public Services	Partially	Registrar of Voters	AAA	ROV	General		2	Restore Elections Clerk position	The Election Clerk position is an essential part of the ROV election team, and is assigned to the Election Services Division. This position is responsible for the filing of candidate documents and the preparation and proofing of the sample ballot. This is an extremely important function, especially for the statewide election in November 2004 when the President, US Senator, members of Congress and the state legislature, and members of the Board of Supervisors are elected. Not restoring this position may create a gap in the election process that will be filled with less qualified regular and temporary help. This could possibly result in the inability to efficiently perform elections.	1.0	42,520	-	42,520
Econ Dev / Public Services	N	Registrar of Voters	AAA	ROV	General		3	Restore services and supplies	This is a reduction of various services and supplies that are necessary for the day to day activities of the department. In the event the department does not receive funding restoration, budgetary shortages will likely occur early in 2005.		39,749	-	39,749
Econ Dev / Public Services	N	Registrar of Voters	AAA	ROV	General		4	Restore Business Applications Manager position	The Business Application Manager is the leader of the computer support area and performs significant functions during major elections. Restoration is requested to alleviate the additional managerial span of control for the ROV and AROV, as a result of the elimination of this position.	1.0	114,521	-	114,521
										188.9	21,234,484	2,619,085	18,607,709

FEE SUMMARY

Group	Department	Fund	Dept	Fund Name	Fee Request	Brief Description of Fee Request	Service Impacts	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Admin / Exec	County Counsel	AAA	CCL	General	Attorney Services	Attorney Services fee increase is due to salaries and benefit adjustments in the MOU over the last two years. The fee is currently at $110.00 the increase would reflect a $10.00 increase in order to record it's costs with the outside agencies, such as SANBAG, JPA, and etc.	Non approval of this fee would result in significant reduction in general fund clients services.	3.0	287,295	330,000	(42,705)
Admin / Exec	Behavioral Health	AAA	MLH	General	Medical Records Photocopies	Add fee currently charged by DBH for photocopying releseable medical records' information. $45,360.	This fee was inadvertly ommitted from the county's fee ordinance. Revenue generated by this fee is already included in the budget.	-	-	-	-
Admin / Exec	Behavioral Health	AAA	MLH	General	Continuing Professional Education (CPE) Classes/Certificates	To charge non-county mental health professionals for their costs associated with the class and the certificate $26,370.	This revenue will offset the use of realignment.	-	-	-	-
Admin / Exec	Behavioral Health	SDC	MLH	DUI PC 1000 Program	Monitoring PC 1000 Programs and DUI programs	Per State regulations and Health and Safety code, the county must charge a fee to monitor private providers of DUI programs. ($105,854)	This fee has been charged since 1990. It is now presented for incorporation into the county's fee ordinance.	-	-	-	-
Admin / Exec	Public Health	AAA	PHL	General	Environmental Health	PHL is requesting 20 fee increases as a result of increased salary costs.	Non-approval will result in layoffs, fewer inspections of public facilities, which would increase the environmental health risk to the public.	2.8	322,481	322,481	-
Admin / Exec	Public Health	AAA	PHL	General	Animal Control	PHL is requesting 26 fee increases due to reduced local cost and increased salary costs.	Non-approval will result in closure of the Devore Shelter two days of the week, eliminate vaccinations of stray animals, and layoffs.	5.0	255,388	255,388	-
Fiscal	Assessor	AAA	ASR	General	Proposition 58	Reimbursement of costs to process claim for a reassessment exclusion based on a parent to child transfer. New fee of $50.00	Failure to capture reimbursement for this fee would result in inadequate funding for services and supplies in 2004-05 budget.	2.0	112,500	112,500	-
Fiscal	Assessor	AAA	ASR	General	Proposition 193	Reimbursement of costs to process the claim for a reassessment exclusion based on a grandparent to grandchild transfer. New fee of $50.00	Failure to capture reimbursement for this fee would result in inadequate funding for services and supplies in 2004-05 budget.		2,500	2,500	-
Fiscal	Assessor	AAA	ASR	General	Proposition 60	Reimbursement of costs to process claims for exclusion based on replacement dwelling. New fee of $50.00	Failure to capture reimbursement for this fee would result in inadequate funding for services and supplies in 2004-05 budget.		10,000	10,000	-
Fiscal	Assessor	AAA	ASR	General	Parcel Combinations	Reimbursement of costs for processing requests to combine parcels for the purpose of consolidating tax bills. New fee of $50.00	Failure to capture reimbursement for this fee would result in inadequate funding for services and supplies in 2004-05 budget.		12,500	12,500	-
Fiscal	Assessor	AAA	ASR	General	Timeshare fees	Adjustment of fees to correspond with current processing costs to administer timeshare properties. Fee increased from $10.00 to $25.00.	Failure to capture reimbursement for this fee would result in inadequate funding for services and supplies in 2004-05 budget.		82,612	82,612	-
Fiscal	Assessor	AAA	ASR	General	Electronic Maps	Fee to provide ability to provide Assessor maps in electronic (PDF) format. Fee increase from $3.00 to $10.00.	Failure to capture reimbursement for this fee would result in inadequate funding for services and supplies in 2004-05 budget.		800	800	-
Fiscal	Auditor/Controller-Recorder	AAA	ACR	General	Accounting fees	ACR is requesting 7 fee increases for the uniform rate.	The uniform rate is based upon cost accounting form the 2004-05 COWCAP		-	31,368	(31,368)
Fiscal	Auditor/Controller-Recorder	AAA	ACR	General	Recorded or filed documents	ACR is requesting 12 fee increases. Rates to be comparable to benchmark counties.	Rates to be comparable to benchmark counties. Statutory fee allowed by Government Code 54985.		-	113,306	(113,306)
Fiscal	Auditor/Controller-Recorder	AAA	ACR	General	Marriage Ceremony and other marriage fees	ACR is requesting 4 fee increases. Rates to be comparable to benchmark counties.	Rates to be comparable to benchmark counties. Statutory fee allowed by Government Code 54985.			63,300	(63,300)
Fiscal	Treasurer-Tax Collector	AAA	TTC	General	Tax Sale Lot Books CD	Reduce the fee from $500 to $250. These books were previously prepared using a manual process. Now can be produced through an electronic process which produces cost savings.	No revenue currently budgeted, decrease is estimated to generate $2,500 in revenue.		2,500	2,500	-
Fiscal	Treasurer-Tax Collector	AAA	TTC	General	Tax Sale Property Characteristics - CD	CD would list the property characteristics of all properties subject to tax sale. New fee of $250.00.			12,500	12,500	-
Law & Justice	Probation	AAA	PRN	General	Institution Reimbursement Rates	Girls Regional Youth Education Facility - fee increase from $5.47 to $10.51 per day.		-	3,311	3,311	-
Law & Justice	Probation	AAA	PRN	General	Institution Reimbursement Rates	Boys Regional Youth Education Facility - fee increase from $5.01 to $10.46 per day.		-	3,344	3,344	-
Law & Justice	Probation	AAA	PRN	General	Institution Reimbursement Rates	Central Juvenile Hall - fee increase from $5.73 to $11.10 per day.		-	51,975	51,975	-
Law & Justice	Probation	AAA	PRN	General	Institution Reimbursement Rates	Add fee of $15.31 per day that is applicable for Camp Heart Bar Treatment Facility		-	13,779	13,779	-
Law & Justice	Probation	AAA	PRB	General	Adult Investigation Fee	Adjust for actual costs. Received based on ability to pay in court. Fee is increasing from $467 to $505.		-	10,005	10,005	-

FEE SUMMARY

Group	Department	Fund	Dept	Fund Name	Fee Request	Brief Description of Fee Request	Service Impacts	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Law & Justice	PA/PG/Cons / Coroner	AAA	PAC	General	Private autopsy fee	Increase fee for conducting private autopsies from $2,000 to $3,000 and reduce the annual quantity currently budgeted from 24 to 20. Actual cost of these autopsies has risen to $3,000.	Failure to increase reimbursement of cost results in use of additional local cost that could be used to cover salaries and benefits for other mandated operations.		12,000	12,000	-
Law & Justice	PA/PG/Cons / Coroner	AAA	PAC	General	Protective wear fee	Add fee of $6 for protective wear for students, etc. that observe or train on medical examiner procedures in the morgue.	If this fee is not established, providing these services will continue to divert local cost that could be used to fund other needs.		-	3,600	(3,600)
Econ Dev / Public Services	County Library	SAP	CLB	County Library	Computer Printing Charge	Current fee structure charges $0.10/page for printing, with the first 25 pages being free. The Department proposes to maintain the same $0.10/page fee, but would allow only the first 5 pages to be printed free.	It's estimated that this change would produce an additional $93,400 in revenue each year for County Library. This revenue is needed to offset the Library's cost of paper, cartridges, and printer replacement.	-	93,400	93,400	-
Econ Dev / Public Services	County Museum	AAA	CCM	General	Professional services hourly rate	County Museum requests approval to increase the hourly rate for services performed by its professional, curatorial, and supervisory personnel from $68 to $72 per hour. This increase is warranted based on the results of a rate study completed by the Auditor/Controller's Office.	The Department would use the additional $10,000 of revenue generated in 2004/05 to fund a 0.5 Exhibit Technician to assist with current collection-based exhibits. The financial impact of this increase for the upcoming year is minimal because most of the research work anticipated for 2004/05 would be charged at the current rate in accordance with existing Board-approved contracts. The real financial benefit to the Department from this action would occur in the following fiscal year.	0.5	10,000	10,000	-
Econ Dev / Public Services	Land Use Services Department-Current Planning	AAA	CUR	General	Land Use Development-Average Cost Fees	The current average cost fees for this division are based on the average time to perform the functions required based on average hourly rates by position. Based on the differences in projects submitted and a review of the average time it takes to process these requests, some average cost fee items require increases to keep pace with time requirements and to ensure there is no impact to Local Cost.	Service Impacts may occur if revenue does not keep pace with expenditures and further cuts are required due to the State budget impacts. The only way to cut costs in this budget unit will be through a reduction in staff, which will have a direct impact on how quickly services are provided.			60,785	(60,785)
Econ Dev / Public Services	Land Use Services Department-Current Planning	AAA	CUR	General	Land Use Development-Actual Cost Fees	Based on the differences in projects submitted, the complexity of those projects, and a review of the average time it takes to process these requests, it is requested that these fees be changed to actual cost fees to more accurately reflect the appropriate charge by project and to ensure there is no impact to Local Cost.	Service Impacts may occur if revenue does not keep pace with expenditures and further cuts are required due to the State budget impacts. The only way to cut costs in this budget unit will be through a reduction in staff, which will have a direct impact on how quickly services are provided.			101,534	(101,534)
Econ Dev / Public Services	Land Use Services Department-Current Planning	AAA	CUR	General	Application Fees	This includes adjustments to average cost fees based on increased salary & benefit costs and the clarification between extensions for average and actual cost projects.	Service Impacts may occur if revenue does not keep pace with expenditures and further cuts are required due to the State budget impacts. The only way to cut costs in this budget unit will be through a reduction in staff, which will have a direct impact on how quickly services are provided.			6,545	(6,545)
Econ Dev / Public Services	Land Use Services Department-Current Planning	AAA	CUR	General	Increase Staffing and eliminate all of Current Planning's local cost	Addition of 1.0 Planner III ($86,581) to help with the increase in workload in Current Planning. In addition if all fees are approved this will eliminate all of Current Planning's local cost of $82,283.	Service Impacts may occur if revenue does not keep pace with expenditures and further cuts are required due to the State budget impacts. The only way to cut costs in this budget unit will be through a reduction in staff, which will have a direct impact on how quickly services are provided. The additional staff provided through this increase will allow for improved customer service.	1.0	86,581		86,581
Econ Dev / Public Services	Land Use Services Department-Code Enforcement	AAA	CEN	General	Hourly Rate Fees	The current hourly fee no longer reflects an appropriate charge rate based on increased salary & benefits and services & supplies over the last several years.	Service Impacts may occur if further cuts are required due to the State budget impacts. The only way to cut costs in this budget unit is through a reduction in staff, which will have a direct impact on how quickly services are provided.		1,690	1,690	-
Econ Dev / Public Services	Land Use Services Department-Code Enforcement	AAA	CEN	General	Appeal Fees	This change will bring the Code Enforcement appeal rate to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works-Land Management and Surveyor sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.	Due staff time involved in processing appeals Code Enforcement is unable to recover their costs and therefore this could have an impact on local cost.		6,000	6,000	-

FEE SUMMARY

Group	Department	Fund	Dept	Fund Name	Fee Request	Brief Description of Fee Request	Service Impacts	Budgeted Staffing	Approp	Departmental Revenue	Local Cost
Econ Dev / Public Services	Land Use Services Department-Fire Hazard Abatement	AAA	WAB	General	Abatement processing fees	The included fee changes clarify for the property owner the fees that will be assessed and includes inspections, notifications to property owners, and the removal of hazards by contract service providers. The most significant change allows for the third inspection of a property to be billed to the property owner if they fail to comply by the deadline and a contractor finds the property in compliance after the workorder has been processed. By increasing fee revenue the Fire Hazard Abatement program should reduce the impact on local cost that has occurred for the past several years, due to increases in expenses without offsetting fee increases. By purchasing the GPS equipment and software the Fire Hazard Abatement program should be more efficient and able to increase the areas monitored, and increase the accuracy of identifying non-compliant properties. This should increase revenue to cover the cost of the equipment and software within a couple of years.	Service Impacts may occur if further cuts are required due to the State budget impacts. The only way to cut costs in this budget unit is through a reduction in staff, which will have a direct impact on how quickly services are provided. These fee adjustments may encourage non compliant property owners to meet Fire Hazard Abatement Regulations, which will provide a safer environment from fires.		134,900	134,900	-
Econ Dev / Public Services	Public Works - Regional Parks	AAA	CCP	General	Language change regarding length of stay for Recreation Vehicles (RV) at Prado Regional Park	Current County code allows park visitors to use the RV sites at Prado for up to a maximum of five months during a six month period. The Department is requesting that the length of stay be modified to a maximum of one month separated by a minimum of two weeks when the camper unit is removed from the Park. The actual fee amount is not changing and will remain at $400 per month.	Approval of this request will have no financial impact on the Department and very minimal affect on services to the public.	-	-	-	-
Econ Dev / Public Services	Public Works - Surveyor	AAA	SVR	General	Language change to add classification of County Surveyor and electronic copies of maps	This request is to add language to the fee ordinance allowing the public an option to receive electronic copies of maps, as well as adding the classification of County Surveyor consistent with Board action on March 23, 2004.	None	-	-	-	-
Econ Dev / Public Services	Public Works - Solid Waste Management Division (SWMD)	EAA	SWM	SWMD - Operations	Ordinary Refuse Fee	The Department is recommending an increase in the Ordinary Refuse Fee from $34.56/ton to $35.56/ton. The Waste Delivery Agreements (WDA) require an annual cost-of-living adjustment be made to the WDA Refuse fee. When this fee was implemented, a $4.50 per ton spread was established between the WDA refuse fee and the Ordinary refuse fee. Each year, the County maintains the original $4.50/ton parity between these two fees by adjusting the Ordinary Refuse fee as necessary.	If this fee increase is approved, additional revenue of $588,800 would be generated in 2004/05. SWMD proposes to set this revenue aside to fund any potential costs resulting from the continuing perchlorate investigation at the Mid-Valley landfill.	-	588,800	588,800	-
Econ Dev / Public Services	Public Works - Solid Waste Management Division (SWMD)	EAA	SWM	SWMD - Operations	Hard to Handle, Special Handling, Non-compacted, and Compacted Refuse Fees	These fee increases are "inflationary" in nature and are being recommended to preserve a link with the above Ordinary Refuse Fee.	No service impacts and the financial impact is nominal.	-	100	100	-
Econ Dev / Public Services	Public Works - Solid Waste Management Division (SWMD)	EAA	SWM	SWMD - Operations	Uncovered/Unsecured Loads	This new fee will give the County a method of encouraging public compliance with state and local laws prohibiting transportation of waste in an uncovered or unsecured manner and provide additional funds to finance litter cleanup activities.	Without this new fee, the County will continue to experience excessive waste spillage from uncovered and unsecured loads, and will have to fund the related cleanup costs from existing SWMD operating funds.	-	210,483	210,483	-
Econ Dev / Public Services	Public Works - Solid Waste Management Division (SWMD)	EAA	SWM	SWMD - Operations	Uniform Handling Exemption Application Fee	This new fee is being recommended to provide funds for the cost of determining if certain customers who self-haul their waste can be exempted from mandatory trash pickup. This program is optional to the customers.	Without this new fee, existing SWMD operational revenues would be used to fund this program's cost.	-	60,000	60,000	-
Econ Dev / Public Services	Registrar of Voters	AAA	ROV	General	Elections	ROV is requesting 42 fee adjustments primarily related to the implementation of the new electronic voting system installed in FY 03/04. Fee adjustments were also based on increased labor and overhead costs, and obsolescence.	Fee adjustments require updating due to technological and program changes made by the department. Approval of the recommended fee adjustments enables the department to maintain a fee structure that reflects current cost factors.	1.7	88,744	88,744	-
	TOTAL							16.0	2,476,188	2,812,750	(336,562)

APPROPRIATIONS SUMMARY

The 2004-05 proposed budget includes appropriations of $2,718,649,483, an increase of $103,200,235 or 3.95% over a restated 2003-04 final budget. The schedule below does not include operating transfers.

	Restated* Final 2003-04	Proposed 2004-05	Change	Percentage Change
Countywide Operations				
Admin/Exec Group	371,872,791	364,612,904	(7,259,887)	(1.95%)
Contingencies	70,572,366	76,458,010	5,885,644	8.34%
Financial Administration	6,000,000	6,000,000	0	0.00%
Debt Service	16,066,040	19,026,370	2,960,330	18.43%
ED/Public Services Group	43,638,543	45,027,742	1,389,199	3.18%
Fiscal Group	38,240,919	43,048,487	4,807,568	12.57%
Human Services System	780,704,671	805,513,063	24,808,392	3.18%
Internal Services Group	32,300,857	32,136,141	(164,716)	(0.51%)
Law & Justice Group	449,670,081	471,287,632	21,617,551	4.81%
Total General Fund	**1,809,066,268**	**1,863,110,349**	**54,044,081**	**2.99%**
Capital Project Funds	62,932,855	54,843,880	(8,088,975)	(12.85%)
Special Revenue Funds	358,247,322	361,004,523	2,757,201	0.77%
Subtotal	**2,230,246,445**	**2,278,958,752**	**48,712,307**	**2.18%**
Enterprise Funds				
Arrowhead Regional Medical Ctr	255,631,781	288,602,601	32,970,820	12.90%
Medical Center Lease Payment	53,158,112	53,385,776	227,664	0.43%
County Museum Store	132,448	151,541	19,093	14.42%
Regional Parks Snackbars	71,129	67,603	(3,526)	(4.96%)
Regional Parks Camp Bluff Lake	0	292,594	292,594	- - -
Solid Waste Management	76,209,333	97,190,616	20,981,283	27.53%
Subtotal	**385,202,803**	**439,690,731**	**54,487,928**	**14.15%**
Total Countywide Funds	**2,615,449,248**	**2,718,649,483**	**103,200,235**	**3.95%**

*The restatement of 2003-04 appropriations is the result of previously including $22,190,172 in special aviation funds in the capital project funds line versus in the special revenue funds line. These funds, while capital projects, are technically accounted for as special revenue funds and should be reported with all the other special revenue funds of the county. In addition, during the 2003-04, the Board of Supervisor's approved the reorganization of the health related departments to report to the County Administrative Office versus Human Services System (HSS). This restatement moved $330,062,404 in appropriations from HSS to Admin/Exec Group to provide comparison between the 2003-04 budget year with the proposed 2004-05 budget year. Total countywide funds remains unchanged.

Countywide Operations

Countywide operations show an increase in appropriations of $54,044,081. The most significant increases are in the Human Services System and the Law and Justice Groups. The most significant decrease is in the Admin/Exec Group. Each group is discussed below.

The Admin/Exec Group shows a net decrease of $7.3 million. This decrease is due largely to a $9.7 million decrease in the Behavioral Health budget unit. This reduction is based on the departments continued plan to better align spending with the receipt of ongoing realignment funds. There was also a $2.8 million decrease in Human Resources Department that experienced a decrease in appropriations due to the shifting of the benefits operations to the benefits administration special revenue fund.

The above significant decreases in the Admin/Exec Group were offset by a $2.0 million increase in the California Children's Services for anticipated increases in caseload, $1.9 million increase in the Public Health budget unit due to a mid-year increase in child health programs, $1.3 million in the Unemployment Insurance budget unit due to anticipated increased costs, and $1.0 million in increased appropriations were seen in the County Counsel budget unit due to a GASB 34 reclassification, which removed a reimbursement for services, now classifying it as a revenue source.

The appropriation for contingencies includes the amount set aside per county policy (1.5% of locally funded appropriations), which is $5.6 million. The other component of contingencies consists of unallocated financing available to the Board for distribution.

Furthermore, Debt Service increased $3.0 million due to a reduction in savings to be realized from the 2002 refinancing of the West Valley Detention Center (from $4.4 million in 2003-04 to $2.0 million in 2004-05) and the loss of reimbursement from Airports ($0.9 million). These increases are offset by decreased costs resulting from the 2003 refinancing of the Glen Helen Pavilion, and other minor changes in debt service schedules and costs.

The Economic Development/Public Service Group shows a net increase mainly attributed to increases in the Building and Safety budget unit due to significant workload increases due to the improving economy, the continued low interest rates, and the recent fire. The most significant decrease anticipated is reflected in the Registrar of Voters budget unit, as the result of only one major election in the 2004-05 budget year versus two major elections in the 2003-04 budget year.

Within the Fiscal Group, all budget units are expected to experience an increase. The most significant increase is reflected in the budget unit of the Auditor/Controller-Recorder, which increased $2.2 million. This increase was due in part to a mid-year adjustment for staffing in the Recorder's section as a result of increased recordings due to the higher volume of property sales and refinancing activity. The Treasurer-Tax Collector, formerly reported as two separate budget units, consolidated all operations into one budget unit. Appropriations for this consolidated unit increased $1.8 million due to additional staff needed for both anticipated increases in collections as well as service to taxpayers.

The Human Services System increased a net of $24.8 million. The significant increases in the group consist of $26.4 million in appropriations in Human Services System Administration mainly due to a mid-year adjustment, which increased the following programs, Medi-Cal, Food Stamps, and Children Services programs. Included in the $26.4 million increase in HSS Administration is increased costs for IHSS provider payments ($3.2 million) due to caseload increases. Additionally, a $8.0 million increase is expected in Aid to Adoptive Children due to increased workload and increased grant costs, a $3.2 million increase in Foster Care due to increases in costs per case, a $1.6 million increase in Child Support Services due mainly to an increase in appropriations to pay for the federal automation penalty imposed by the state on the county; and a $1.2 million increase in KinGap for caseload increases.

Noteworthy decreases that offset these increases include $11.5 million in Entitlement payments (Childcare) and $3.8 million in CalWORKS-Aid to families.

The Internal Services group shows a slight decrease from the previous budget year. While most of the budget units within this group experienced decreases due to impacts of the state budget reductions, the utilities budget received no state budget reduction. Furthermore, the rents budget unit was required to reclassify revenues to reimbursements per GASB 34, which also resulted in reduced appropriations.

The Law and Justice group increase is mainly in the Sheriff and District Attorney 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 and also due to their state budget impact of 4% versus all other departments receiving a 9% reduction. In addition, the Trial Court Funding Maintenance of Effort budget unit increased due to increased payments to the state based on a new state mandated payment, as well as an increase in collections, which are shared equally with the state.

Capital Project Funds

Capital Project Funds appropriations decreased $8,088,975 from the prior year restated amount.

Capital Improvement Projects appropriations decreased primarily due to progress made on the High Desert Detention Center. The appropriations for this project decreased $10.4 million from the prior year. Of the $54.8 million total appropriations for all capital projects for 2004-05, $5.3 million budgeted for new projects and $49.5 million is budgeted as carry over projects, which includes $4.2 million remaining in retention for the High Desert Detention Center.

Special Revenue Funds

Special Revenue funds increased $2,757,201 overall.

Significant increases in specific funds include: $5.4 million in the special aviation funds, which is the result of $2.0 million for the Chino Airport Runway 3-21, $1.6 million for the resurfacing of a runway at Needles Airport, and the majority remaining $1.8 million increase is budgeted in the airports reserve fund for future projects; $5.6 million in transportation, of which $3.4 million is for the purchase of additional fixed assets to replace aging vehicles and equipment and $2.2 million increase to cover retirement and MOU increases and fund additional staff for the Bark Beetle Infestation and Tree Morality Emergency project; $4.7 million in Regional Parks' Prop 40 fund for land acquisition for the new Colton regional park and the movement of project funds from the county trail system budget unit; and $0.9 million in Regional Parks' Prop 12 fund for new projects schedule for 2004-05.

Additionally, there was an increase of $2.2 million occurred in the micrographic systems budget unit due mainly to increased revenues received from the increase in recording transactions, a $1.3 million increase in preschool services due in part to a contract with the Children and Families Commission (First 5) for school readiness and additional state and federal aid; a $4.3 million increase in human resources benefits administration fund is due to the transfer of appropriations from the general fund to a special revenue fund.

Furthermore, appropriation increases of $4.5 million are due to an accounting change, which now includes certain special revenue funds that were previously used for financing only, that now are budgeted as contingencies.

Significant decreased appropriations in special revenue funds include $7.0 million in the county trail system, of which $2.9 million represents the completion of Phase II of the Santa Ana River Trail and the remaining funds were transferred into the Regional Parks' Prop 40 budget unit. Special transportation projects decreased $1.1 million due to the completion of Phase II of the Etiwanda Interchange Improvement project. In the economic and community development consolidated fund, decreases totaled $8.5 million, due to reduced funding in the following programs: neighborhood housing initiative, community block grants, the Home program, and Section 108 projects. Jobs and employment services budget unit decreased $1.6 million in assessment, outreach, and training appropriations due in part to a decrease in Welfare to Work funding. Furthermore, tobacco tax appropriation decreased $2.5 million due to a decrease in the allocation of funding from the state.

Lastly, there was a decrease of $6.0 million for special aviation projects as there are several funds related to the Apple Valley Airport (County Service Area 60), which are now reported in the Board Governed Districts budget.

Enterprise Funds

The increase in Arrowhead Regional Medical Center reflects increased salary and benefit costs, and services and supplies costs related to compliance with new nurse-to-patient ratios, a 7.49% increase in inpatient days, 32.15% increase in emergency room visits, and 10.65% increase in outpatient visits.

Medical Center Lease Payments increased slightly, reflecting the increases in net lease payments and trustee/administrative fees.

A new enterprise fund was established to record the activity associated with Regional Parks, Camp Bluff Lake. This is a 120-acre camp located in the San Bernardino Mountains near the City of Big Bear Lake. The county has an agreement with the Wildlands Conservancy for use of the facility, which will provide children with recreational opportunities and the ability to increase their appreciation of nature.

Solid Waste Management appropriations have been increased by $20.9 million as a result of increased Bark Beetle costs of $6.0 million, operational costs of $3.2 million, costs related to the final closure of the Milliken, Apple Valley, and Hesperia landfills, expansion of the Mid Valley Landfill Unit 3 cell, and expansion of groundwater and landfill gas monitoring wells including continued perchlorate investigations of $11.7 million that is offset by expansion bond and financial assurance restricted reserves.

REVENUE SUMMARY

The 2004-05 county budget is financed from a variety of sources, which are listed below. This schedule does not include operating transfers.

	Final 2003-04	Proposed 2004-05	Change	Percentage Change
REVENUES FOR ALL COUNTY FUNDS (Excluding Enterprise Funds)				
Property Taxes	136,148,669	147,009,439	10,860,770	7.98%
Other Taxes	141,340,847	164,005,080	22,664,233	16.04%
State and Federal Aid	1,342,417,579	1,354,840,077	12,422,498	0.93%
Charges for Current Services	317,349,319	334,333,702	16,984,383	5.35%
Other Revenue	108,559,481	108,695,277	135,796	0.13%
Subtotal	**2,045,815,895**	**2,108,883,575**	**63,067,680**	**3.08%**
ENTERPRISE FUNDS				
Arrowhead Regional Medical Ctr	263,031,781	297,970,101	34,938,320	13.28%
Medical Center Lease Payment	24,484,009	24,536,303	52,294	0.21%
County Museum Store	148,400	169,650	21,250	14.32%
Regional Parks Snackbars	76,600	76,000	(600)	(0.78%)
Regional Parks Camp Bluff Lake	0	328,650	328,650	- - -
Solid Waste Management	49,151,850	60,361,099	11,209,249	22.81%
Subtotal	**336,892,640**	**383,441,803**	**46,549,163**	**13.82%**
Total County Budget	**2,382,708,535**	**2,492,325,378**	**109,616,843**	**4.60%**

Property Taxes

Property Tax revenue is increased based on an estimated increase in secured assessed valuation of 10.4%, and an increase in supplemental property tax revenues of 8%. Unsecured assessed valuation is estimated to grow 8.0%. Unitary property tax revenues are expected to remain flat.

Other Taxes

Other taxes are increased due to an anticipated increase in Prop 172 sales tax. The 2004-05 budget also estimates a 4.8% increase in sales tax from 2003-04 projected actuals for sales tax generated in the unincorporated area of the county. Property Transfer Tax and Supplemental Property Tax are increased to reflect rising home prices and sales volume activity.

State and Federal Aid

An overall increase in revenues is reflected in the revenue category of state and federal aid. This increase is comprised of both increases and decreases in various programs.

Significant increases include $3.4 million in motor vehicle in lieu and $1.6 million in vehicle license fees both based on a 4.8% budgeted growth rate based on projections from local economists.

Additionally increases in the Human Services System revenue base included: $1.1 million in foster care due to higher placement costs; aid to adoptive children increased $3.7 million in state aid and $3.1 million in federal aid for children due to higher caseloads and cost per case; $7.3 million in state health admin, $7.3 million in federal health admin, and $10.3 million in federal welfare admin increased due to increased funding in food stamps, MediCal, adoptions assistance and IHSS administration. These increases were offset by decreases in the following areas: $3.7 million in CalWorks' aid payments due to lower caseloads; and $8.7 million in state childcare payments and $2.7 million in federal childcare payments to providers due to lower caseloads and rate decreases.

For Public Health and Behavioral Health, increases were seen in several areas: $1.7 million in aid to crippled children due to increased caseloads, $1.6 million in state grants, $1.1 million for early, periodic, screening, diagnostic, and treatment, $1.3 million for crisis residential treatment funded by the Federal Emergency Management Agency, and $2.6 million in federal financial participation for MediCal.

Probation experienced a decrease of $4.1 million in TANF, however, this was somewhat offset by an increase of $1.7 million in Title IV-E revenues related to updated calculations for the costs of intake services at juvenile halls.

In addition to the above, there was a $3.6 million decrease in jobs and employment services from the 2003-04 year due to the Welfare to Work program reaching its sunset, as well as the loss of some one-time funding that had been received for training; a $1.6 million decrease in tobacco tax allocations from the state; and a decrease of $2.9 million in Regional Parks due to the completion of Phase II of the Santa Ana River Trail.

Funding related to state and federal capital grants has increased overall. Grants for transportation projects increased $12.5 million. These grants included $14.6 million in funds to finance the Fort Irwin road improvement project and the Amboy road overlay offset with a reduction of $2.1 million in grant revenues, which financed the Etiwanda Interchange Improvement project. The grants for the High Desert Juvenile Detention and Assessment facility were reduced $8.5 million as the grant funds have been expended.

Charges for Current Services

Charges for current services are expected to increase overall from 2003-04 budget year. The most significant increases in departmental business activity consist of the Sheriff's $10.8 million increase in city contracts coupled with a $700,000 increase in training revenue from other law enforcement agencies, the Auditor/Controller-Recorder's $2.5 million and Treasurer's $1.0 million increases in recording fees due to the higher volume of property sales and refinancing activity.

Other noteworthy increases in current services are seen in collection fees, sanitation fees, and increases in other services pertaining to the reimbursement from other agencies for the cost of property tax administration and the costs associated with the National Trails Highway and the Mission Boulevard rehabilitation projects. In addition, legal fees were reclassified to revenue from reimbursements based on GASB 34 criteria.

Decreases of significance in current services include $1.4 million in child support collection fees retained by the county based on a state proposal to retain the funding at the state level, a $1.2 million decrease in the indirect cost reimbursement (COWCAP) from county departments, $1.0 million in election services due to only one major election in 2004-05 versus the two elections experienced in 2003-04, and a $725,000 decrease in information services' direct labor as a result of departments utilizing outside vendor systems and the corresponding support of those systems.

Other Revenue

Other revenue includes licenses, permits, franchises, fines and penalties, interest earnings, and tobacco settlement funds. This category of revenue increased slightly, however, major changes are mentioned below.

Significant increases include $1.7 million in building and safety construction permits based on major increases in workload due to the improving economy, the continued low interest rates, and the recent fires; $1.2 million in interest revenues projected to be received in the county pool; $1.2 million increase in funds pledged from the Wildland Conservancy to assist with the costs related to the proposed new Colton Regional Park.

Other increases include $860,000 in tobacco settlement funds based on revised state schedules, $850,000 in loan payoffs of home program assets; and $542,000 in a new grant moneys from the Institute of Museum and Library Services to finance the development of the Inland Empire Archival Heritage Center and Web Module.

Noteworthy decreases in this category of revenue include a $6.0 million decrease in the Neighborhood Initiative program. This program purchases HUD homes for rehabilitation and then re-sales the property. Decreases are the result of a low inventory of homes available for rehab and resale. Additionally, there was a $2.0 million reduction because the Robert Woods Johnson grant to Transition Assistance has ended.

Enterprise Funds

Arrowhead Regional Medical Center revenues are expected to grow due to volume increases in inpatient days; emergency room visits; outpatient visits; and from 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).

A new enterprise fund was established to record the revenues related to activities associated with Regional Parks, Camp Bluff Lake. Revenue sources include fees for summer/weekend camping programs and adult retreats.

Solid Waste Management revenues increased a net of $11.2 million as a result of increased Bark Beetle revenue of $8.1 million, additional Article 19 revenues of $1.6 million, contractual fee increases and increases in tonnage of $1.5 million.

BUDGETED STAFFING SUMMARY

Change from Previous Year

	2003-04 Staffing	Caseload Driven/ Grant or Special Funded Programs	All Other Programs	Total Change	2004-05 Staffing	Percentage Change
General Fund	12,268.7	(218.7)	(114.1)	(332.8)	11,935.9	(2.7%)
Other Funds	4,256.3	181.7	0.0	181.7	4,438.0	4.3%
Total	16,525.0	(37.0)	(114.1)	(151.1)	16,373.9	

Significant changes from the previous year in caseload driven, grant or special funded programs include the following:

General Fund

- **Behavioral Health** budgeted staffing is decreased by 120.3 positions as part of the Department's continued plans to reduce use of one-time Realignment funding. The **Alcohol and Drug** budget unit of Behavioral Health decreased by 17.4 positions to stay within the budget allocation and to accommodate increases in contracted services for a Perinatal Pilot Project.
- **Public Health** budgeted staffing is decreased by a net 67.3 positions. Increases totaling 14.7 budgeted staff are offset by program staffing reductions of 82.0 positions as a result of salary and benefits costs increasing at a faster pace than revenues. The budgeted staffing in **California Children's Services,** a budget unit of Public Health, is increased by 4.6 positions due to the opening of the new office on June 2004**.**
- **Land Use Services – Building and Safety** budgeted staffing is increased by 16.0 positions. On January 13, 2004, the Board of Supervisors approved 15.0 positions due to the significant increase in workload related to the improving economy, continued low interest rates, and the recent fires. Included in the proposed 2004-05 budget is the addition of 1.0 Regional Building Supervisor position to supervise the larger plan review staff that was added mid-year.
- **Human Services System (HSS) Administrative Claim** budgeted staffing is increased by 154.0 positions. Additions include 123.0 positions that were added and approved by the Board in the December 2, 2003 Midyear Budget Adjustment to help meet new requirements of the Medi-Cal and Food Stamp programs. An additional 31.0 positions are being requested in 2004-05. Of these, 25.0 Public Service Employee (PSE) positions are requested to act as full-time interpreters in Transitional Assistance Department offices, 2.0 PSE positions are requested by Department of Children Services (DCS) to provide Parent Relations Program services, 1.0 Supervising Public Health Nurse is requested to direct health related services to Department of Aging and Adult Services' clients and 3.0 positions are requested to correct dual-fill situations in DCS funded County Counsel positions.

- **Child Support Services** budgeted staffing decreased by 58.6 positions, due to MOU and other staffing related increases, while budget allocations are remaining stagnant.
- **District Attorney – Criminal** decreased 6.0 budgeted positions due to the loss of grant funding from the following grant programs: Passages, Major Narcotics Vertical Prosecution (MNVP), Statutory Rape Vertical Prosecution (SRVP), and Elder Abuse Vertical Prosecution.
- **Probation Administration and Community Corrections** had net decrease of 34.6 positions, of which increases in this budget unit included 10.0 positions as a result of increase in Title IV-E funding and 7.0 positions that were transferred from Detention Corrections. Decreases included 21.6 positions related to various grants, 14.0 positions deleted in adult case management, 3.0 positions deleted to cover the workers' comp surcharges, 4.0 positions deleted in training and recruitment, 3.0 adult on-site positions were deleted, and 6.0 probation officers were deleted.
- **Probation Detention Corrections** decreased by net 14.2 positions, of which 19.0 positions were deleted in the Regional Youth Education Facility program, 10.0 positions deleted at West Valley Juvenile Hall since they will not be needed after the completion of an approved capital improvement project, 7.0 training and aftercare positions were transferred into the Probation Administration and Community Corrections budget unit, and additions include 13.0 Board approved positions for the High Desert Juvenile Assessment and Detention Center and 8.8 for recurrent positions and overtime for case management.
- **Probation Pre-Trial Detention** decreased 7.0 positions due to the Board approved move of this function to the Sheriff's Department.
- **Probation AB 1913** decreased 72.0 positions. Of the 72.0 positions decrease in the general fund, 59.0 positions were moved into the special revenue fund established for the AB 1913 Grant and 13.0 positions were eliminated due to a reduction in grant funding.
- **Sheriff** increased 20.0 budgeted positions, of which 13.0 were the result of board approved positions for contract cities and grants, and 7.0 was the result of the transfer from Probation's pretrial detention.

Other Funds

- **Human Resources - Benefits Administration** budget unit is a special revenue fund under the Human Resources Department (HRD). Budgeted staffing increased by 33.0 due to the transfer of 31.0 positions from HRD and the addition of 2.0 positions, which were approved by the Board of Supervisors on December 16, 2003.
- **Arrowhead Regional Medical Center** budgeted staffing increased by 132.4 positions due to volume increases; compliance in nursing staffing ratio in patient services; additional services such as renal dialysis, hyperbaric therapy, and echo cardiology services; and increased security measures for patient's safety.
- **County Library's** budgeted staffing decreased by 37.6 budgeted positions due to the proposed ERAF shift that will reduce the department's annual property tax revenues by $1.2 million. This reduction in staff will necessitate a decrease of eight (8) hours per week of public service hours at all county branch libraries.
- **Preschool Services Department** budgeted staffing is decreased by 39.9 positions due to MOU and other staffing related increases, while budget allocations are remaining stagnant.

- **Probation – AB 1913 Grant** increased 59.0 positions as a result of the transfer of 72.0 positions from the general fund budget unit into this special revenue fund budget unit, coupled with a decrease of 13.0 positions due to reduced grant funding.
- **Sheriff's** budgeted staffing includes a reduction of 3.0 technical positions because the grant funding for these positions ends in 2003-04.

Significant changes from the previous year in all other programs include the following:

General Fund

- **Human Resources Department** budgeted staffing is decreased by 32.9 positions due to the transfer of 31.0 positions to the special revenue fund, Benefits Administration, and a reduction of 2.0 positions due to the 9% cost reduction plan, which are offset by the addition of 0.1 positions required to assist during upcoming negotiations with the various employee bargaining units.
- **Information Services'** budgeted staffing decreased by 18.7 positions. Of this decrease, 16.5 positions were in Applications Development of which 2.0 positions were a part of the 30% cost reduction plan, a decrease of 6.0 positions is due to the 9% cost reduction plan and a reduction of 8.5 positions due to workload decline and corresponding revenue reductions. Emerging Technology budget unit staffing has a reduction of 2.2 positions due to the 9% cost reduction plan.
- **Central Collections** budget unit was consolidated into the main Treasurer-Tax Collector department budget unit. In addition, there is an increase of 8.9 budgeted staffing positions needed for increased number of assigned collection accounts, to assist the taxpayers, and various other duties.
- **Facilities Management Department** budgeted staffing decreased a total of 11.5 positions. The division breakdown for positions deleted as a result of the state budget impact is as follows: Custodial Division 4.5 positions, Grounds 3.7 positions, and Maintenance 1.3 positions. Home Repair's 2.0 positions relate to federal funding from Economic and Community Development that did not increase from 2003-04. Since no additional funding was provided for MOU and building materials costs, this required deletion of the two positions.
- **District Attorney – Criminal** decreased an additional 6.0 budgeted positions due to the impacts of the state budget cuts.
- **Sheriff** decreased 35.5 budgeted positions due to the impacts of the state budget reduction on local funding and increased costs associated with salary and benefits.

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

BUDGETED STAFFING SUMMARY

Department	2003-04 Final Budget	2004-05 Proposed Budget	Change
ADMINISTRATIVE/EXECUTIVE GROUP			
GENERAL FUND			
BOARD OF SUPERVISORS	39.5	42.3	2.8
LEGISLATION	1.0	1.0	0.0
CLERK OF THE BOARD	14.0	12.0	(2.0)
COUNTY ADMINISTRATIVE OFFICE	26.0	24.0	(2.0)
COUNTY COUNSEL	65.7	60.0	(5.7)
HUMAN RESOURCES	116.5	83.6	(32.9)
HUMAN RESOURCES - EMPLOYEE HEALTH & WELLNESS	13.0	12.7	(0.3)
HEALTH CARE COSTS	4.0	4.0	0.0
BEHAVIORAL HEALTH	686.2	565.9	(120.3)
BEHAVIORAL HEALTH - ALCOHOL AND DRUG	91.5	74.1	(17.4)
PUBLIC HEALTH	921.3	854.0	(67.3)
PUBLIC HEALTH - CALIFORNIA CHILDREN'S SERVICES	145.0	149.6	4.6
INFORMATION SERVICES - APPLICATIONS DEVELOPMENT	93.8	77.3	(16.5)
INFORMATION SERVICES - EMERGING TECHNOLOGIES	15.2	13.0	(2.2)
SUBTOTAL GENERAL FUND	2,232.7	1,973.5	(259.2)
OTHER FUNDS			
HUMAN RESOURCES - BENEFITS ADMIN	0.0	33.0	33.0
HUMAN RESOURCES - COMMUTER SERVICES	3.5	2.5	(1.0)
HUMAN RESOURCES - RISK MANAGEMENT	65.0	65.3	0.3
ARROWHEAD REGIONAL MEDICAL CENTER	2,299.9	2,432.3	132.4
INFORMATION SERVICES - COMPUTER OPERATIONS	125.4	125.4	0.0
INFORMATION SERVICES - NETWORK SERVICES	93.0	93.0	0.0
SUBTOTAL OTHER FUNDS	2,586.8	2,751.5	164.7
TOTAL ADMINISTRATIVE/EXECUTIVE GROUP	**4,819.5**	**4,725.0**	**(94.5)**

BUDGETED STAFFING SUMMARY

Department	2003-04 Final Budget	2004-05 Proposed Budget	Change
ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP			
GENERAL FUND			
ED/PUBLIC SERVICES GROUP	17.0	15.0	(2.0)
AGRICULTURE/WEIGHTS & MEASURES	64.5	63.5	(1.0)
AIRPORTS	28.9	27.0	(1.9)
COUNTY MUSEUM	52.5	51.2	(1.3)
ECD - ECONOMIC PROMOTION	2.0	2.0	0.0
ECD - SMALL BUSINESS DEVELOPMENT	4.0	3.0	(1.0)
LAND USE SERVICES - ADMINISTRATION	11.0	10.0	(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	62.2	78.2	16.0
LAND USE SERVICES - CODE ENFORCEMENT	30.0	29.0	(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	39.4	41.8	2.4
REGISTRAR OF VOTERS	42.9	36.5	(6.4)
SPECIAL DISTRICTS - FRANCHISE ADMINISTRATION	3.0	3.0	0.0
SUBTOTAL GENERAL FUND	541.5	544.3	2.8
OTHER FUNDS			
COUNTY LIBRARY	209.2	171.6	(37.6)
COUNTY MUSEUM STORE	2.1	2.2	0.1
ECONOMIC AND COMMUNITY DEVELOPMENT	61.0	58.0	(3.0)
JOBS AND EMPLOYMENT SERVICES	141.0	150.1	9.1
LAND USE SERVICES - HABITAT CONSERVATION	0.0	0.0	0.0
PUBLIC WORKS - COUNTY TRAIL SYSTEM	4.0	4.0	0.0
PUBLIC WORKS - CALICO GHOST TOWN MARKETING SVCS	1.0	1.0	0.0
PUBLIC WORKS - CAMP BLUFF LAKE	0.0	7.6	7.6
PUBLIC WORKS - REGIONAL PARKS SNACK BARS	1.3	1.3	0.0
PUBLIC WORKS - ROAD OPERATIONS CONSOLIDATED	357.7	368.0	10.3
PUBLIC WORKS - SOLID WASTE MANAGEMENT	74.4	84.8	10.4
SUBTOTAL OTHER FUNDS	851.7	848.6	(3.1)
TOTAL ECON DEVELOP/PUBLIC SERVICES GROUP	**1,393.2**	**1,392.9**	**(0.3)**

BUDGETED STAFFING SUMMARY

Department	2003-04 Final Budget	2004-05 Proposed Budget	Change
FISCAL GROUP			
GENERAL FUND			
ASSESSOR	159.9	158.9	(1.0)
AUDITOR/CONTROLLER-RECORDER	181.6	191.6	10.0
TREASURER-TAX COLLECTOR	66.5	168.9	102.4
TREASURER-TAX COLLECTOR - CENTRAL COLLECTIONS	93.5	0.0	(93.5)
SUBTOTAL GENERAL FUND	501.5	519.4	17.9
OTHER FUNDS			
STATE/COUNTY PROPERTY TAX ADMINISTRATION	29.0	29.0	0.0
AUDITOR/CONTROLLER - MICROGRAPHICS	0.0	7.0	7.0
AUDITOR/CONTROLLER - RECORDS MANAGEMENT	2.0	1.0	(1.0)
SUBTOTAL OTHER FUNDS	31.0	37.0	6.0
TOTAL FISCAL GROUP	**532.5**	**556.4**	**23.9**
HUMAN SERVICES SYSTEM			
GENERAL FUND			
AGING AND ADULT SERVICES	101.1	101.9	0.8
CHILD SUPPORT SERVICES	565.0	506.4	(58.6)
HSS ADMINISTRATIVE CLAIM	3,422.7	3,576.7	154.0
VETERANS AFFAIRS	17.0	16.3	(0.7)
SUBTOTAL GENERAL FUND	4,105.8	4,201.3	95.5
OTHER FUNDS			
PRESCHOOL SERVICES	575.8	535.9	(39.9)
SUBTOTAL OTHER FUNDS	575.8	535.9	(39.9)
TOTAL HUMAN SERVICES SYSTEM	**4,681.6**	**4,737.2**	**55.6**
INTERNAL SERVICES GROUP			
GENERAL FUND			
ARCHITECTURE AND ENGINEERING	23.0	23.0	0.0
FACILITIES MANAGEMENT - ADMINISTRATION	4.0	4.0	0.0
FACILITIES MANAGEMENT - CUSTODIAL	47.5	43.0	(4.5)
FACILITIES MANAGEMENT - GROUNDS	23.7	20.0	(3.7)
FACILITIES MANAGEMENT - HOME REPAIR	12.0	10.0	(2.0)
FACILITIES MANAGEMENT - MAINTENANCE	56.0	54.7	(1.3)
PURCHASING	18.0	16.0	(2.0)
REAL ESTATE SERVICES	24.0	24.0	0.0
SUBTOTAL GENERAL FUND	208.2	194.7	(13.5)

BUDGETED STAFFING SUMMARY

Department	2003-04 Final Budget	2004-05 Proposed Budget	Change
INTERNAL SERVICES GROUP (continued)			
OTHER FUNDS			
FLEET MANAGEMENT - GARAGE AND WAREHOUSE	94.0	97.0	3.0
FLEET MANAGEMENT - MOTOR POOL	4.0	4.0	0.0
PURCHASING - CENTRAL STORES	14.0	12.0	(2.0)
PURCHASING - MAIL AND COURIER SERVICES	34.0	33.0	(1.0)
PURCHASING - PRINTING AND MICROFILM SERVICES	17.0	16.0	(1.0)
SUBTOTAL OTHER FUNDS	163.0	162.0	(1.0)
TOTAL INTERNAL SERVICES GROUP	**371.2**	**356.7**	**(14.5)**
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	397.0	385.0	(12.0)
DISTRICT ATTORNEY - CHILD ABDUCTION	7.0	6.5	(0.5)
LAW AND JUSTICE GROUP ADMINISTRATION	1.0	0.9	(0.1)
PROBATION - ADMINISTRATION/COMM CORRECTIONS	458.6	424.0	(34.6)
PROBATION - DETENTION CORRECTIONS	613.0	598.8	(14.2)
PROBATION - PRE-TRIAL DETENTION	7.0	0.0	(7.0)
PROBATION - AB1913 GRANT	72.0	0.0	(72.0)
PUBLIC ADMIN/GUARDIAN/CONSERV/CORONER	76.1	65.6	(10.5)
PUBLIC DEFENDER	180.3	170.4	(9.9)
SHERIFF	2,867.0	2,851.5	(15.5)
SUBTOTAL GENERAL FUND	4,679.0	4,502.7	(176.3)
OTHER FUNDS			
DISTRICT ATTORNEY - SPECIAL REVENUE	33.0	32.0	(1.0)
PROBATION - AB1913 GRANT (SR)	0.0	59.0	59.0
SHERIFF - SPECIAL REVENUE	15.0	12.0	(3.0)
SUBTOTAL OTHER FUNDS	48.0	103.0	55.0
TOTAL LAW AND JUSTICE GROUP	**4,727.0**	**4,605.7**	**(121.3)**
TOTAL COUNTY DEPARTMENTS - GENERAL FUND	**12,268.7**	**11,935.9**	**(332.8)**
TOTAL COUNTY DEPARTMENTS - OTHER FUNDS	**4,256.3**	**4,438.0**	**181.7**
GRAND TOTAL COUNTY DEPARTMENTS	**16,525.0**	**16,373.9**	**(151.1)**

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. It also anticipates establishing special purpose reserves to help meet future needs.

	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
Total General Purpose Reserve	**27.4**	**27.4**	**30.2**	**31.9**	**34.8**	**37.2**
Specific Purpose Reserves						
Medical Center debt service	34.3	32.0	32.0	32.1	32.1	32.1
Justice facilities reserve	11.7	5.2	5.0	4.9	3.9	2.7
Juvenile maximum security reserve	1.2	1.5	1.5	1.5	1.5	1.5
Future retirement rate increase reserve	1.5	1.5	1.5	7.0	7.0	7.0
Equity Pool				1.9	4.7	4.3
Teeter			19.3	19.3	19.3	19.3
Restitution			8.9	2.1	2.1	2.1
Insurance				5.0	5.0	5.0
Electronic Voting System				5.7	5.7	0.0
Capital Projects Reserve				4.0	4.0	4.0
Bark Beetle					2.0	1.8
Museum's Hall of Paleontology					1.0	0.9
Total Specific Purpose Reserves	**48.7**	**40.2**	**68.2**	**83.5**	**88.3**	**80.7**
Total Reserves	**76.1**	**67.6**	**98.4**	**115.4**	**123.1**	**117.9**

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 2003-04 mid-year Board actions authorized the use of:

- The $5.7 million Electronic Voting System reserve to pay the local share of the cost of the new electronic voting system. The State mandated that the county change from a punch card to electronic voting system by January of 2004.

- $169,700 of the Bark Beetle Reserve to provide a reverse 9-1-1 warning system service that could be used to warn or advise affected County residents of the potential for fire, flood, or other emergency circumstances in the County. This amount is the estimated first year cost of the service.

- $178,971 of the Justice Facilities reserve to remodel the Big Bear County building. This project will create jury assembly and deliberation rooms; provide additional space for the District Attorney, Public Defender, and Probation departments to meet five to ten year projected growth; create a Sheriff's men's locker room; relocate Sheriff's Court Services; and to bring the building into compliance with the Americans with Disabilities Act (ADA).

- $135,000 of the Museum Hall of Paleontology reserve was appropriated to assist with the facility's construction and exhibit design costs.

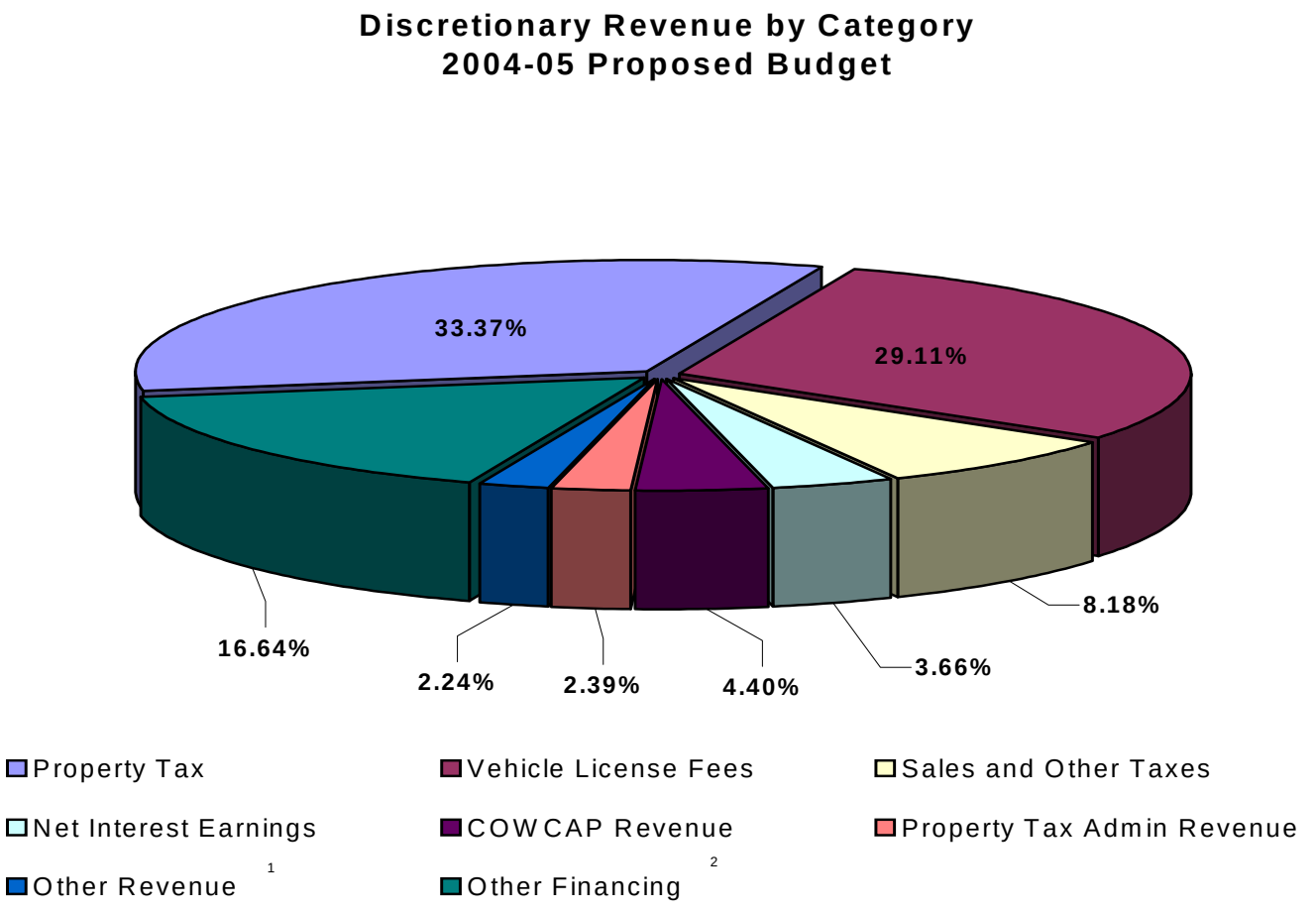
For 2004-05, general-purpose reserves are increased $2.4 million. Uses of $122,711 of the Equity Pool reserve are planned to fund the 2004-05 costs of approved equity adjustments. A planned use of $1.0 million of the Justice Facilities reserve will be used to offset a portion of the cost of the most recent approved safety MOU.

DISCRETIONARY REVENUE

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

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, discretionary revenues, such as property tax and vehicle license fees as well as other financing sources such as use of reserves, fund balance and operating transfers.

Gross local cost financing for 2004-05 is $446,415,043. Shown below are the sources of local cost financing:

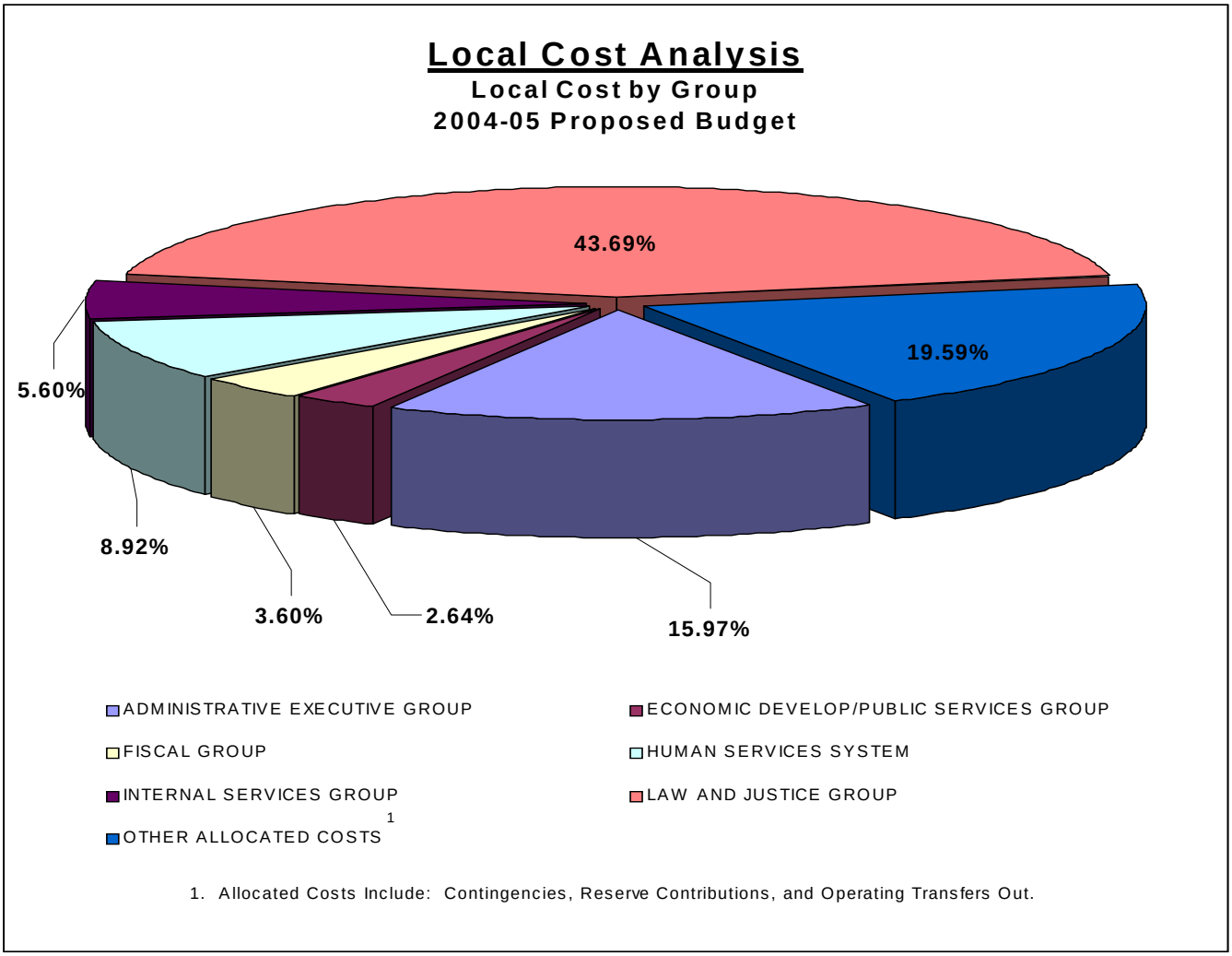


1. Other Revenue Includes: Booking Fees and Other State and Federal Aid.
2. Other Financing Includes: Fund Balance, Use of Reserves, and Operating Transfers.

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

	2003-04 Final Budget	2003-04 Estimates	2004-05 Proposed Budget
Net Non-departmental revenue			
Property Taxes:			
Current Secured, Unsecured, Unitary	125,905,507	130,461,255	137,207,735
Supplementals	4,885,025	5,133,241	5,275,827
Penalty on Current Taxes	1,135,599	1,700,000	1,135,599
Prior Property Taxes, penalties and interest	5,366,233	5,077,169	5,366,233
Total Property Taxes	137,292,364	142,371,665	148,985,394
Vehicle License Fees	124,974,967	91,303,606	129,971,160
Sales and Other Taxes	31,429,066	34,265,791	36,533,790
Net Interest Earnings	14,600,000	15,862,000	16,351,000
COWCAP Revenue	20,847,838	20,847,838	19,661,157
Property Tax Admin Revenue	9,395,173	8,633,846	10,651,703
Booking Fee Revenue	3,937,000	3,937,000	3,937,000
Other State and Federal Aid	3,329,275	3,489,621	3,619,799
Other Revenue	2,430,000	2,010,000	2,430,000
Subtotal	348,235,683	322,721,367	372,141,003
Other Financing			
Fund Balance	55,946,725	55,946,725	43,400,000
Use of Reserves	1,160,949	7,344,620	1,122,711
Operating Transfers	34,740,153	36,740,153	29,751,329
Subtotal	91,847,827	100,031,498	74,274,040
TOTAL	440,083,510	422,752,865	446,415,043

The most significant sources of county local cost financing are property tax and vehicle license fees. These two sources account for $278,956,554 or 75.0% of net non-departmental revenues. Year-end fund balance available for financing is estimated to be $43.4 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 the use of $18.6 million of the tobacco settlement funds, of which $15.0 million is to be applied towards Medical Center Debt Service.



Countywide discretionary revenues are allocated to various county departments as local cost. The above pie chart shows what percentage of the local cost is allocated to each of the groups.

The schedule on the following pages shows a comparison of prior year local cost and current year local cost by department. This schedule also includes appropriations and revenues, including operating transfers, which are mechanisms to move financing between the various county budget units. Operating transfers are presented in the following chart because the intended purpose is to provide a complete picture of the department's appropriation and revenues. Operating transfers are excluded from the countywide appropriation and revenue summaries presented in the beginning of this section, as their inclusion would overstate countywide appropriations and revenues on a consolidated basis.

Department Title	Final Budget 2003-04: Appropriation	Final Budget 2003-04: Revenue	Final Budget 2003-04: Local Cost	Proposed Budget 2004-05: Appropriation	Proposed Budget 2004-05: Revenue	Proposed Budget 2004-05: Local Cost	Change Between Final 2003-04 & Proposed 2004-05: Appropriation	Change Between Final 2003-04 & Proposed 2004-05: Revenue	Change Between Final 2003-04 & Proposed 2004-05: Local Cost
BOARD OF SUPERVISORS (ALL DISTRICTS)	3,812,528	0	**3,812,528**	3,583,001	0	**3,583,001**	(229,527)	0	**(229,527)**
LEGISLATIVE COSTS	474,914	0	**474,914**	439,898	0	**439,898**	(35,016)	0	**(35,016)**
CLERK OF THE BOARD	912,389	62,500	**849,889**	885,493	66,500	**818,993**	(26,896)	4,000	**(30,896)**
COUNTY ADMINISTRATIVE OFFICE	3,466,745	0	**3,466,745**	3,232,502	0	**3,232,502**	(234,243)	0	**(234,243)**
COUNTY ADMINISTRATIVE OFFICE-LITIGATION	400,000	0	**400,000**	363,681	0	**363,681**	(36,319)	0	**(36,319)**
COUNTY ADMINISTRATIVE OFFICE-JOINT POWERS LEASES	20,467,787	0	**20,467,787**	21,039,293	0	**21,039,293**	571,506	0	**571,506**
COUNTY COUNSEL	7,102,029	3,777,460	**3,324,569**	8,132,085	4,761,611	**3,370,474**	1,030,056	984,151	**45,905**
HUMAN RESOURCES	8,157,864	3,103,566	**5,054,298**	5,380,631	302,500	**5,078,131**	(2,777,233)	(2,801,066)	**23,833**
HUMAN RESOURCES-EMPLOYEE HEALTH AND WELLNESS	30,000	30,000	**0**	35,000	35,000	**0**	5,000	5,000	**0**
HUMAN RESOURCES-UNEMPLOYMENT INSURANCE	2,700,000	0	**2,700,000**	4,000,000	0	**4,000,000**	1,300,000	0	**1,300,000**
INFORMATION SERVICES-EMERGING TECHNOLOGY	1,593,869	274,900	**1,318,969**	1,382,107	245,320	**1,136,787**	(211,762)	(29,580)	**(182,182)**
INFORMATION SERVICES-SYSTEMS DEVELOPMENT	10,136,609	4,480,501	**5,656,108**	9,407,884	3,755,256	**5,652,628**	(728,725)	(725,245)	**(3,480)**
HEALTH CARE COSTS	135,628,083	120,628,083	**15,000,000**	135,812,669	120,812,669	**15,000,000**	184,586	184,586	**0**
BEHAVIORAL HEALTH	121,296,698	119,453,945	**1,842,753**	110,521,180	108,678,427	**1,842,753**	(10,775,518)	(10,775,518)	**0**
BEHAVIORAL HEALTH-OADP	20,063,339	19,913,881	**149,458**	20,577,850	20,428,392	**149,458**	514,511	514,511	**0**
PUBLIC HEALTH	73,611,885	72,967,163	**644,722**	75,553,056	74,900,946	**652,110**	1,941,171	1,933,783	**7,388**
CALIFORNIA CHILDREN'S SERVICES	10,723,433	9,185,392	**1,538,041**	12,713,007	11,174,966	**1,538,041**	1,989,574	1,989,574	**0**
AMBULANCE REIMBURSEMENTS	472,501	0	**472,501**	472,501	0	**472,501**	0	0	**0**
LOCAL AGENCY FORMATION COMMISSION	173,400	0	**173,400**	154,000	0	**154,000**	(19,400)	0	**(19,400)**
COUNTY SCHOOLS	2,850,040	0	**2,850,040**	2,775,264	0	**2,775,264**	(74,776)	0	**(74,776)**
ADMINISTRATIVE/EXECUTIVE GROUP SUBTOTAL:	**424,074,113**	**353,877,391**	**70,196,722**	**416,461,102**	**345,161,587**	**71,299,515**	**(7,613,011)**	**(8,715,804)**	**1,102,793**
ASSESSOR	10,986,443	363,210	**10,623,233**	11,810,307	437,500	**11,372,807**	823,864	74,290	**749,574**
AUDITOR-CONTROLLER	12,494,542	9,689,972	**2,804,570**	14,647,191	12,278,194	**2,368,997**	2,152,649	2,588,222	**(435,573)**
TREASURER-TAX COLLECTOR	14,759,934	13,089,868	**1,670,066**	16,590,989	14,281,283	**2,309,706**	1,831,055	1,191,415	**639,640**
FISCAL GROUP SUBTOTAL:	**38,240,919**	**23,143,050**	**15,097,869**	**43,048,487**	**26,996,977**	**16,051,510**	**4,807,568**	**3,853,927**	**953,641**
ARCHITECTURE AND ENGINEERING	634,174	0	**634,174**	566,758	0	**566,758**	(67,416)	0	**(67,416)**
FACILITIES MANAGEMENT DEPARTMENT	12,110,568	5,645,888	**6,464,680**	11,747,206	5,572,292	**6,174,914**	(363,362)	(73,596)	**(289,766)**
UTILITIES	15,730,303	0	**15,730,303**	16,326,547	0	**16,326,547**	596,244	0	**596,244**
PURCHASING	1,112,209	10,000	**1,102,209**	1,073,018	35,000	**1,038,018**	(39,191)	25,000	**(64,191)**
REAL ESTATE SERVICES	2,142,465	1,547,050	**595,415**	2,213,960	1,549,650	**664,310**	71,495	2,600	**68,895**
RENTS	571,138	323,000	**248,138**	208,652	0	**208,652**	(362,486)	(323,000)	**(39,486)**
INTERNAL SERVICES GROUP SUBTOTAL:	**32,300,857**	**7,525,938**	**24,774,919**	**32,136,141**	**7,156,942**	**24,979,199**	**(164,716)**	**(368,996)**	**204,280**
COUNTY TRIAL COURTS-DRUG COURT	358,096	358,096	**0**	491,957	491,957	**0**	133,861	133,861	**0**
GRAND JURY	201,460	0	**201,460**	204,359	0	**204,359**	2,899	0	**2,899**
COUNTY TRIAL COURTS- INDIGENT DEFENSE	9,219,969	0	**9,219,969**	8,704,969	0	**8,704,969**	(515,000)	0	**(515,000)**
COUNTY TRIAL COURTS-JUDICIAL BENEFITS/FAC COSTS	1,873,598	0	**1,873,598**	2,034,597	0	**2,034,597**	160,999	0	**160,999**
COUNTY TRIAL COURTS-MAINTENANCE OF EFFORT	34,090,295	23,721,081	**10,369,214**	35,725,112	25,098,622	**10,626,490**	1,634,817	1,377,541	**257,276**
DISTRICT ATTORNEY-CRIMINAL	37,083,842	21,353,905	**15,729,937**	38,595,428	23,481,734	**15,113,694**	1,511,586	2,127,829	**(616,243)**
DISTRICT ATTORNEY-CHILD ABDUCT	773,000	0	**773,000**	807,087	0	**807,087**	34,087	0	**34,087**
LAW & JUSTICE ADMINISTRATION	115,587	49,000	**66,587**	112,035	5,000	**107,035**	(3,552)	(44,000)	**40,448**
PROBATION-ADMIN/COMM CORRECTIONS	33,879,650	20,846,422	**13,033,228**	33,591,048	21,600,878	**11,990,170**	(288,602)	754,456	**(1,043,058)**
PROBATION-COURT ORDERED PLACEMENTS	7,382,883	0	**7,382,883**	5,382,883	0	**5,382,883**	(2,000,000)	0	**(2,000,000)**
PROBATION-DETENTION CORRECTIONS	42,043,813	16,003,119	**26,040,694**	43,304,971	13,294,339	**30,010,632**	1,261,158	(2,708,780)	**3,969,938**
PROBATION-PRETRIAL DETENTION	512,610	0	**512,610**	0	0	**0**	(512,610)	0	**(512,610)**
PROBATION-AB 1913 GRANT	260,781	260,781	**0**	0	0	**0**	(260,781)	(260,781)	**0**
PUB ADMIN/PUB GUARDIAN/CONSERVATOR/CORONER	5,468,851	1,259,556	**4,209,295**	5,159,469	1,131,921	**4,027,548**	(309,382)	(127,635)	**(181,747)**
PUBLIC DEFENDER	19,718,736	500,000	**19,218,736**	19,950,532	250,000	**19,700,532**	231,796	(250,000)	**481,796**
SHERIFF	257,886,910	170,859,153	**87,027,757**	278,423,185	192,095,350	**86,327,835**	20,536,275	21,236,197	**(699,922)**
LAW AND JUSTICE GROUP SUBTOTAL:	**450,870,081**	**255,211,113**	**195,658,968**	**472,487,632**	**277,449,801**	**195,037,831**	**21,617,551**	**22,238,688**	**(621,137)**

Department Title	Final Budget 2003-04: Appropriation	Final Budget 2003-04: Revenue	Final Budget 2003-04: Local Cost	Proposed Budget 2004-05: Appropriation	Proposed Budget 2004-05: Revenue	Proposed Budget 2004-05: Local Cost	Change Between Final 2003-04 & Proposed 2004-05: Appropriation	Change Between Final 2003-04 & Proposed 2004-05: Revenue	Change Between Final 2003-04 & Proposed 2004-05: Local Cost
ECON. DEV/PUBLIC SERVICES GROUP ADMINISTRATION	65,856	0	**65,856**	59,876	0	**59,876**	(5,980)	0	**(5,980)**
AIRPORTS	2,461,753	2,422,940	**38,813**	2,503,423	2,468,134	**35,289**	41,670	45,194	**(3,524)**
AGRICULTURE, WEIGHTS AND MEASURES	5,195,346	3,433,055	**1,762,291**	5,301,606	3,552,266	**1,749,340**	106,260	119,211	**(12,951)**
MUSEUMS	3,844,442	2,231,590	**1,612,852**	3,789,730	2,305,417	**1,484,313**	(54,712)	73,827	**(128,539)**
ECD-ECONOMIC PROMOTION	780,751	0	**780,751**	719,289	0	**719,289**	(61,462)	0	**(61,462)**
ECD-SMALL BUSINESS DEVELOPMENT	200,107	40,000	**160,107**	156,214	0	**156,214**	(43,893)	(40,000)	**(3,893)**
LAND USE SERVICES - CURRENT PLANNING	2,292,380	2,292,380	**0**	2,374,495	2,292,212	**82,283**	82,115	(168)	**82,283**
LAND USE SERVICES-ADVANCED PLANNING	3,395,955	2,142,113	**1,253,842**	3,387,890	2,263,881	**1,124,009**	(8,065)	121,768	**(129,833)**
LAND USE SERVICES-BUILDING AND SAFETY	5,629,926	5,629,926	**0**	7,387,219	7,387,219	**0**	1,757,293	1,757,293	**0**
LAND USE SERVICES-CODE ENFORCEMENT	2,960,413	408,200	**2,552,213**	2,963,825	575,000	**2,388,825**	3,412	166,800	**(163,388)**
LAND USE SERVICES-FIRE HAZARD ABATEMENT	1,951,692	1,951,692	**0**	2,034,741	2,034,741	**0**	83,049	83,049	**0**
PUBLIC WORKS-REGIONAL PARKS	6,766,471	5,812,110	**954,361**	7,189,007	6,129,148	**1,059,859**	422,536	317,038	**105,498**
PUBLIC WORKS-SURVEYOR	3,310,588	3,310,588	**0**	3,563,358	3,563,358	**0**	252,770	252,770	**0**
REGISTRAR OF VOTERS	4,484,686	1,744,134	**2,740,552**	3,285,368	652,000	**2,633,368**	(1,199,318)	(1,092,134)	**(107,184)**
FRANCHISE ADMINISTRATION	298,177	0	**298,177**	311,701	0	**311,701**	13,524	0	**13,524**
ECON DEVELOP/PUBLIC SERVICES SUBTOTAL:	**43,638,543**	**31,418,728**	**12,219,815**	**45,027,742**	**33,223,376**	**11,804,366**	**1,389,199**	**1,804,648**	**(415,449)**
AGING AND ADULT SERVICES	8,147,202	8,147,202	**0**	8,184,557	8,184,557	**0**	37,355	37,355	**0**
CHILD SUPPORT SERVICES	39,889,326	39,889,326	**0**	41,478,447	38,694,021	**2,784,426**	1,589,121	(1,195,305)	**2,784,426**
ADMINISTRATIVE CLAIM	297,664,713	286,197,963	**11,466,750**	323,382,345	310,052,303	**13,330,042**	25,717,632	23,854,340	**1,863,292**
CHILD ABUSE /DOMESTIC VIOLENCE	1,380,611	1,380,611	**0**	1,411,699	1,411,699	**0**	31,088	31,088	**0**
ENTITLEMENT PAYMENTS (CHILD CARE)	93,919,917	93,919,917	**0**	82,397,695	82,397,695	**0**	(11,522,222)	(11,522,222)	**0**
CHILDREN'S OUT OF HOME CARE	338,164	0	**338,164**	367,618	0	**367,618**	29,454	0	**29,454**
AID TO ADOPTIVE CHILDREN	17,152,146	15,946,603	**1,205,543**	25,193,425	23,987,882	**1,205,543**	8,041,279	8,041,279	**0**
AFDC-FOSTER CARE	97,635,819	83,857,781	**13,778,038**	100,802,968	87,328,206	**13,474,762**	3,167,149	3,470,425	**(303,276)**
REFUGEE CASH ASSISTANCE	520,000	520,000	**0**	100,000	100,000	**0**	(420,000)	(420,000)	**0**
CASH ASSISTANCE - IMMIGRANTS	1,053,030	1,053,030	**0**	1,053,030	1,053,030	**0**	0	0	**0**
CALWORKS-FAMILY GROUP	196,553,943	192,123,884	**4,430,059**	196,029,188	191,128,458	**4,900,730**	(524,755)	(995,426)	**470,671**
KIN-GAP PROGRAM	3,351,569	2,795,803	**555,766**	4,556,185	3,793,024	**763,161**	1,204,616	997,221	**207,395**
AID FOR SERIOUSLY EMOTIONALLY DISTURBED	3,345,010	2,613,701	**731,309**	3,794,651	3,063,342	**731,309**	449,641	449,641	**0**
CALWORKS-2 PARENT FAMILIES	18,846,462	18,408,416	**438,046**	15,072,908	14,694,577	**378,331**	(3,773,554)	(3,713,839)	**(59,715)**
AID TO INDIGENTS	1,275,123	330,986	**944,137**	1,361,560	342,470	**1,019,090**	86,437	11,484	**74,953**
VETERAN'S AFFAIRS	1,130,068	257,018	**873,050**	1,145,928	299,667	**846,261**	15,860	42,649	**(26,789)**
HUMAN SERVICES SYSTEM SUBTOTAL:	**782,203,103**	**747,442,241**	**34,760,862**	**806,332,204**	**766,530,931**	**39,801,273**	**24,129,101**	**19,088,690**	**5,040,411**
SUBTOTAL:	**1,771,327,616**	**1,418,618,461**	**352,709,155**	**1,815,493,308**	**1,456,519,614**	**358,973,694**	**44,165,692**	**37,901,153**	**6,264,539**
CONTINGENCIES	70,572,366	0	**70,572,366**	76,458,010		**76,458,010**	5,885,644	0	**5,885,644**
RESERVE CONTRIBUTIONS	8,887,258	0	**8,887,258**	2,390,532		**2,390,532**	(6,496,726)	0	**(6,496,726)**
OPERATING TRANSFERS OUT	7,914,731	0	**7,914,731**	8,592,807		**8,592,807**	678,076	0	**678,076**
TOTAL ALLOCATED COSTS:	**87,374,355**	**0**	**87,374,355**	**87,441,349**	**0**	**87,441,349**	**66,994**	**0**	**66,994**
GRAND TOTAL:	**1,858,701,971**	**1,418,618,461**	**440,083,510**	**1,902,934,657**	**1,456,519,614**	**446,415,043**	**44,232,686**	**37,901,153**	**6,331,533**

COUNTY OF SAN BERNARDINO

The Board of Supervisors will hear presentations on the 2004-05 Proposed Budget on May 24 - 26, 2004. This budget covers the period from July 1, 2004 – June 30, 2005. 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 2004-05 Proposed Budget consisting of the general fund, capital project funds, special revenue funds, and enterprise funds has a total appropriation of $2.7 billion.

When developing their individual budgets, each department considers the following mission, vision, and value statements of the County of San Bernardino:

Mission Statement

The mission of the government of the County of San Bernardino is to satisfy its customers by providing service that promotes the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the people it serves.

Vision Statement

Our vision is to create a safe, clean, and healthy environment that appeals to families and individuals, and attracts the best in business and industry. We will create, support, and enhance vibrant communities that emphasize beauty, culture, art, recreation, education, and a sense of history.

VALUES Statement

To achieve our Vision, we dedicate ourselves to these values:

- **V**aluing our workforce by providing recognition, training and education, opportunities for customer service and career development, a safe and healthy work environment and fair compensation.

- **A**ppreciation and promotion of the diverse cultures that comprise our workforce and the communities we serve.

- **L**eadership by coordinating regional planning through collaboration with local communities and businesses.

- **U**nquestioned integrity that embraces a culture of honor and trustworthiness.

- **E**xcellence in the development of efficient and cost-effective strategies to improve customer service in an atmosphere that allows and encourages new ideas.

- **S**ervice of the highest quality to our customers delivered with dignity and respect.

General Fund Budget Process

The County Administrative Office has the responsibility of developing the county financing plan for all general fund departments. The 2004-05 financing plan includes $372.1 million in ongoing 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 during the budget workshop for approval of distribution.

This year, the County Administrative Office incorporated a reduction plan into the general fund departmental local cost allocations. This action was taken as a means to better position the county for the impacts of the State budget, which, when presented in January depicted an ominous picture for local government, especially counties. Most general fund departments receiving local cost were affected by the reductions; however, departmental mandated costs were exempted. For most departments, the reduction percentage was 9% of local cost, however, for various law and justice departments the percentage reduction was 4%.

In 2004-05, the amount of unallocated discretionary revenue and other financing sources, including Tobacco Settlement proceeds, is $86.1 million ($31.5 million ongoing and $54.6 million one-time). This amount does not include any of the county's reserves. A portion of this unallocated discretionary revenue will be needed to address the actual impacts to the county based on the adoption of the State budget.

A budget workshop will be held on May 24 – 26, 2004, 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 2004-05 budget that will be presented to the Board during the Budget and Fee Hearing beginning June 14, 2004, at 1:30 in the Board Chambers.

This hearing is held to obtain public input on the county budget and fee ordinance changes and to obtain additional Board changes to incorporate into the 2004-05 final budget.

Other Funds Budget Process

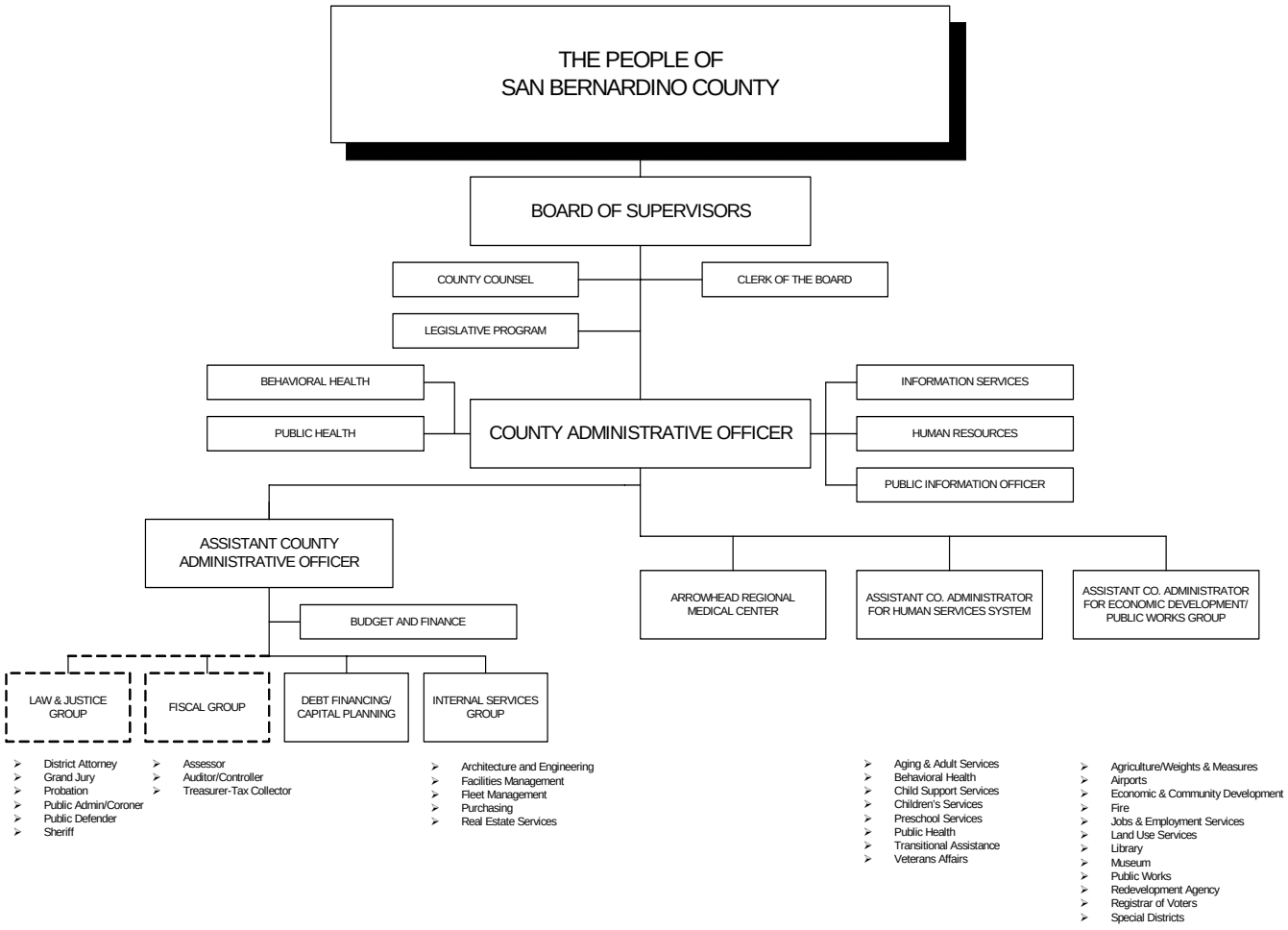
In addition to the general fund, the County of San Bernardino has capital project funds, special revenue funds, enterprise funds, and internal service funds. All of these funds are restricted to the revenue sources they receive. Each department having these types of funds is responsible for developing its budget based on the revenue resources available to them. These resources include projected revenue to be collected in 2004-05 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 2004-05 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.

Budget units presented in this book are displayed at a fund/department level. Although some departments incorporate the organizational level (ORG) when developing their budgets, the fund/department level of presentation was selected to provide consistency between all budget units. A sample of the departmental budget format is shown on pages 4 – 8 of this Preface. This sample further shows and explains how each budget unit is presented in the book.

A list of Proposed Budget Definitions is provided on pages 9 – 13 of this Preface. This listing defines budget terms commonly used throughout the budget workbook.



Revised May 2004

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

DEPARTMENT
DEPARTMENT HEAD

MISSION STATEMENT

ORGANIZATIONAL CHART

Departments that have multiple budget units will have a summary at the front that lists the individual budget units and proposed budget figures for 2004-05 that they are responsible for.

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Rev Over(Under) Exp/ Fund Balance	Staffing
Budget #1				-	
Budget #2				-	
Budget #3			-		
Total	-	-	-	-	-

DESCRIPTION OF MAJOR SERVICES

Description of Major Services provides a narrative describing the function and activity of the budget in question.

BUDGET & WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Department Request 2004-05
Total Appropriation				
Total Revenue				
Local Cost				
Budgeted Staffing				
Workload Indicators				
Workload Indicator #1				
Workload Indicator #2				

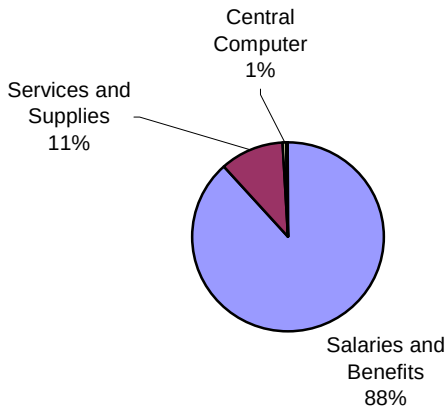
Budget & Workload History provides a historical overview of the budget unit, including prior year actuals, the current year adopted budget and year-end estimates, and the department requested budget for next fiscal year.

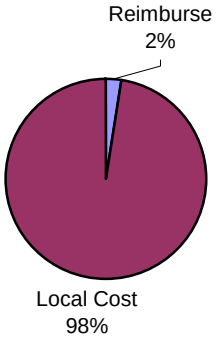
It also includes budget and actual information related to measurements of workload, called Workload Indicators.

For those departments that have significant variances between budget and estimates in 2003-04, there will be an explanation of why this occurred. The 2003-04 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 2003-04.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY **2004-05 BREAKDOWN BY FINANCING SOURCE**

These graphs display a visual picture of the budget unit's breakdown of expenditure authority and financing sources for 2004-05.





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:	-	BUDGET UNIT:	-
DEPARTMENT:	-	FUNCTION:	-
FUND:	-	ACTIVITY:	-

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	-	-	-	-	-	-	-	-
Services and Supplies	-	-	-	-	-	-	-	-
Central Computer	-	-	-	-	-	-	-	-
Other Charges	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Improvement to Land	-							-
Improvement to Structures	-							-
Equipment	-							-
Vehicles	-							-
L/P Structures	-							-
L/P Equipment	-							-
L/P Vehicles	-							-
Transfers	-							-
Contingencies	-							-
Total Exp Authority	-							-
Reimbursements	-							-
Total Appropriation	-							-
Operating Transfers Out	-							-
Total Requirements	-							-
Departmental Revenue								
Taxes	-							-
Licenses and Permits	-							-
Fines and Forfeitures	-							-
Use Of Money and Prop	-							-
State, Fed or Gov't Aid	-							-
Current Services	-							-
Other Revenue	-							-
Other Financing Sources	-							-
Total Revenue	-							-
Operating Transfers In	-	-	-	-	-	-	-	-
Total Financing Sources	-	-	-	-	-	-	-	-
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.

2003-04 Year-End Estimates are included for informational purposes. From left to right following the 2003-04 Year-End Estimates are: 2003-04 Final Budget; the Cost to Maintain Current Program which include non-discretionary budget changes, such as changes due to legal requirements or salary negotiations; Board Approved Adjustments which include Board approved changes to the base budget; and Impacts Due to State Budget Cuts which include reductions needed by departments to meet proposed state impacted reductions in county general fund financing. These are totaled in the Board Approved Base Budget column.

The next column continues this budget analysis by providing Department Recommended Funded Adjustments. This column includes program changes and requests to the existing base budget.

DEPARTMENT: -
FUND: -
BUDGET UNIT: -

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-			-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-			-
Internal Service Fund Adjustments	-			-
Prop 172	-			-
Other Required Adjustments	-			-
Subtotal	-			-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-			-
Mid-Year Board Items	-			-
Subtotal	-			-
Impacts Due to State Budget Cuts	-			-
TOTAL BASE BUDGET	-			-
Department Recommended Funded Adjustments	-			-
TOTAL 2004-05 PROPOSED BUDGET	-			-

Schedule A provides a summary of the budget unit's activity.

Beginning with the final budget of the prior year, adding in the components of Board approved adjustments, such as local cost allocations to maintain current program services and mid-year adjustments; summarizing state impacts, if any; and summarizing department recommended funded adjustments, if any. The final line represents a total proposed budget.

If there is no information provided in Columns C & D of the Analysis, this schedule is omitted.

SCHEDULE B

DEPARTMENT: -
FUND: -
BUDGET UNIT: -

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
(Program Reduction)	-			-
(Explanation of Program Reduction, include impacts)				
Total	-	-	-	-

Schedule B provides a listing of reductions the department was required to take in order to meet their local cost allocation.

Individual reductions are listed with explanations in order to provide the reader with the total picture caused by the impact of state budget reductions.

If there is no information provided in Column E of the Analysis, this schedule is omitted.

SCHEDULE C

DEPARTMENT: -
FUND: -
BUDGET UNIT: -

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Description				-
	Explanation				
2.	Description				-
	Explanation				
3.	Description				-
	Explanation				
4.	Description				-
	Explanation				
5.	Description	-	-	-	-
	Explanation				
6.	Description	-	-	-	-
	Explanation				
	Total	-	-	-	-

Schedule C provides the reader with a description and explanation of proposed changes the department desires to implement in the coming year.

The Board has not previously approved these adjustments.

If there is no information provided in Column G of the Analysis, this schedule is omitted.

SCHEDULE D

DEPARTMENT: -
FUND: -
BUDGET UNIT: -

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
	Policy Item				-
	(explanation of policy item, include impacts).				
	Policy Item				-
	(explanation of policy item, include impacts).				
	Policy Item				-
	(explanation of policy item, include impacts).				
	Policy Item				-
	(explanation of policy item, include impacts).				
	Policy Item				-
	(explanation of policy item, include impacts).				
	Total	-	-	-	-

Schedule D lists the department's requests for policy items, which are currently not included in their proposed budget request.

These items may include the restoration of staffing or programs due to the impacts of the state budget or may request approval for new programs not currently funded.

If the department is not requesting any policy items, then this schedule is omitted.

SCHEDULE E

DEPARTMENT: -
FUND: -
BUDGET UNIT: -

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Fee Request (explanation of fee request, include impacts).				
Fee Request (explanation of fee request, include impacts).				
Fee Request (explanation of fee request, include impacts).				
Fee Request (explanation of fee request, include impacts).				
Total	-	-	-	-

Schedule E summarizes the fee adjustments requested by the department. These adjustments may include new fees, changes to existing fees, or deletion of existing fees.

Fees requests are not incorporated into the budget until approved by the Board of Supervisors during the budget and fee hearing.

If the department is not requesting any fee adjustments, then this schedule is omitted.

PROPOSED BUDGET DEFINITIONS

30% Cost Reduction Plan: The 30% Cost Reduction Plan, approved by the Board on September 23, 2003, that provides cost saving measures for discretionary income. This action was the second phase of reductions from these Plans. The first series of reductions occurred on January 28, 2003.

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 from a specific fund to a specific program to make expenditures/incur obligations for a specified purpose and period of time. The budget contains many appropriations or items. These appropriations are limited to one year, unless otherwise specified.

Base Budget: This year's base budget represents the prior year approved budget plus mandated cost adjustments such as across-the-board salary increases (MOU), retirement costs, risk management liabilities, and previous year's mid-year Board approved costs.

Board Approved Adjustments: The Board Approved Adjustments reflect the anticipated costs of carrying out the current level of service or activities as authorized by the Board of Supervisors in the current year. 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.

Budgeted Staffing: The number of equivalent positions funded in the budget unit. Also referred to as full-time equivalent (FTE).

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 the 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 (2005-06) will be adjusted based upon the actual usage in 2004-05.

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

Costs to Maintain Current Program Services: All non-discretionary budget changes that are factored into the base budget: these include the cost of new mandates and negotiated salary increases. The Board of Supervisors approved these costs for the general fund in the County Administrative Office's financing plan.

COWCAP: COWCAP is an acronym 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.

Department Recommended Funded Adjustments: A proposal to change the level of service or funding sources authorized by the Board or to propose a new program funded through existing resources that is not currently authorized.

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.

Encumbrance: An obligation placed on an appropriation to pay for goods or services that have been ordered by means of contracts, but not yet received. In other words, the money is tied up. Even though it has not been spent, it cannot be used for any other purpose.

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.

Expenditure: Generally, this term designates the amount of an appropriation used for goods and services, whether paid or unpaid, including expenses, and capital outlays where the accounts are kept on an accrual basis or a modified accrual basis. Where the accounts are kept on a cash basis, the term designates only actual cash disbursements.

Fiscal Year (FY): The County's twelve-month accounting period (July 1 through the following June 30), which varies from the calendar year and the federal fiscal year.

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

Full-time Equivalent (FTE): The number of equivalent positions funded in the budget units. Also referred to as budgeted staffing.

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: A legal entity that provides for the segregation of moneys or other resources in the county treasury for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves, and fund balance, as well as its income and expenditures. The assets of a fund may also be placed into separate accounts to provide for limitations on specific fund income or expenditures.

Fund Balance: The excess of assets over liabilities, including the cancellation of prior year encumbrances.

GASB 34: Governmental Accounting Standards Board (GASB), 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. GASB 34 specifies how payments for services should be accounted for (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 the predominate fund for financing county programs. It is used to account for revenues that are not specifically designated to be accounted for by any other fund. The primarily sources of revenue for the general fund are property taxes and other taxes, state and federal aid, current services, and other revenue. The general fund is used as the major funding source for the administrative/executive, economic development/public service, fiscal, human services system, internal services, and law and justice groups.

Impacts Due to State Budget Cuts: Reflects reductions in departmental local cost allocations to better position the county for the impacts caused by reductions at the state level. Most general fund departments receiving local cost were affected by the reductions; however, departmental mandated costs were exempted. For most departments, the reduction percentage was 9% of local cost, however, for various law and justice related departments the percentage reduction was 4%.

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 that 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 and is considered a financing source.

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 of revenue whereby the use of such revenue is restricted by law for particular functions or activities of government.

Step Increases: An employee, based upon the completion of the required service hours in their classification, satisfactory work performance, and appointing authority recommendation, may receive step advancements. Step advancements/increases within the base salary range shall be based on two (2) step increments. Each increment is 2.5%.

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

Unrestricted Net Assets: Net assets represent equity in capitalized assets, net of accumulated depreciation, and reduced by the outstanding balances of any debt attributable to those assets. In other words, it is the difference between a government's assets and its liabilities.

ADMINISTRATIVE/EXECUTIVE GROUP
SUMMARY

	Page #	Approp	Revenue/ Financing Sources	Local Cost
GENERAL FUND				
BOARD OF SUPERVISORS	1-1-1	3,583,001	-	3,583,001
LEGISLATION	1-1-4	439,898	-	439,898
CLERK OF THE BOARD	1-2-1	885,493	66,500	818,993
COUNTY ADMINISTRATIVE OFFICE:				
COUNTY ADMINISTRATIVE OFFICE	1-3-1	3,232,502	-	3,232,502
LITIGATION	1-3-5	363,681	-	363,681
JOINT POWER LEASES	1-3-6	21,039,293	-	21,039,293
COUNTY COUNSEL	1-4-1	8,132,085	4,761,611	3,370,474
HUMAN RESOURCES:				
HUMAN RESOURCES	1-5-1	5,380,631	302,500	5,078,131
EMP HEALTH & WELLNESS	1-5-5	35,000	35,000	-
UNEMPLOYMENT INSURANCE	1-5-7	4,000,000	-	4,000,000
INFORMATION SERVICES:				
APPLICATION DEVELOPMENT	1-6-1	9,407,884	3,755,256	5,652,628
EMERGING TECHNOLOGIES	1-6-7	1,382,107	245,320	1,136,787
HEALTH CARE COSTS	1-7-1	135,812,669	120,812,669	15,000,000
BEHAVIORAL HEALTH:				
BEHAVIORAL HEALTH	1-9-1	110,521,180	108,678,427	1,842,753
OFFICE OF ALCOHOL AND DRUG ABUSE	1-9-12	20,577,850	20,428,392	149,458
PUBLIC HEALTH:				
PUBLIC HEALTH	1-10-1	75,553,056	74,900,946	652,110
CALIFORNIA CHILDREN'S SERVICES	1-10-20	12,713,007	11,174,966	1,538,041
INDIGENT AMBULANCE	1-10-24	472,501	-	472,501
LOCAL AGENCY FORMATION COMMISSION	1-11-1	154,000	-	154,000
COUNTY SCHOOLS	1-12-1	2,775,264	-	2,775,264
TOTAL GENERAL FUND		416,461,102	345,161,587	71,299,515

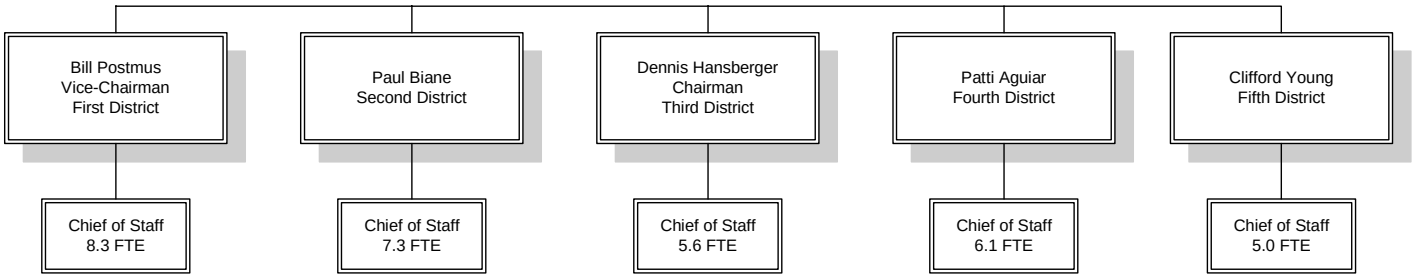
ADMINISTRATIVE/EXECUTIVE GROUP
SUMMARY

SPECIAL REVENUE FUNDS		**Approp Requirements**	**Revenue**	**Fund Balance**
COUNTY ADMINISTRATIVE OFFICE:				
FEDERAL FOREST RESERVE	1-3-9	65,400	65,400	-
MASTER SETTLEMENT AGREEMENT	1-3-11	29,418,272	18,596,435	10,821,837
HUMAN RESOURCES:				
COMMUTER SERVICES	1-5-9	717,905	395,000	322,905
EMPLOYEE BENEFITS & SERVICES	1-5-12	4,971,537	2,196,000	2,775,537
ARROWHEAD REGIONAL MEDICAL CENTER:				
TOBACCO TAX	1-8-12	1,883,777	1,755,000	128,777
BEHAVIORAL HEALTH:				
SPECIAL PATIENT ACCOUNT	1-9-16	3,496	1,760	1,736
DUI PC 1000 PROGRAM	1-9-18	332,847	111,254	221,593
STATE NNA CARRYOVER PROGRAM	1-9-23	3,783,547	1,525,000	2,258,547
COURT ALCOHOL & DRUG PROGRAM	1-9-25	972,682	420,000	552,682
PUBLIC HEALTH:				
CAJON PASS	1-10-25	-	-	-
BIO-TERRORISM	1-10-27	4,027,235	2,451,340	1,575,895
VITAL STATISTICS STATE FEES	1-10-29	463,657	151,300	312,357
AMBULANCE PERFORMANCE BASED FINES	1-10-32	40,000	40,000	-
VECTOR CONTROL ASSESSMENTS	1-10-33	2,995,179	1,700,000	1,295,179
TOTAL SPECIAL REVENUE FUNDS		49,675,534	29,408,489	20,267,045

INTERNAL SERVICES FUNDS		**Operating Expense**	**Revenue/ Financing Sources**	**Revenue Over (Under) Exp**
HUMAN RESOURCES:				
RISK MANAGEMENT	1-5-15	5,164,475	5,164,475	-
INSURANCE PROGRAMS	1-5-18	56,342,535	68,057,000	11,714,465
INFORMATION SERVICES:				
COMPUTER OPERATIONS	1-6-11	20,842,003	18,091,028	(2,750,975)
NETWORK SERVICES	1-6-15	16,379,146	16,379,146	-
TOTAL INTERNAL SERVICE FUNDS		98,728,159	107,691,649	8,963,490
ENTERPRISE FUNDS				
COUNTY ADMINISTRATIVE OFFICE:				
MEDICAL CENTER LEASE PAYMENTS	1-3-13	53,385,776	53,385,776	-
ARROWHEAD REGIONAL MEDICAL CENTER	1-8-1	308,682,720	297,970,101	(10,712,619)

BOARD OF SUPERVISORS
Dennis Hansberger, Chairman

ORGANIZATIONAL CHART



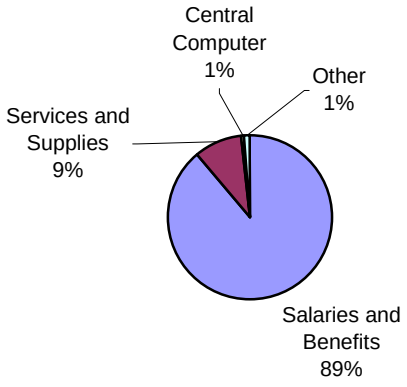
DESCRIPTION OF MAJOR SERVICES

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.

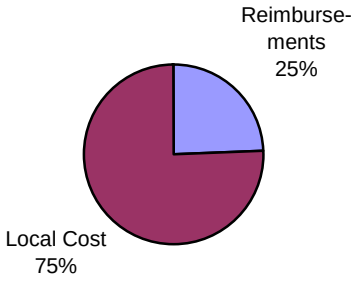
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,086,834	3,812,528	3,628,839	3,583,001
Departmental Revenue	-	-	-	-
Local Cost	4,086,834	3,812,528	3,628,839	3,583,001
Budgeted Staffing		39.5		42.3

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors
FUND: General

BUDGET UNIT: AAA BDF
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,783,717	3,773,236	230,283	-	-	4,003,519	217,559	4,221,078
Services and Supplies	494,125	598,210	10,373	-	-	608,583	(161,927)	446,656
Central Computer	22,719	22,719	11,482	-	-	34,201	-	34,201
Transfers	55,962	77,598	-	-	-	77,598	(30,564)	47,034
Total Exp Authority	4,356,523	4,471,763	252,138	-	-	4,723,901	25,068	4,748,969
Reimbursements	(727,684)	(659,235)	-	(198,860)	(282,805)	(1,140,900)	(25,068)	(1,165,968)
Total Appropriation	3,628,839	3,812,528	252,138	(198,860)	(282,805)	3,583,001	-	3,583,001
Local Cost	3,628,839	3,812,528	252,138	(198,860)	(282,805)	3,583,001	-	3,583,001
Budgeted Staffing		39.5	-	-	-	39.5	2.8	42.3

DEPARTMENT: Board of Supervisors
FUND: General
BUDGET UNIT: AAA BDF

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**39.5**	**3,812,528**	**-**	**3,812,528**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	230,283	-	230,283
Internal Service Fund Adjustments	-	21,855	-	21,855
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**252,138**	**-**	**252,138**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(198,860)	-	(198,860)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(198,860)**	**-**	**(198,860)**
Impacts Due to State Budget Cuts	**-**	**(282,805)**	**-**	**(282,805)**
TOTAL BASE BUDGET	**39.5**	**3,583,001**	**-**	**3,583,001**
Department Recommended Funded Adjustments	**2.8**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**42.3**	**3,583,001**	**-**	**3,583,001**

SCHEDULE B

DEPARTMENT: Board of Supervisors
FUND: General
BUDGET UNIT: AAA BDF

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reimbursements	-	(282,805)	-	(282,805)
Transfer from the Priority Policy Needs budget unit, which reduces Board of Supervisors' funding, limiting the Board's flexibility in responding to emerging needs.				
Total	-	(282,805)	-	(282,805)

SCHEDULE C

DEPARTMENT: Board of Supervisors
FUND: General
BUDGET UNIT: AAA BDF

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	New Staff within the Fourth District	0.6	67,148	-	67,148
	On January 13, 2004, the Board appointed Patti Aguiar to serve as the Fourth District Supervisor. The Supervisor increased her budgeted staff by 0.6 office assistant. In addition to this staffing increase, salaries and benefits for the Fourth District also increased due to step increases for existing staff.				
2.	New Staff within the Fifth Disctrict	0.8	47,871	-	47,871
	On February 3, 2004, the Board appointed Clifford Young to serve as the Fifth District Supervisor. Supervisor Young reorganized his staff by deleting 1.0 special assistant and adding 0.51 communications director, 0.25 field representative, and 1.0 policy analyst for a net increase of 0.7 budgeted staff.				
3.	Remaining districts staffing changes	1.5	102,540	-	102,540
	The remaining districts made minor changes to budgeted staffing. These changes consisted of the deletion of 0.2 public service employee, offset by the addition of 0.6 student intern and 1.0 field representative.				
4.	Net decrease in Internal Service Fund services	-	(23,234)	-	(23,234)
	This net decrease consisted mainly of a $18,000 decrease in ISD direct labor and $12,000 decrease in Motor Pool charges due to the election of a private vehicle as an auto allowance option. Some minor decreases were budgeted in the areas of printing and mail services. Offsetting these decreases were net increases in telephone charges and distributed data processing charges.				
5	Decrease in professional services contracts	-	(35,000)	-	(35,000)
	The previous Fifth District Supervisor maintained a professional services contract that was discontinued when the new Supervisor took office. The budget was applied to salaries and benefits.				
6	Net decrease in services and supplies	-	(103,693)	-	(103,693)
	Overall net decrease in the remaining services and supplies expenditures. The major decrease of $119,441 in general office expense is offset by increases in noninventoriable equipment, special departmental expense, and computer hardware.				
7.	Net decrease in rent expense via transfer	-	(30,564)	-	(30,564)
	During the 2003-04 year, the First District and Fourth Districts each moved into new district offices. The moves net to an overall decrease in rent expense, which is paid via a transfer to the Real Estate Services department.				
8.	Increase in reimbursements	-	(25,068)	-	(25,068)
	The Board has budgeted for an increase in reimbursements from the Priority Policy Needs budget.				
	Total	2.8	-	-	-

Legislation

DESCRIPTION OF MAJOR SERVICES

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.

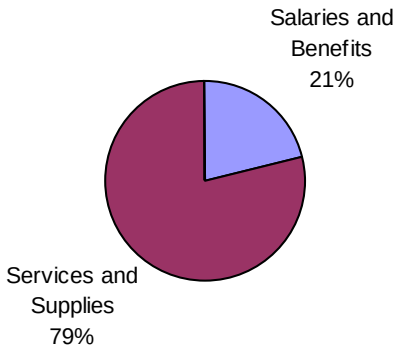
There is one staff position funded through this budget unit. The position is the Director of Legislative Affairs for the Board of Supervisors.

BUDGET AND WORKLOAD HISTORY

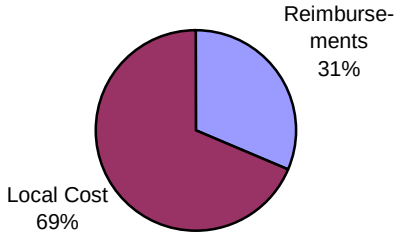
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	474,914	439,878	439,898
Departmental Revenue	-	-	-	-
Local Cost	-	474,914	439,878	439,898
Budgeted Staffing		1.0		1.0

Estimates are less than budgeted due to the mid-year vacancy of the Director of Legislative Affairs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Legislation
FUND: General

BUDGET UNIT: AAA LEG
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	122,396	147,674	8,565	-	(19,099)	137,140	-	137,140
Services and Supplies	515,082	527,240	350	-	(24,832)	502,758	(190)	502,568
Transfers	2,400	-	-	-	-	-	190	190
Total Exp Authority	639,878	674,914	8,915	-	(43,931)	639,898	-	639,898
Reimbursements	(200,000)	(200,000)	-	-	-	(200,000)	-	(200,000)
Total Appropriation	439,878	474,914	8,915	-	(43,931)	439,898	-	439,898
Local Cost	439,878	474,914	8,915	-	(43,931)	439,898	-	439,898
Budgeted Staffing		1.0	-	-	-	1.0	-	1.0

DEPARTMENT: Legislation
FUND: General
BUDGET UNIT: AAA LEG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**1.0**	**474,914**	**-**	**474,914**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	8,565	-	8,565
Internal Service Fund Adjustments	-	350	-	350
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**8,915**	**-**	**8,915**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(43,931)**	**-**	**(43,931)**
TOTAL BASE BUDGET	**1.0**	**439,898**	**-**	**439,898**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**1.0**	**439,898**	**-**	**439,898**

SCHEDULE B

DEPARTMENT: Legislation
FUND: General
BUDGET UNIT: AAA LEG

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
New Staff Member	-	(19,099)	-	(19,099)
This budget unit has one position and it is currently vacant. For the 2005 fiscal year, the position is expected to be filled, however, the new employee is expected to begin at step one of the currently budgeted grade.				
Closure of Sacramento Office	-	(24,832)	-	(24,832)
Closed Sacramento Legislation Office reducing rent expense and various other services and supplies expenses associated with that office.				
Total	-	(43,931)	-	(43,931)

SCHEDULE C

DEPARTMENT: Legislation
FUND: General
BUDGET UNIT: AAA LEG

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

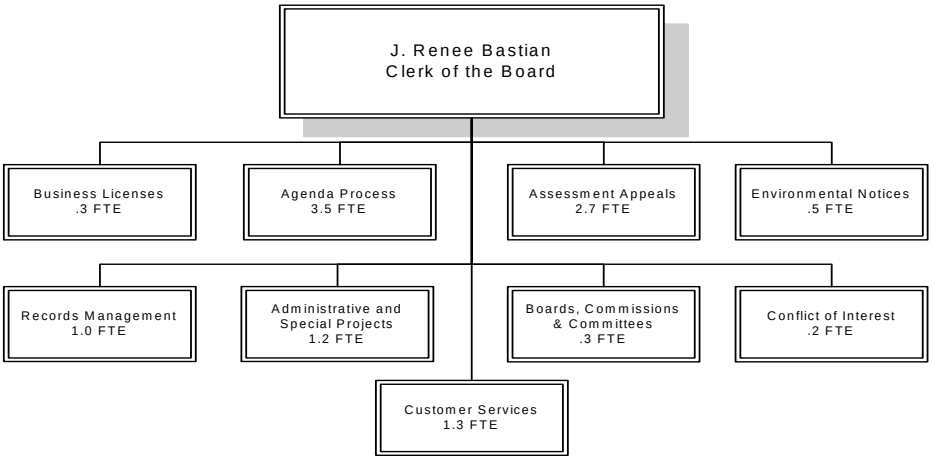
Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increase in EHAP Charges	-	-	-	-
Reduced Services and Supplies ($190) to fund transfers out to EHAP ($190).				
Total	-	-	-	-

CLERK OF THE BOARD OF SUPERVISORS
J. Renee' Bastian

MISSION STATEMENT

The Clerk of the Board of Supervisors' mission is to maintain official records of the Board of Supervisors' actions and provide accurate and complete information to the Board of Supervisors, County Departments and the public in an efficient, professional and courteous manner so that our records are safe, secure and accessible thus promoting public confidence in a well-run county government.

ORGANIZATIONAL CHART



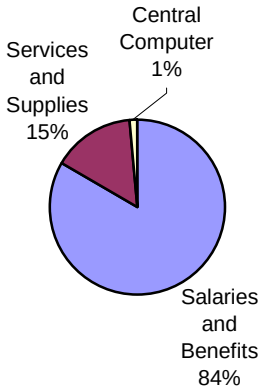
DESCRIPTION OF MAJOR SERVICES

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; provides staff support to the Assessment Appeals Board, County Redevelopment Agency, County Industrial Development Authority, In Home Supportive Services Public Authority and County Economic and Community Development Corporation; publishes various Notice of Hearings; maintains and updates the County Code database; maintains the roster of all committees and commissions; issues business licenses for unincorporated areas of the County; posts environmental notices for housing developments, building and/or construction projects and public agencies; and maintains conflict of interest files.

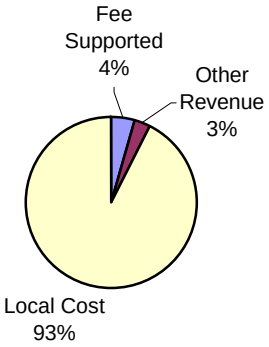
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	760,694	912,389	854,468	885,493
Departmental Revenue	75,880	62,500	64,000	66,500
Local Cost	684,814	849,889	790,468	818,993
Budgeted Staffing		14.0		12.0
Workload Indicators				
Board Agenda Items	3,697	3,700	3,600	3,700
Assessment Appeals	2,073	2,700	2,100	2,700
Licenses	143	320	300	320
Notices of Determination	939	900	1,100	1,300
Resolutions	280	350	350	350
Conflict of Interest Filings	1,029	1,250	1,000	1,000
Customer Service Hours	5,000	5,000	3,800	4,500

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



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

BUDGET UNIT: AAA CBD
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	722,287	758,551	53,895	-	(80,480)	731,966	4,692	736,658
Services and Supplies	116,915	138,567	4,074	(8,834)	-	133,807	(760)	133,047
Central Computer	12,666	12,670	449	-	-	13,119	-	13,119
Transfers	2,600	2,601	-	-	-	2,601	68	2,669
Total Appropriation	854,468	912,389	58,418	(8,834)	(80,480)	881,493	4,000	885,493
Departmental Revenue								
Licenses and Permits	34,000	34,000	-	-	-	34,000	-	34,000
Current Services	5,000	3,500	-	-	-	3,500	2,000	5,500
Other Revenue	25,000	25,000	-	-	-	25,000	2,000	27,000
Total Revenue	64,000	62,500	-	-	-	62,500	4,000	66,500
Local Cost	790,468	849,889	58,418	(8,834)	(80,480)	818,993	-	818,993
Budgeted Staffing		14.0	-	-	(2.0)	12.0	-	12.0

DEPARTMENT: Clerk of the Board
FUND: General
BUDGET UNIT: AAA CBD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**14.0**	**912,389**	**62,500**	**849,889**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	53,895	-	53,895
Internal Service Fund Adjustments	-	4,523	-	4,523
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**58,418**	**-**	**58,418**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(8,834)	-	(8,834)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(8,834)**	**-**	**(8,834)**
Impacts Due to State Budget Cuts	**(2.0)**	**(80,480)**	**-**	**(80,480)**
TOTAL BASE BUDGET	**12.0**	**881,493**	**62,500**	**818,993**
Department Recommended Funded Adjustments	**-**	**4,000**	**4,000**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**12.0**	**885,493**	**66,500**	**818,993**

SCHEDULE B

DEPARTMENT: Clerk of the Board
FUND: General
BUDGET UNIT: AAA CBD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staffing Reduction - 2.0 Clerk III Positions	(2.0)	(80,480)	-	(80,480)
Reductions in staffing will impact Agenda Processing and Assessment Appeals functions. The turnaround time required to process agenda items will increase, causing possible delays in the execution of contracts which impact grant funding, provision of services by contractors and other services provided to the County. Time required entering Assessment Appeal Application data into the Assessment Appeals Database would also increase, resulting in additional time needed to resolve appeals and the possible loss of property tax revenues due to enrollment of applicant's opinion of value for their property by default.				
Total	(2.0)	(80,480)	-	(80,480)

SCHEDULE C

DEPARTMENT: Clerk of the Board
FUND: General
BUDGET UNIT: AAA CBD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Reclassification	-	4,000	4,000	-
	This reclassification is for Staff Analyst I to Staff Analyst II, funded by increased revenues and adjustment from services and supplies. Reclassification of this position has been requested to make the position classification consistent with the duties performed by the employee in that position, for example departmental budget preparation. Human Resources has conducted a classification review of the position and concurs with this request.				
2.	Increased EHAP charges	-	-	-	-
	Move appropriations from services and supplies to transfers out for the increase of $68 in EHAP charges.				
	Total	-	4,000	4,000	-

SCHEDULE D

DEPARTMENT: Clerk of the Board
FUND: General
BUDGET UNIT: AAA CBD

POLICY ITEM REQUESTS

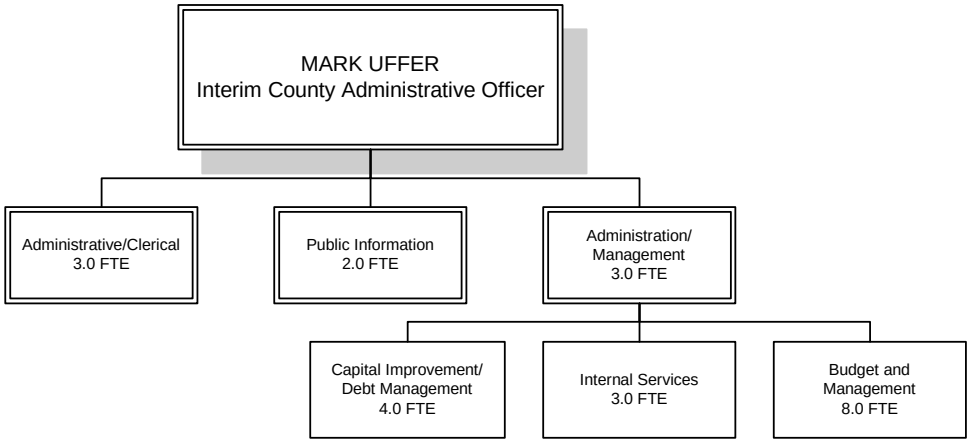
Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore Clerk III position	1.0	45,911	-	45,911
	The loss of this position would impact the Assessment Appeals and Agenda Processing functions within the department. In Assessment Appeals, property owners disputing the assessed value of their property have the right to a hearing within two years after filing their application. If the deadline is not met the property owner's value is automatically entered into the tax roll which directly impacts the amount of property tax income to the County, i.e. 2001 roll value of Assessment Appeals was $2.3 billion versus the property owners' value of $1.3 billion. In the area of agenda processing, the staff processes approximately 3,700 agenda items annually of which two-thirds are contracts. A quick turnaround time in the execution of the documents is important in minimizing penalties due to delayed submission, meeting grant application deadlines and preventing delays in the provision of services by contractors. In FY 2003/2004 there were approximately $1.2 billion in contracts with $650 million in grant awards.				
	Total	1.0	45,911	-	45,911

COUNTY ADMINISTRATIVE OFFICE
Mark Uffer

MISSION STATEMENT

The mission of the County Administrative Office is to maximize customer satisfaction with services by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

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.

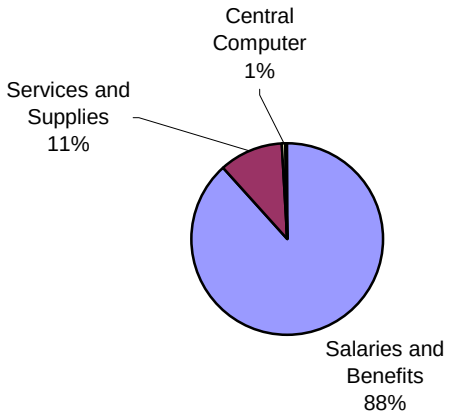
The County Administrative Officer oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. The County Administrative Office is also responsible for coordinating county activities with other local government entities, including cities and other counties.

Additionally, the County Administrative Office is responsible for the county's capital improvement program and long-term debt functions.

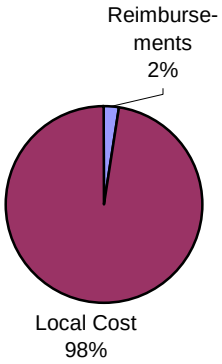
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,019,214	3,466,745	2,899,547	3,232,502
Departmental Revenue	81,899	-	-	-
Local Cost	3,937,315	3,466,745	2,899,547	3,232,502
Budgeted Staffing		26.0		24.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General

BUDGET UNIT: AAA CAO
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	2,663,598	3,019,814	178,790	(95,558)	(176,849)	2,926,197	-	2,926,197
Services and Supplies	276,018	486,100	6,127	-	(143,734)	348,493	10,638	359,131
Central Computer	25,391	25,391	(3,019)	-	-	22,372	-	22,372
Transfers	4,907	5,807	-	-	-	5,807	(849)	4,958
Total Exp Authority	2,969,914	3,537,112	181,898	(95,558)	(320,583)	3,302,869	9,789	3,312,658
Reimbursements	(70,367)	(70,367)	-	-	-	(70,367)	(9,789)	(80,156)
Total Appropriation	2,899,547	3,466,745	181,898	(95,558)	(320,583)	3,232,502	-	3,232,502
Local Cost	2,899,547	3,466,745	181,898	(95,558)	(320,583)	3,232,502	-	3,232,502
Budgeted Staffing		26.0	-	(1.0)	(1.0)	24.0	-	24.0

DEPARTMENT: County Administrative Office
FUND: General
BUDGET UNIT: AAA CAO

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**26.0**	**3,466,745**	**-**	**3,466,745**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	178,790	-	178,790
Internal Service Fund Adjustments	-	3,108	-	3,108
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**181,898**	**-**	**181,898**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(1.0)	(95,558)	-	(95,558)
Mid-Year Board Items	-	-	-	-
Subtotal	**(1.0)**	**(95,558)**	**-**	**(95,558)**
Impacts Due to State Budget Cuts	**(1.0)**	**(320,583)**	**-**	**(320,583)**
TOTAL BASE BUDGET	**24.0**	**3,232,502**	**-**	**3,232,502**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**24.0**	**3,232,502**	**-**	**3,232,502**

SCHEDULE B

DEPARTMENT: County Administrative Office
FUND: General
BUDGET UNIT: AAA CAO

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction of 1.0 Administrative Analyst	(1.0)	(120,518)	-	(120,518)
Delete a vacant Administrative Analyst position ($111,106) and reduce services and supplies ($9,412) associated with this position and the position deleted on September 23, 2003, during the second phase of 30% reduction.				
Reduction of budget for sesquicentennial events	-	(43,000)	-	(43,000)
On April 15, 2003, the Board approved an item dealing with the sesquicentennial event planning. This item allocated funds of $43,000 to the County Administrative Office budget unit for 2003-04.				
Decrease in rental equipment.	-	(16,000)	-	(16,000)
Rental equipment had been planned for 2003-04, however, it was not pursued.				
Decrease in professional services	-	(48,219)	-	(48,219)
Reduction in professional services due to the completion of management audits and the customer service survey. There is still $100,000 in the budget for future management audits.				
Decreases in Internal Service Funds services	-	(11,106)	-	(11,106)
Decreases in the areas of distributed equipment and ISD direct labor.				
Decrease in salaries and benefits	-	(65,743)	-	(65,743)
Salaries and benefits are reduced due to new staff beginning at lower steps than previous budgeted staff.				
Decrease in services and supplies	-	(15,997)	-	(15,997)
Various services and supplies accounts, such as general office expense, publications, special departmental expense, and travel.				
Total	(1.0)	(320,583)	-	(320,583)

SCHEDULE C

DEPARTMENT: **County Administrative Office**
FUND: **General**
BUDGET UNIT: **AAA CAO**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Decrease in EHAP charges	-	(849)	-	(849)
	Transfers to the EHAP program are reduced.				
2.	Increase in reimbursements	-	(9,789)	-	(9,789)
	Reimbursements for increased costs associated with the Medical Center Bonds from the Health Care Costs budget unit for support in budget and finance.				
3.	Increase in Internal Service Fund services	-	3,940	-	3,940
	Increases in mail services and records storage costs based on current year estimates.				
4.	Increases to services and supplies	-	6,698	-	6,698
	Various services and supplies accounts were increased to better align budget with actuals.				
	Total	-	-	-	-

Litigation

DESCRIPTION OF MAJOR SERVICES

The litigation budget funds external attorney services and other litigation related expenses. The Board approved the establishment of this budget unit in 2001-02. For 2004-05 local cost has been reduced to reflect the impact of the proposed State budget. The use of contingencies may be required for any new major contracts, or for any material amendments to existing legal contracts during the fiscal year.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,532,605	400,000	375,228	363,681
Financing Sources	870,470	-	-	-
Local Cost	662,135	400,000	375,228	363,681

GROUP: Administrative/Executive
DEPARTMENT: Litigation
FUND: General

BUDGET UNIT: AAA LIT
FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	375,228	400,000	-	-	(36,319)	363,681	-	363,681
Total Appropriation	375,228	400,000	-	-	(36,319)	363,681	-	363,681
Local Cost	375,228	400,000	-	-	(36,319)	363,681	-	363,681

SCHEDULE B

DEPARTMENT: Litigation
FUND: General
BUDGET UNIT: AAA LIT

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
External Attorney Services	-	(36,319)	-	(36,319)
This budget unit funds external attorney services and other litigation related expenses on an as needed basis. The use of contingencies may be required for any new major contracts, or for any material amendments to existing legal contracts during the fiscal year.				
Total	-	(36,319)	-	(36,319)

Joint Powers Leases

DESCRIPTION OF MAJOR SERVICES

This component funds the cost of long-term lease payments for joint power facility agreements.

There is no staffing associated with this budget unit.

Leases included in this budget for 2004-05 are:

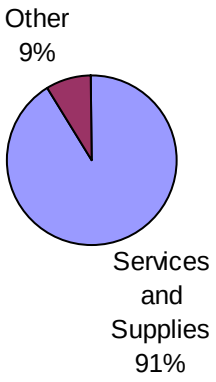
Hyundai Pavilion at Glen Helen	1,167,597
Justice Center/Chino Airport Improvements	6,301,937
1997 Public Improvement Financing (ENVEST, West End Juvenile Facility, Preschool Building)	1,429,091
County Government Center	3,257,300
West Valley Detention Center	7,663,830
Subtotal:	19,819,755
Savings from Refinancing of West Valley Detention Center to be Transferred for General Fund Financing Purposes	2,012,923
Debt Administration (Trustee Fees, Letter of Credit Fees, Remarketing Fees, Auction Agent Fees, Broker-Dealer Fees, Audit and Arbitrage)	730,240
Reimbursements	(1,523,625)
Subtotal:	1,219,538
Total:	21,039,293

BUDGET AND WORKLOAD HISTORY

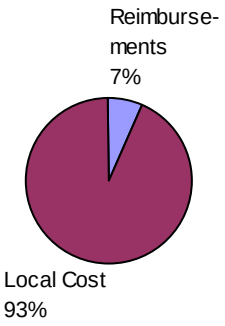
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	20,828,948	20,467,787	18,539,641	21,039,293
Departmental Revenue	64,365	-	-	-
Local Cost	20,764,583	20,467,787	18,539,641	21,039,293

2003-04 actual expenditures are estimated to be $1.9 million less than budgeted. Approximately $1.8 million of this is attributable to interest savings on the County's variable rate certificates of participation.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Joint Powers Leases
FUND: General

BUDGET UNIT: AAA JPL
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	16,517,245	18,445,391	2,104,604	-	-	20,549,995	-	20,549,995
Total Exp Authority	16,517,245	18,445,391	2,104,604	-	-	20,549,995	-	20,549,995
Reimbursements	(2,379,351)	(2,379,351)	855,726	-	-	(1,523,625)	-	(1,523,625)
Total Appropriation	14,137,894	16,066,040	2,960,330	-	-	19,026,370	-	19,026,370
Oper Trans Out	4,401,747	4,401,747	(2,388,824)	-	-	2,012,923	-	2,012,923
Total Requirements	18,539,641	20,467,787	571,506	-	-	21,039,293	-	21,039,293
Local Cost	18,539,641	20,467,787	571,506	-	-	21,039,293	-	21,039,293

DEPARTMENT: Joint Powers Leases
FUND: General
BUDGET UNIT: AAA JPL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**20,467,787**	**-**	**20,467,787**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	571,506	-	571,506
Subtotal	**-**	**571,506**	**-**	**571,506**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**21,039,293**	**-**	**21,039,293**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**21,039,293**	**-**	**21,039,293**

SCHEDULE D

DEPARTMENT: Joint Powers Leases
FUND: General
BUDGET UNIT: AAA JPL

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
	Debt Reduction	-	1,800,000	-	1,800,000
	The County has experienced savings on its variable rate debt due to historic lows in short term interest rates. It is anticipated that this budget unit will realize $1.8 million in budget savings in 2003-04 attributable to these low rates. This policy item requests that this $1.8 million be used to prepay a portion of the outstanding principal on the Glen Helen Taxable Debt, to reduce the County's future variable rate risk. The estimated budgetary savings for 2004-05 as a result of this action is $149,000.				
	Total	-	1,800,000	-	1,800,000

FEDERAL FOREST RESERVES

DESCRIPTION OF MAJOR SERVICES

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.

Title III funding is utilized by County Fire Department to develop fire prevention and community forestry projects that are necessary for the protection of people and property.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	130,368	130,368	65,400
Departmental Revenue	-	65,050	65,050	65,400
Fund Balance		65,318		-

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: Federal Forest Reserves

BUDGET UNIT: SFB CAO
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Operating Trans Out	130,368	130,368	-	-	-	130,368	(64,968)	65,400
Total Requirements	130,368	130,368	-	-	-	130,368	(64,968)	65,400
Departmental Revenue								
Use of Money & Prop	680	50	-	-	-	50	350	400
State, Fed or Gov't Aid	64,370	65,000	-	-	-	65,000	-	65,000
Total Revenue	65,050	65,050	-	-	-	65,050	350	65,400
Fund Balance		65,318	-	-	-	65,318	(65,318)	-

SCHEDULE C

DEPARTMENT: **County Administrative Office**
FUND: **Federal Forest Reserves**
BUDGET UNIT: **SFB CAO**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Title III-Adjustment to Operating Transfer Outs	-	(64,968)	-	(64,968)
	To adjust for 2002-03 Fund Balance appropriation of $65,318 included in 2003-04 budget. Budgeted appropriations for 2003-04 included fund balance from 2002-03 and projected expenditures for 2003-04 based on anticipated revenue to be received in 2003-04.				
2.	Increase in Interest Revenue	-	-	350	(350)
	Anticpated revenue increase in 2004-05.				
	Total	-	(64,968)	350	(65,318)

Master Settlement Agreement

DESCRIPTION OF MAJOR SERVICES

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.

A majority of the county's total proceeds are used each year to finance a portion of the Medical Center debt.

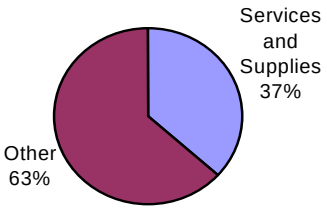
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

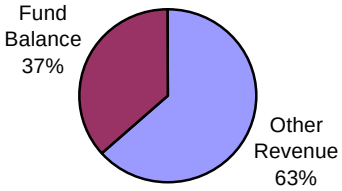
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	18,386,633	27,886,223	17,733,000	29,418,272
Departmental Revenue	21,882,027	17,876,000	18,544,614	18,596,435
Fund Balance		10,010,223		10,821,837

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Master Settlement Agreement
FUND: Tobacco Settlement Agreement

BUDGET UNIT: RSM MSA
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	-	9,661,775	-	-	-	9,661,775	1,123,497	10,785,272
Contingencies	-	491,448	-	-	-	491,448	(491,448)	-
Total Appropriation	-	10,153,223	-	-	-	10,153,223	632,049	10,785,272
Operating Trans Out	17,733,000	17,733,000	-	-	-	17,733,000	900,000	18,633,000
Total Requirements	17,733,000	27,886,223	-	-	-	27,886,223	1,532,049	29,418,272
Departmental Revenue								
Use Of Money & Prop	222,600	360,000	-	-	-	360,000	(140,000)	220,000
Other Revenue	18,322,014	17,516,000	-	-	-	17,516,000	860,435	18,376,435
Total Revenue	18,544,614	17,876,000	-	-	-	17,876,000	720,435	18,596,435
Fund Balance		10,010,223	-	-	-	10,010,223	811,614	10,821,837

SCHEDULE C

DEPARTMENT: Master Settlement Agreement
FUND: Tobacco Settlement Agreement
BUDGET UNIT: RSM MSA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Remove Contingency Budget	-	(491,448)	-	(491,448)
	As a result of final fund balance, contingencies were budgeted last fiscal year. These contingencies are not budgeted in the 2004-05 fiscal year to provide greater flexibility within this budget unit.				
2.	Increase in available one-time money	-	1,123,497	-	1,123,497
	One-time funds are increased in this budget unit due to increases in prior year revenues and expenditures being less than budgeted causing an increase in fund balance which must be budgeted.				
3.	Increase In Operating Transfers Out	-	900,000	-	900,000
	Increase financing to the General Fund by $900,000, total financing $3,633,000, to fund costs in the health related departments.				
4.	Reduce Budgeted Interest Income	-	-	(140,000)	140,000
	Amount budgeted was reduced for 2004-05 based on current interest apportionments.				
5.	Increase in Tobacco Settlement Proceeds	-	-	860,435	(860,435)
	Increase in projected annual payment for 2004-05 from Tobacco Settlement based on cigarette consumption projections as of October 2002.				
	Total	-	1,532,049	720,435	811,614

Medical Center Lease Payments

DESCRIPTION OF MAJOR SERVICES

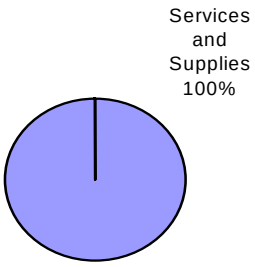
This unit funds the cost of long-term lease payments to the Inland Empire Public Facilities Corporation for the Arrowhead Regional Medical Center (ARMC) facility. Funding sources include state revenues from the SB 1732 – Construction Renovation/Reimbursement Program, operating transfers from ARMC representing 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.

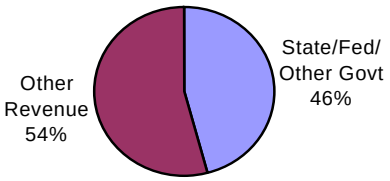
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	53,023,459	53,158,112	53,479,228	53,385,776
Total Financing Sources	53,023,459	53,158,112	53,479,228	53,385,776
Revenue Over/(Under) Expense	-	-	-	-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Joint Powers Leases
FUND: Medical Center Lease Payment

BUDGET UNIT: EMD JPL
FUNCTION: General
ACTIVITY: Property Mgmt

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	53,479,228	53,158,112	-	-	-	53,158,112	227,664	53,385,776
Total Appropriation	53,479,228	53,158,112	-	-	-	53,158,112	227,664	53,385,776
Departmental Revenue								
State, Fed or Gov't Aid	17,719,087	24,484,009	-	-	-	24,484,009	52,294	24,536,303
Total Revenue	17,719,087	24,484,009	-	-	-	24,484,009	52,294	24,536,303
Operating Transfers In	35,760,141	28,674,103	-	-	-	28,674,103	175,370	28,849,473
Total Financing Sources	53,479,228	53,158,112	-	-	-	53,158,112	227,664	53,385,776
Revenue Over/(Under) Exp	-	-	-	-	-	-	-	-

SCHEDULE C

DEPARTMENT: Joint Powers Leases
FUND: Medical Center Lease Payment
BUDGET UNIT: EMD JPL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

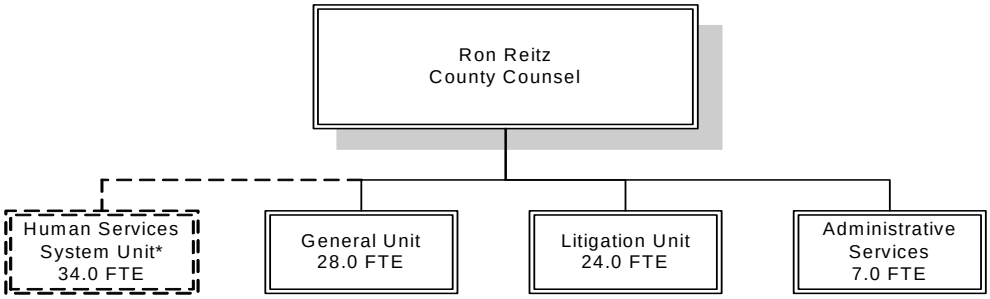
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Increase in Expenses	-	227,664	-	(227,664)
	Increases to lease payment and associated costs of the bond, such as the annual rating, letter of credit, trust fees and admin fees, offset by a slight decrease in arbitrage expenses.				
2.	Increase in 1732 Reimbursement	-	-	52,294	52,294
	A portion of the medical center lease payments are reimbursed by the state through the Construction Renovation/Reimbursement Program (SB1732). As the lease payments increase, a corresponding increase is seen in the reimbursement amount.				
3.	Increase in Realignment	-	-	175,370	175,370
	A portion of the medical center lease payments are paid for with realignment revenues. This increase in realignment is due to the increase expenses projected for the lease payment fund.				
	Total	-	227,664	227,664	-

COUNTY COUNSEL
Ronald Reitz

MISSION STATEMENT

To serve and protect the County, it's treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the County in litigation. Legal services shall be performed maintaining the highest professional and ethical standards while fostering high morale and productivity in the work place through collaborative efforts dedicated to continuous improvement.

ORGANIZATIONAL CHART



* Some of these positions are budgeted in the HSS Budget Unit.

DESCRIPTION OF MAJOR SERVICES

County Counsel provides civil legal services to the Board of Supervisors, County Administrative Office, county departments, commissions, special districts, and school districts. County Counsel also provides legal services to various joint powers authorities and represents the courts and judges on certain matters. In performing its duties, the County Counsel's Office is divided into three operational units: the Litigation Unit, the Human Services System Unit, and the General Unit.

The Litigation Unit handles tort and civil rights litigation, workers' compensation and code enforcement. This unit is revenue supported. All Litigation Unit clients are billed by the hour for services; the largest client of this Unit is Risk Management.

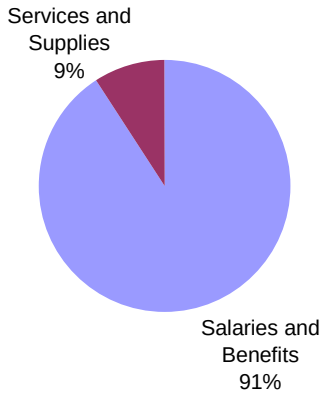
The next major unit within County Counsel is the Human Services System Unit. The Human Services System Unit is revenue supported through the Human Services System budget. This Unit serves the Human Services System departments. A large portion of this unit is dedicated to the litigation of juvenile dependency trial and appellate matters for the Department of Children's Services. All of the juvenile dependency litigation is work mandated by law. The remainder of the staff in this Unit serves as general legal counsel, including some litigation, for other HSS related departments and entities, such as Departments of Aging and Adult Services, Transitional Assistance, Preschool Services, Jobs and Employment Services, Child Support Services, and the IHSS Public Authority and Children and Families Commission.

The Office's General Unit mainly provides legal services to departments supported by the general fund even though a substantial portion of the General Unit is revenue supported. The revenue supported General Unit attorneys are dedicated primarily to providing legal services to County departments (such as Sheriff and Human Resources) and outside governmental entities (such as SANBAG, OMNITRANS, and Special Districts) which pay for all or a significant portion of their legal services. The remaining General Unit attorneys and clerical staff are fully supported by the general fund. Therefore, in addition to the County Counsel, Assistant County Counsel and related clerical staff who are also general fund supported, the Office's General Unit has the only general fund supported attorneys and clerical staff dedicated primarily to providing legal services to the Board of Supervisors, County Administrative Office, and the county departments and other governmental entities that do not reimburse the Office for legal services rendered.

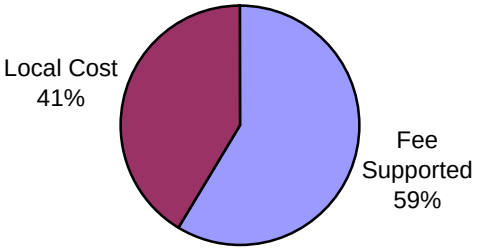
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	6,453,046	7,102,029	7,078,792	8,132,085
Departmental Revenue	4,250,966	3,777,460	3,777,460	4,761,611
Local Cost	2,202,080	3,324,569	3,301,332	3,370,474
Budgeted Staffing		65.7		60.0
Workload Indicators				
Attorney - Client Hours	74,903	75,200	76,400	76,600

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: County Counsel
FUND: General

BUDGET UNIT: AAA CCL
FUNCTION: General
ACTIVITY: Counsel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,265,000	7,284,800	415,889	(68,384)	(330,679)	7,301,626	21,516	7,323,142
Services and Supplies	742,000	745,437	14,726	-	-	760,163	(22,998)	737,165
Central Computer	44,901	44,901	14,353	-	-	59,254	-	59,254
Transfers	12,309	12,309	-	-	-	12,309	215	12,524
Total Exp Authority	8,064,210	8,087,447	444,968	(68,384)	(330,679)	8,133,352	(1,267)	8,132,085
Reimbursements	(985,418)	(985,418)	-	-	-	(985,418)	985,418	-
Total Appropriation	7,078,792	7,102,029	444,968	(68,384)	(330,679)	7,147,934	984,151	8,132,085
Departmental Revenue								
Current Services	3,777,460	3,777,460	-	-	-	3,777,460	984,151	4,761,611
Total Revenue	3,777,460	3,777,460	-	-	-	3,777,460	984,151	4,761,611
Local Cost	3,301,332	3,324,569	444,968	(68,384)	(330,679)	3,370,474	-	3,370,474
Budgeted Staffing		65.7	-	(1.0)	(4.7)	60.0	-	60.0

DEPARTMENT: County Counsel
FUND: General
BUDGET UNIT: AAA CCL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**65.7**	**7,102,029**	**3,777,460**	**3,324,569**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	415,889	-	415,889
Internal Service Fund Adjustments	-	29,079	-	29,079
Subtotal	**-**	**444,968**	**-**	**444,968**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(1.0)	(68,384)	-	(68,384)
Mid-Year Board Items	-	-	-	-
Subtotal	**(1.0)**	**(68,384)**	**-**	**(68,384)**
Impacts Due to State Budget Cuts	**(4.7)**	**(330,679)**	**-**	**(330,679)**
TOTAL BASE BUDGET	**60.0**	**7,147,934**	**3,777,460**	**3,370,474**
Department Recommended Funded Adjustments	**-**	**984,151**	**984,151**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**60.0**	**8,132,085**	**4,761,611**	**3,370,474**

SCHEDULE B

DEPARTMENT: County Counsel
FUND: General
BUDGET UNIT: AAA CCL

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staff Reduction	(1.7)	(86,000)	-	(86,000)
Three filled extra help attorney positions which are equivalent to 1.7 FTE, which handle mandated services for the HSS Unit. General Unit positions will need to complete this work, thus reducing services in the General Unit. This will result in a reduction of service to all of our General Unit clients.				
Staff Reduction	(1.0)	(142,295)	-	(142,295)
One filled Deputy County Counsel position - this reduction will additionally reduce services rendered to our General Unit clients- a reduction in general fund advisory and litigation work.				
Staff Reduction	(1.0)	(40,614)	-	(40,614)
One filled fiscal clerk- this position performs accounts payable functions. Tasks will be performed by other positions, increasing workload, slowing production of these and other tasks, with the possibility of overtime.				
Staff Reduction	(1.0)	(61,770)	-	(61,770)
One filled executive secretary position - a reduction of support staff to the General Unit. This position provides office support services to numerous processes necessary to meet client needs. Tasks will be performed by other positions, increasing workload, slowing production of these and other tasks, with the possibility of overtime.				
Total	(4.7)	(330,679)	-	(330,679)

SCHEDULE C

DEPARTMENT: County Counsel
FUND: General
BUDGET UNIT: AAA CCL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Salary and Benefits	-	21,516	-	21,516
	Increase is due to step increases and retirement costs. Reclassification of 2.0 Executive Secretary II positions to County Counsel Lead Secretary positions. The positions were currently receiving Sac pay therefore the reclassification has no budgetary impact.				
2	Services and Supplies	-	(22,998)	-	(22,998)
	Reduction adjustment to meet County Counsel needs and objectives.				
3	Transfers	-	215	-	215
	Adjustment due to increase in EHAP costs				
4	GASB 34 - Accounting Adjustment	-	985,418	984,151	1,267
	This adjustment reclassifies reimbursements into the category of charges of current services revenue as outlined in GASB 34. Revenue reduction of $1,267 in billable hours.				
	Total	-	984,151	984,151	-

SCHEDULE E

DEPARTMENT: County Counsel
FUND: General
BUDGET UNIT: AAA CCL

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Attorney Services Request- $10.00 increase	3.0	330,000	330,000	-
The Attorney Services fee increase is due to salaries and benefit adjustments in the MOU over the last two years. The fee is currently at $110 the increase would reflect a $10 increase in order to recover it's costs from outside agencies, such as SANBAG, JPA, and etc. (Reference Fee Request)				
Total	3.0	330,000	330,000	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: County Counsel
FUND NAME : General
BUDGET UNIT: AAA CCL
PROGRAM: County Counsel

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 8,132,085	Revised Appropriations	$ 8,462,085	$ 330,000

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	3,630,000	Fee Revenue for listed fees	3,960,000	330,000
Fee Revenue for fees not listed	1,131,611	Fee Revenue for fees not listed	1,131,611	-
Non Fee Revenue	-	Non Fee Revenue	-	-
Local Cost	3,370,474	Local Cost	3,370,474	-
Budgeted Sources	$ 8,132,085	Revised Sources	$ 8,462,085	$ 330,000

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	330,000
Increased Inflationary Costs	-
Other	-
Total	$ 330,000

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

See attached.

2004-05 REVISED/NEW FEE REQUESTS
SUMMARY OF JUSTIFICATION AND BUDGETARY IMPACT

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: County Counsel
FUND NAME : General
BUDGET UNIT: AAA CCL
PROGRAM: County Counsel

Briefly Describe the Summary of Justification for Fee Requests(s) and the Budgetary Impact to Program if Fee(s) are approved:

Current rate does not fully recover the costs of legal services to clients. County Counsel's last fee increase was in 2001, but since that time salaries and benefits have increased and equity adjustments have been implemented. This fee increase is in agreement with and supported by the COWCAP. The budget was built without the fee increase by making cuts in the operating budget and not funding needed positions. If this fee request is approved, we request funding for these needed positions and other items as outlined. Over the last two fiscal years, this Office has reduced staff and its overtime budget. Thus far, this office has been able to absorb most of the cuts without a significant and outwardly visible reduction in client services. However, any further reductions will result in significant reduction in general fund client services, in both attorney and support staff assistance. Because of the general fund limitations over the last few years, this Office has focused on revenue support from clients to maintain its service levels, including a few clients that are general fund clients.

This Office presently has only 9 attorneys serving the legal needs of most of the general fund departments; the remaining attorneys provide mandated litigation services or are directly funded and dedicated to specified clients. Because the current fee rate no longer covers the costs of legal services, the County's general fund has effectively started to subsidize external clients and non-general fund County clients.

The fee increase would allow us to restore two (2) attorney FTEs and one (1) secretary FTE to maintain the 9 FTE attorneys and current secretaries who provide the primary legal services to the Board, the County Administrative Office, the Economic Development and Public Services Group, the Medical Center and health related departments, and the fiscal and internal services departments. These departments are not directly billed for services rendered and are traditionally funded through the general fund. The fee increase would also allow this Office to restore some of the overtime budget which was cut in previous budget reductions; our experience since then has shown that with the current staffing levels additional secretary overtime to handle certain litigation peaks and client emergencies is critical.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: County Counsel
FUND NAME : General
PROGRAM: County Counsel

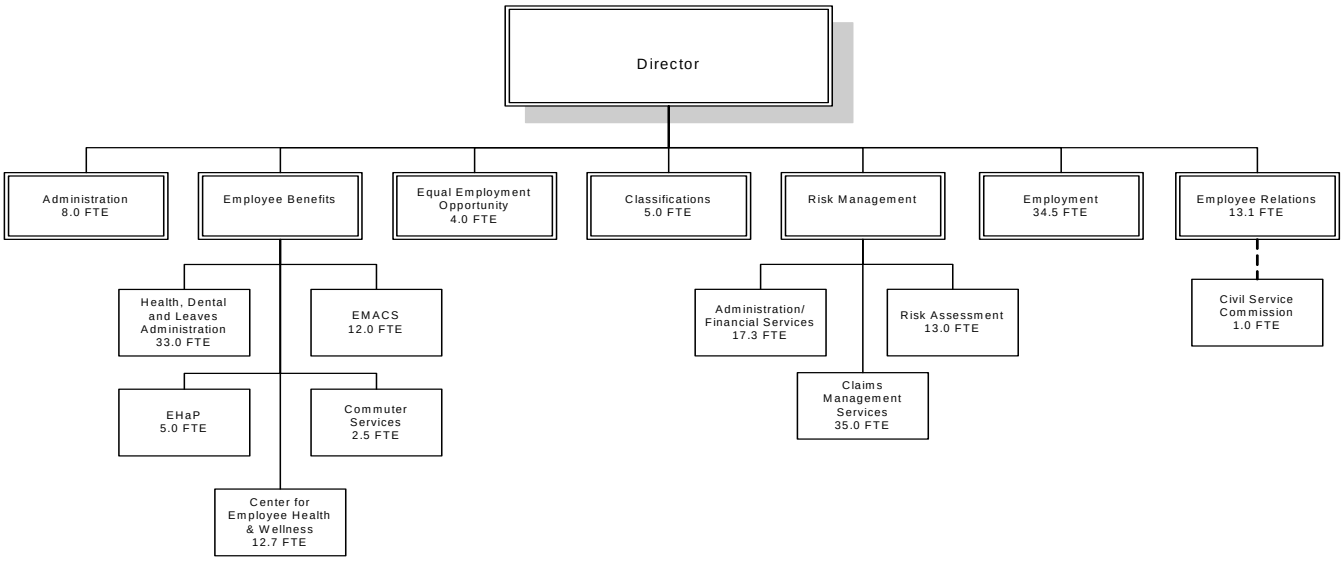
CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.028 (A)	County Counsel Attorney Services	$ 110.00	33,000	$ 3,630,000	$ 120.00	33,000	$ 3,960,000	$ 10.00	-	$ 330,000	$ 330,000	Current fee does not cover costs.

HUMAN RESOURCES

MISSION STATEMENT

The mission of the Human Resources Department is to build and maintain a healthy, proactive, and highly skilled workforce committed to excellence that reflects the diversity and talent in our community.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05					
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Human Resources	5,380,631	302,500	5,078,131			83.6
The Center for Employee Health and Wellness	35,000	35,000	-			12.7
Unemployment Insurance	4,000,000	-	4,000,000			-
Commuter Services	717,905	395,000		322,905		2.5
Employee Benefits and Services	4,971,537	2,196,000		2,775,537		33.0
Risk Management - Operations	5,164,475	5,164,475			-	65.3
Risk Management - Insurance Programs	56,342,535	68,057,000			11,714,465	-
TOTAL	76,612,083	76,149,975	9,078,131	3,098,442	11,714,465	197.1

Human Resources

DESCRIPTION OF MAJOR SERVICES

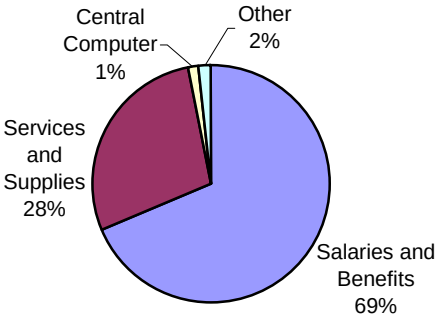
The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal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

BUDGET AND WORKLOAD HISTORY

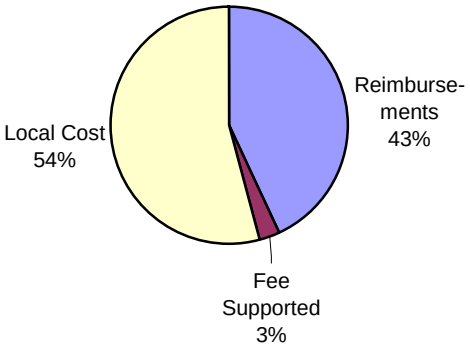
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	7,291,454	8,157,864	7,520,158	5,380,631
Total Financing Sources	3,041,486	3,103,566	2,599,500	302,500
Local Cost	4,249,968	5,054,298	4,920,658	5,078,131
Budgeted Staffing		116.5		83.6
Workload Indicators				
Applications accepted	53,867	93,000	36,000	37,000
Applicants tested	14,422	28,000	12,000	13,000
HR EMACS - WPE and steps processed			13,660	13,600
HR EMACS - Job Action Requests processed			22,352	22,300
Nurse care coordination referrals (occupational)			2,545	2,500
Nurse care coordination referrals (non-occupational)			1,836	1,800

On December 16, 2003, the Board approved the transfer of 31.0 positions to the Employee Benefits and Services special revenue fund (SDG HRD). Expenditures and revenues related to employee benefit administration are also transferred to the special revenue fund. An additional 2.0 positions (1.5 Public Services Employee and 0.5 Human Resources Analyst I) are deleted due to the 9% cost reduction plan. This is offset by the addition of 0.1 Human Resources Officer II, which is required to assist for vacation coverage and during the upcoming negotiations with the various employee bargaining units.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: General

BUDGET UNIT: AAA HRD
FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,602,700	7,755,428	460,702	(1,928,653)	(105,279)	6,182,198	291,632	6,473,830
Services and Supplies	3,077,979	3,763,541	34,435	(761,280)	(388,962)	2,647,734	-	2,647,734
Central Computer	106,156	106,156	22,937	-	-	129,093	-	129,093
Equipment	-	20,000	-	-	-	20,000	(20,000)	-
Transfers	184,320	192,686	-	(24,133)	-	168,553	-	168,553
Total Exp Authority	10,971,155	11,837,811	518,074	(2,714,066)	(494,241)	9,147,578	271,632	9,419,210
Reimbursements	(3,450,997)	(3,679,947)	-	85,000	-	(3,594,947)	(443,632)	(4,038,579)
Total Appropriation	7,520,158	8,157,864	518,074	(2,629,066)	(494,241)	5,552,631	(172,000)	5,380,631
Departmental Revenue								
Current Services	259,500	434,500	-	-	-	434,500	(172,000)	262,500
Other Revenue	40,000	40,000	-	-	-	40,000	-	40,000
Total Revenue	299,500	474,500	-	-	-	474,500	(172,000)	302,500
Operating Transfers In	2,300,000	2,629,066	-	(2,629,066)	-	-	-	-
Total Financing Sources	2,599,500	3,103,566	-	(2,629,066)	-	474,500	(172,000)	302,500
Local Cost	4,920,658	5,054,298	518,074	-	(494,241)	5,078,131	-	5,078,131
Budgeted Staffing		116.5	-	(31.0)	(2.0)	83.5	0.1	83.6

DEPARTMENT: Human Resources
FUND: General
BUDGET UNIT: AAA HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**116.5**	**8,157,864**	**3,103,566**	**5,054,298**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	460,702	-	460,702
Internal Service Fund Adjustments	-	57,372	-	57,372
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**518,074**	**-**	**518,074**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	(31.0)	(2,629,066)	(2,629,066)	-
Subtotal	**(31.0)**	**(2,629,066)**	**(2,629,066)**	**-**
Impacts Due to State Budget Cuts	**(2.0)**	**(494,241)**	**-**	**(494,241)**
TOTAL BASE BUDGET	**83.5**	**5,552,631**	**474,500**	**5,078,131**
Department Recommended Funded Adjustments	**0.1**	**(172,000)**	**(172,000)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**83.6**	**5,380,631**	**302,500**	**5,078,131**

SCHEDULE B

DEPARTMENT: **Human Resources**
FUND: **General**
BUDGET UNIT: **AAA HRD**

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced local cost allocation	(2.0)	(494,241)	-	(494,241)
Nine percent local cost target reduction resulting in the decrease of 2.0 positions (1.5 Public Service Employee and 0.5 Human Resources Analyst I) and a reduction to salaries and benefits of $105,279. Decreases in services and supplies of $388,962 include reductions for contract services and reduced purchases of office supplies and equipment.				
Total	(2.0)	(494,241)	-	(494,241)

SCHEDULE C

DEPARTMENT: **Human Resources**
FUND: **General**
BUDGET UNIT: **AAA HRD**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Employee Relations staffing	0.1	13,669	-	13,669
	Add 0.1 Human Resource Officer I to assist with negotiations and vacation relief.				
2.	Other staffing costs		277,963	-	277,963
	Adjustments for step increases and expected leave cashouts.				
3.	Fixed asset purchase		(20,000)	-	(20,000)
	Cancel purchase of photo ID machine and software.				
4.	Reimbursements and revenues	-	(443,632)	(172,000)	(271,632)
	Adjustments to reimbursements and revenues received from Human Services System Administration and the Employee Benefits (SDG HRD) and Commuter Services (SDF HRD) special revenue funds for administrative and personnel services.				
	Total	0.1	(172,000)	(172,000)	-

The Center for Employee Health and Wellness

DESCRIPTION OF MAJOR SERVICES

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 through the county's workers' compensation insurance sub fund. Since 2001-02, the program has been financed by direct reimbursements from county departments with costs allocated on the basis of budgeted staffing.

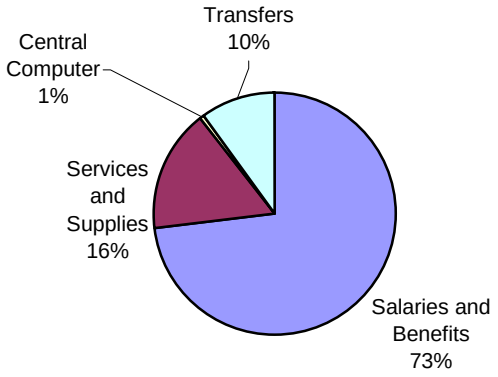
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	639,991	30,000	10,861	35,000
Total Revenue	784,736	30,000	35,000	35,000
Local Cost	(144,745)	-	(24,139)	-
Budgeted Staffing		13.0		12.7
Workload Indicators				
Preplacement Physicals	2,604	2,500	2,063	2,100
Fitness-For-Duty Exams	32	30	26	30
Work Injury/Illness Exams	1,727	1,600	1,804	1,700
Other Exams	7,378	7,800	6,058	6,100

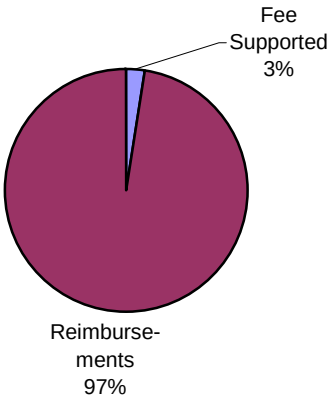
In 2004-05, staffing is reduced by 0.3 Contract Occupational Physician. Services and supplies as well as transfers are increased to reflect an agreement with the Sheriff's Department Training Academy to provide on-site first aid for Sheriff Academy participants.

In December 2004, as part of the County's ongoing efforts to consolidate services, the Center for Employee Health and Wellness will re-locate to the Arrowhead Regional Medical Center (ARMC). The move is expected to result in savings due to reduced contract costs by enabling The Center to utilize ARMC on-site services (e.g. pharmacy, x-rays, etc.). There will also be ongoing facility lease cost savings of approximately $130,000 per year; however, in 2004-05, savings are expected to be minimal due to the contractually required payment of unamortized tenant improvements.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Employee Health and Wellness
FUND: General

BUDGET UNIT: AAA OCH
FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	881,395	966,454	75,754	-	-	1,042,208	(32,395)	1,009,813
Services and Supplies	205,302	144,202	9,981	-	-	154,183	72,933	227,116
Central Computer	7,249	7,249	771	-	-	8,020	-	8,020
Transfers	168,779	168,779	-	-	-	168,779	(32,128)	136,651
Total Exp Authority	1,262,725	1,286,684	86,506	-	-	1,373,190	8,410	1,381,600
Reimbursements	(1,251,864)	(1,256,684)	(86,506)	-	-	(1,343,190)	(3,410)	(1,346,600)
Total Appropriation	10,861	30,000	-	-	-	30,000	5,000	35,000
Departmental Revenue								
Current Services	35,000	30,000	-	-	-	30,000	5,000	35,000
Total Revenue	35,000	30,000	-	-	-	30,000	5,000	35,000
Local Cost	(24,139)	-	-	-	-	-	-	-
Budgeted Staffing		13.0	-	-	-	13.0	(0.3)	12.7

SCHEDULE C

DEPARTMENT: Employee Health and Wellness
FUND: General
BUDGET UNIT: AAA OCH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	(0.3)	-	-	-
	Reduction of 0.3 Contract Occupational Physicians, which results in a corresponding decrease in reimbursements.				
2.	Cost adjustments	-	-	-	-
	The Center intends to vacate its current leased facility by December 31, 2004 and move to ARMC, which will reduce annual leasing costs by $130,000; however, in 2004-05, in addition to six months of lease payments, there will be a charge for unamortized tenant improvements.				
3.	Current services	-	5,000	5,000	-
	Increased revenue to reflect additional services provided to other governmental agencies. This is offset by a reduction in direct charges to county departments.				
	Total	(0.3)	5,000	5,000	-

Unemployment Insurance

DESCRIPTION OF MAJOR SERVICES

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, reviewed for eligibility, and challenged when appropriate to prevent abuse of the program.

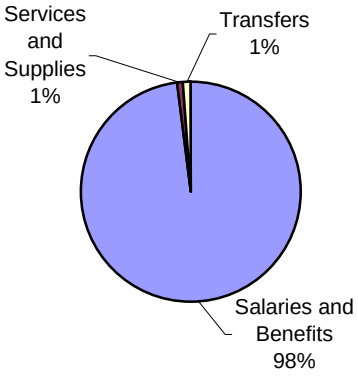
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

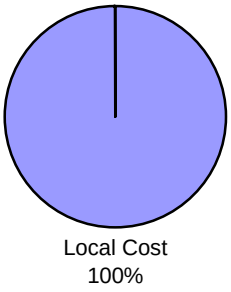
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,529,061	2,700,000	3,770,000	4,000,000
Total Revenue	-	-	-	-
Local Cost	2,529,061	2,700,000	3,770,000	4,000,000
Workload Indicators				
Unemployment Insurance claims paid	-	-	1,600	1,600
Total protestable claims	-	-	295	300
Protestable claims ruled in the county's favor	-	-	144	150
Maximum weekly benefit	-	-	$410	$450

In 2003-04, estimated costs are significantly more than expected due to an increase in the number of claims, which is attributable in part to the countywide reduction of public services employees and increased unemployment benefits. In 2004-05, budgeted appropriation is increased to reflect the expected trend of rising claims costs, which is due mainly to increased unemployment benefits.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Unemployment Insurance
FUND: General

BUDGET UNIT: AAA UNI
FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,700,000	2,625,000	1,300,000	-	-	3,925,000	-	3,925,000
Services and Supplies	20,000	25,000	-	-	-	25,000	-	25,000
Transfers	50,000	50,000	-	-	-	50,000	-	50,000
Total Appropriation	3,770,000	2,700,000	1,300,000	-	-	4,000,000	-	4,000,000
Local Cost	3,770,000	2,700,000	1,300,000	-	-	4,000,000	-	4,000,000

DEPARTMENT: Unemployment Insurance
FUND: General
BUDGET UNIT: AAA UNI

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**2,700,000**	**-**	**2,700,000**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	1,300,000	-	1,300,000
Subtotal	**-**	**1,300,000**	**-**	**1,300,000**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**4,000,000**	**-**	**4,000,000**
Department Recommended Funded Adjustments	**-**	**-**	**-**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**4,000,000**	**-**	**4,000,000**

Commuter Services

DESCRIPTION OF MAJOR SERVICES

The Commuter Services fund was 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).

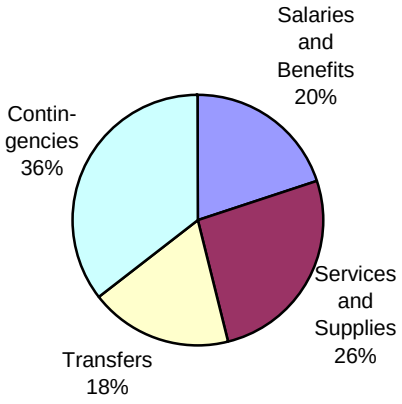
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	258,348	891,034	464,129	717,905
Total Revenue	352,576	506,000	402,000	395,000
Fund Balance		385,034		322,905
Budgeted Staffing		3.5		2.5
Workload Indicators				
Number of vanpools	-	16	16	17
Number of vanpool participants	-	115	113	120
Number of participants utilizing all modes of rideshare	-	1,100	1,085	1,100

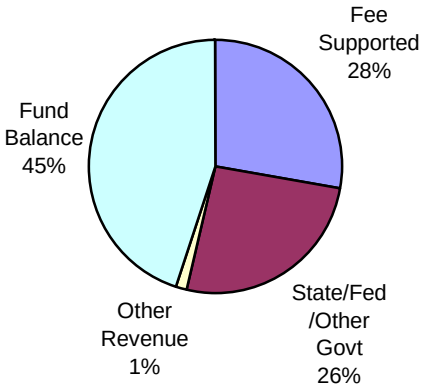
In accordance with Section 29009 of the Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

In 2004-05, staffing is reduced by 1.0 Commuter Services Manager. Program oversight will be provided by staff in the Human Resources Department budget (AAA HRD). Transfers to AAA HRD are increased to reflect the reimbursement of direct services; however, there is expected to be an overall cost savings to the program of approximately $30,000 per year.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: Commuter Services

BUDGET UNIT: SDF HRD
FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	249,335	249,352	15,363	-	-	264,715	(121,520)	143,195
Services and Supplies	179,101	238,862	302	-	-	239,164	(51,226)	187,938
Transfers	35,693	35,693	-	-	-	35,693	94,974	130,667
Contingencies	-	367,127	-	-	-	367,127	(111,022)	256,105
Total Appropriation	464,129	891,034	15,665	-	-	906,699	(188,794)	717,905
Departmental Revenue								
Use Of Money & Prop	7,000	16,000	-	-	-	16,000	(6,000)	10,000
State, Fed or Gov't Aid	185,000	285,000	-	-	-	285,000	(100,000)	185,000
Current Services	210,000	205,000	-	-	-	205,000	(5,000)	200,000
Total Revenue	402,000	506,000	-	-	-	506,000	(111,000)	395,000
Fund Balance		385,034	15,665	-	-	400,699	(77,794)	322,905
Budgeted Staffing		3.5	-	-	-	3.5	(1.0)	2.5

DEPARTMENT: Human Resources
FUND: Commuter Services
BUDGET UNIT: SDF HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**3.5**	**891,034**	**506,000**	**385,034**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	15,363	-	15,363
Internal Service Fund Adjustments	-	302	-	302
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**15,665**	**-**	**15,665**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**3.5**	**906,699**	**506,000**	**400,699**
Department Recommended Funded Adjustments	**(1.0)**	**(188,794)**	**(111,000)**	**(77,794)**
TOTAL 2004-05 PROPOSED BUDGET	**2.5**	**717,905**	**395,000**	**322,905**

SCHEDULE C

DEPARTMENT: Human Resources
FUND: Commuter Services
BUDGET UNIT: SDF HRD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Delete position	(1.0)	(26,546)	-	(26,546)
	Delete 1.0 Commuter Services Manager position and increase transfers to AAA HRD.				
2.	Reduce services and supplies and loss of revenue	-	(51,226)	(105,000)	53,774
	Adjustments due to change in van pool participation.				
3.	Reduce contingencies and interest revenue	-	(111,022)	(6,000)	(105,022)
	Adjustments for estimated fund balance.				
	Total	(1.0)	(188,794)	(111,000)	(77,794)

Employee Benefits and Services

DESCRIPTION OF MAJOR SERVICES

Employee Benefits and Services, under the direction of the Human Resources Department, administers the county's health, dental, vision, and life insurance plans as well as its integrated leave programs.

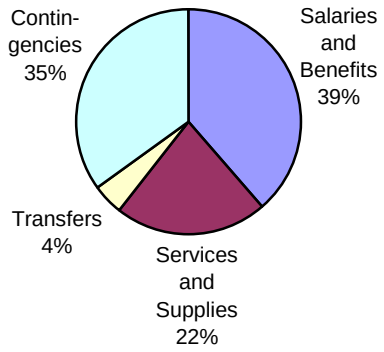
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	2,419,579	3,335,953	2,300,000	4,971,537
Total Revenue	2,084,771	2,072,000	3,811,584	2,196,000
Fund Balance		1,263,953		2,775,537
Budgeted Staffing		-		33.0
Workload Indicators				
Salary savings plan participants	-	-	17,714	20,000
Health plan participants	-	-	24,032	24,000
Dental plan participants	-	-	27,195	27,000
Vision plan participants	-	-	17,770	17,500
Retiree health plan participants	-	-	2,218	2,200
Retiree dental plan participants	-	-	1,154	1,100
Flexible Spending Account (FSA) claims	-	-	6,694	7,000
Short term disability cases	-	-	1,657	1,600

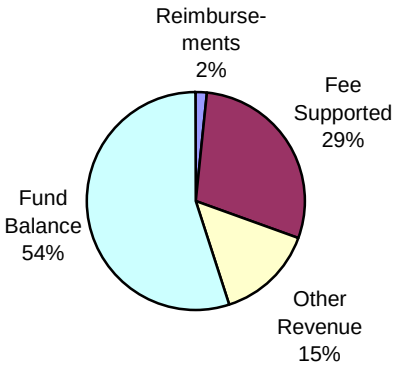
In accordance with Section 29009 of the Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Beginning in 2002-03, administrative fees and other revenues used to finance the administration of employee benefits were consolidated into this fund. In 2004-05, expenditures related to the administration of employee benefit programs will be included as part of this fund as well. Prior to 2004-05, expenditures were included as part of the Human Resources Department budget (AAA HRD). Prior to 2004-05, revenues received in this fund were subsequently transferred to the Human Resources Department to reimburse actual costs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: Employee Benefits and Services

BUDGET UNIT: SDG HRD
FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	-	-	-	1,948,586	-	1,948,586	-	1,948,586
Services and Supplies	-	-	-	1,112,890	-	1,112,890	-	1,112,890
Transfers	-	-	-	129,126	-	129,126	96,200	225,326
Contingencies	-	706,887	-	-	-	706,887	1,062,848	1,769,735
Total Exp Authority	-	706,887	-	3,190,602	-	3,897,489	1,159,048	5,056,537
Reimbursements	-	-	-	(85,000)	-	(85,000)	-	(85,000)
Total Appropriation	-	706,887	-	3,105,602	-	3,812,489	1,159,048	4,971,537
Operating Transfers Out	2,300,000	2,629,066	-	(2,629,066)	-	-	-	-
Total Requirements	2,300,000	3,335,953	-	476,536	-	3,812,489	1,159,048	4,971,537
Departmental Revenue								
Use Of Money and Prop	140,000	150,000	-	-	-	150,000	-	150,000
Current Services	3,086,584	1,337,000	-	-	-	1,337,000	124,000	1,461,000
Other Revenue	585,000	585,000	-	-	-	585,000	-	585,000
Total Revenue	3,811,584	2,072,000	-	-	-	2,072,000	124,000	2,196,000
Fund Balance		1,263,953	-	476,536	-	1,740,489	1,035,048	2,775,537
Budgeted Staffing		-	-	33.0	-	33.0	-	33.0

DEPARTMENT: Human Resources
FUND: Employee Benefits and Services
BUDGET UNIT: SDG HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**-**	**3,335,953**	**2,072,000**	**1,263,953**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	33.0	476,536	-	476,536
Subtotal	**33.0**	**476,536**	**-**	**476,536**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**33.0**	**3,812,489**	**2,072,000**	**1,740,489**
Department Recommended Funded Adjustments	**-**	**1,159,048**	**124,000**	**1,035,048**
TOTAL 2004-05 PROPOSED BUDGET	**33.0**	**4,971,537**	**2,196,000**	**2,775,537**

SCHEDULE C

DEPARTMENT: **Human Resources**
FUND: **Employee Benefits and Services**
BUDGET UNIT: **SDG HRD**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Transfers		96,200	-	96,200
	Administrative support paid to AAA HRD.				
2.	Other Revenue	-	-	124,000	(124,000)
	MOU with Courts for services provided.				
3.	Contingencies	-	1,062,848	-	1,062,848
	Adjustment for estimated fund balance.				
	Total	-	1,159,048	124,000	1,035,048

Risk Management - Operations

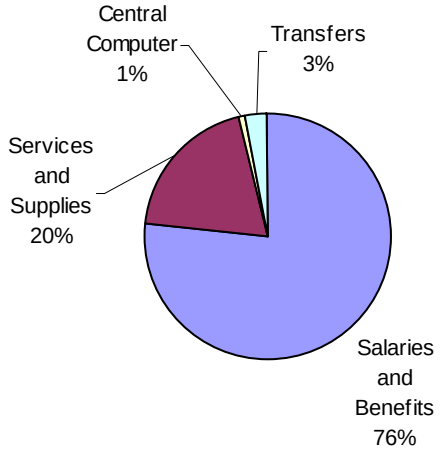
DESCRIPTION OF MAJOR SERVICES

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 are 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.

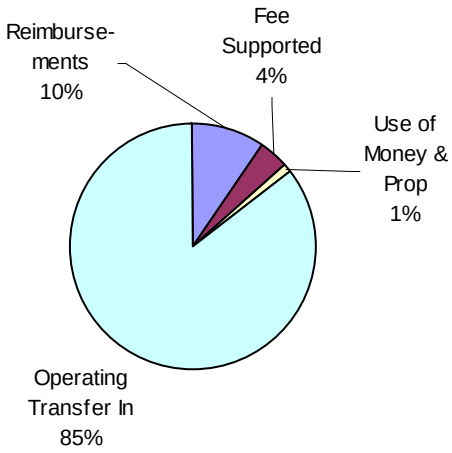
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	4,365,635	4,614,219	4,485,736	5,164,475
Total Financing Sources	4,532,581	4,614,219	4,485,736	5,164,475
Revenue Over/(Under) Expense	166,946	-	-	-
Budgeted Staffing		65.0		65.3
Unrestricted Net Assets Available at Year End	127,308		127,308	
Workload Indicators				
Average cost of a closed WC indemnity claim	19,500	-	19,000	19,000
Average cost of a closed Liability claim	6,979	-	6,500	6,500
Preventable vehicle accident rate per million miles driven	8	-	7	7
Percent of WC claimants ranking treatment (professional and courteous) as good or excellent	89	-	90	91
Percent of WC claimants ranking return of phone calls promptly as good or excellent	86	-	87	88
Percent of WC claimants ranking explanation of benefits as good or excellent	86	-	87	88

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: Risk Mgmt - Operations

BUDGET UNIT: IBP RMG
FUNCTION: General
ACTIVITY: Insurance programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,997,435	4,098,495	266,698	18,116	-	4,383,309	-	4,383,309
Services and Supplies	821,752	849,175	338,811	-	-	1,187,986	(57,311)	1,130,675
Central Computer	38,345	38,345	9,434	-	-	47,779	-	47,779
Transfers	143,469	143,469	1,120	-	-	144,589	16,800	161,389
Total Exp Authority	5,001,001	5,129,484	616,063	18,116	-	5,763,663	(40,511)	5,723,152
Reimbursements	(515,265)	(515,265)	(43,412)	-	-	(558,677)	-	(558,677)
Total Operating Expense	4,485,736	4,614,219	572,651	18,116	-	5,204,986	(40,511)	5,164,475
Departmental Revenue								
Use Of Money and Prop	46,344	70,000	-	-	-	70,000	(15,000)	55,000
Current Services	225,000	225,000	-	-	-	225,000	-	225,000
Other Financing Sources	-	-	-	-	-	-	-	-
Total Revenue	271,344	295,000	-	-	-	295,000	(15,000)	280,000
Operating Transfers In	4,214,392	4,319,219	572,651	18,116	-	4,909,986	(25,511)	4,884,475
Total Financing Sources	4,485,736	4,614,219	572,651	18,116	-	5,204,986	(40,511)	5,164,475
Revenue Over/(Under) Exp	-	-	-	-	-	-	-	-
Budgeted Staffing		65.0	-	0.3	-	65.3	-	65.3

The increase in salaries and benefits includes the addition of 0.3 Contract Risk Manager for the period necessary to hire and transition a new Risk Manager after the March 31, 2004 retirement of the incumbent. Services and supplies are increased $281,500. This is due primarily to increased COWCAP charges of $326,611, which is offset by reductions in various categories including training, equipment, and office supplies.

DEPARTMENT: Human Resources
FUND: Risk Mgmt - Operations
BUDGET UNIT: IBP RMG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**65.0**	**4,614,219**	**4,614,219**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	223,286	223,286	-
Internal Service Fund Adjustments	-	21,634	21,634	-
Prop 172	-	-	-	-
Other Required Adjustments	-	327,731	327,731	-
Subtotal	**-**	**572,651**	**572,651**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	0.3	18,116	18,116	-
Subtotal	**0.3**	**18,116**	**18,116**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**65.3**	**5,204,986**	**5,204,986**	**-**
Department Recommended Funded Adjustments	**-**	**(40,511)**	**(40,511)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**65.3**	**5,164,475**	**5,164,475**	**-**

2003-04 FINAL FIXED ASSETS	**-**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**-**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**-**

SCHEDULE C

DEPARTMENT: **Human Resources**
FUND: **Risk Mgmt - Operations**
BUDGET UNIT: **IBP RMG**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and supplies	-	(57,311)	-	57,311
	Adjustment to reflect expected decrease in utilization of services and supplies including contract services, training, supplies, and office equipment.				
2.	Transfers	-	16,800	-	(16,800)
	Adjustment for increased cost of administrative support provided by AAA HRD.				
3.	Revenue adjustments	-	-	(40,511)	(40,511)
	Adjustment for expected decrease in interest revenue and operating transfers-in.				
	Total	-	(40,511)	(40,511)	-

Risk Management – Insurance Programs

DESCRIPTION OF MAJOR SERVICES

Risk Management, under the direction of the Human Resources Department, administers the County's self-insured and its insured insurance programs. All programs are paid from self-insurance funds, which are financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Self-insurance and insured programs include auto liability, property, surety, comprehensive auto, law enforcement liability workers' compensation, aircraft liability, airport liability, environmental liability, medical malpractice, and general liability. Revenue over expense is used to meet actuarially determined claims reserve requirements.

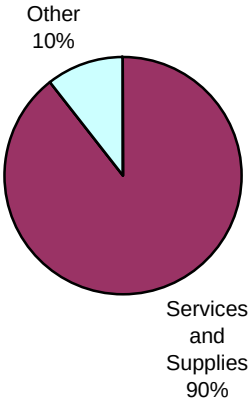
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

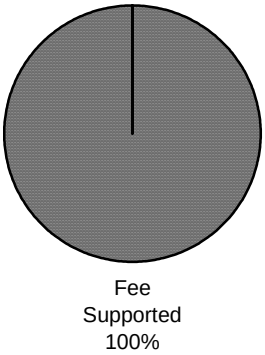
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	63,914,428	47,652,314	54,073,812	56,342,535
Total Financing Sources	59,968,838	49,002,994	47,141,402	68,057,000
Revenue Over/(Under) Expense	(3,945,590)	1,350,680	(6,932,410)	11,714,465
Unrestricted Net Assets Available at Year End	(45,743,854)		(52,676,264)	

On January 27, 2004, the Board approved Risk Management rate adjustments for 2004-05, which will increase revenues approximately $19.1 million. These increases are necessary for Risk Management to meet the Five Year Recovery Plan goal of bringing each of the various self-insured sub fund balances to a 70% marginally acceptable funding level by June 30, 2008.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by $11,714,465.

GROUP: Internal Services
DEPARTMENT: Human Resources
FUND: Risk Mgmt - Ins Programs

BUDGET UNIT: Various RMG
FUNCTION: General
ACTIVITY: Insurance programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	47,897,287	43,196,095	7,253,288	-	-	50,449,383	-	50,449,383
Other Charges	467,953	137,000	313,000	-	-	450,000	-	450,000
Transfers	515,265	-	558,677	-	-	558,677	-	558,677
Total Appropriation	48,880,505	43,333,095	8,124,965	-	-	51,458,060	-	51,458,060
Operating Transfers Out	5,193,307	4,319,219	565,256	-	-	4,884,475	-	4,884,475
Total Operating Expense	54,073,812	47,652,314	8,690,221	-	-	56,342,535	-	56,342,535
Departmental Revenue								
Use Of Money and Prop	73,378	268,800	(268,800)	-	-	-	-	-
Current Services	46,107,917	48,164,694	19,892,306	-	-	68,057,000	-	68,057,000
Other Revenue	72,013	46,500	(46,500)	-	-	-	-	-
Total Revenue	46,253,308	48,479,994	19,577,006	-	-	68,057,000	-	68,057,000
Operating Transfers In	888,094	523,000	(523,000)	-	-	-	-	-
Total Financing Sources	47,141,402	49,002,994	19,054,006	-	-	68,057,000	-	68,057,000
Revenue Over/(Under) Exp	(6,932,410)	1,350,680	10,363,785	-	-	11,714,465	-	11,714,465

DEPARTMENT: Human Resources
FUND: Risk Mgmt - Ins Programs
BUDGET UNIT: Various RMG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**-**	**47,652,314**	**49,002,994**	**1,350,680**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	8,690,221	19,054,006	10,363,785
Subtotal	**-**	**8,690,221**	**19,054,006**	**10,363,785**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**56,342,535**	**68,057,000**	**11,714,465**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**56,342,535**	**68,057,000**	**11,714,465**

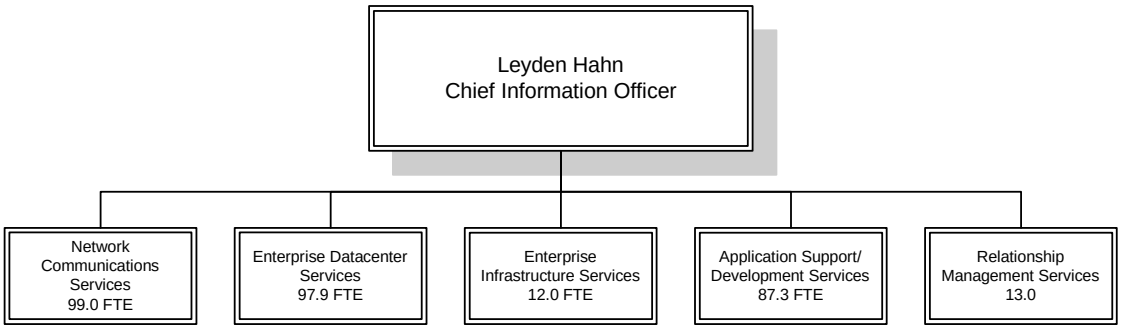
2003-04 FINAL FIXED ASSETS	**-**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**-**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**-**

INFORMATION SERVICES DEPARTMENT
Leyden Hahn

MISSION STATEMENT

To continually provide technology support and leadership that remains innovative, flexible and meaningful to County departments while focusing o the professional growth of the Information Services Team.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05					
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Application Development	9,407,884	3,755,256	5,652,628			77.3
Emerging Technology	1,382,107	245,320	1,136,787			13.0
Computer Operations	20,842,003	18,091,028			(2,750,975)	126.9
Network Services	16,379,146	16,379,146				93.0
TOTAL	48,011,140	38,470,750	6,789,415		(2,750,975)	310.2

DESCRIPTION OF MAJOR SERVICES FOR ALL BUDGET UNITS

The Information Services Division (ISD) provides five major services, Communications, Application Development/Support, Relationship Management, Enterprise Data Center and Enterprise Infrastructure. Each service plays an intricate role in supporting County Departments and together they provide the citizens of San Bernardino County such things as the Public Safety Radio system, which provides enhanced communications between all public safety agencies in the County.

Communication services provide for the design, operation, maintenance and administration of the largest County operated telecommunications phone network in the country, the County's Regional Public Safety Radio system that integrates all countywide police, sheriff, and fire radio dispatch capabilities, the paging system consisting of over 7,000 pagers and the Wide Area Network that securely joins approximately 18,000 County users together for the efficient use of technology. ISD manages a countywide microwave system (64 sites) that helps provide transport capabilities for each of the individual systems listed below.

- The telecommunications phone network is comprised of 60 Northern Telecom digital PBX switches and more than 200 electronic key systems. With few exceptions, our telephone equipment interconnects approximately 19,000 County employees without relying on service from the commercial telephone companies. For a County as geographically large as San Bernardino, a substantial cost savings is realized from handling our telephone calls on our own privately operated network (on-net). This Network interfaces with four major commercial telephone companies and two diverse long distance carriers for interrelate, interstate, and international calling. It offers inbound 800 services, giving the Public toll-free access to a number of County agencies, a variety of voice processing services (voice mail, automated attendant, voice forms, and integrated voice response), and network Calling Cards aimed at providing noticeable savings by employees while traveling.

- The Regional Public Safety Radio system is a dynamic countywide system serving the communications needs of public safety and some outside agencies. Each user can effectively communicate with other users in their group without fear of interference or channel contention, as is common with conventional radio systems. Although the system is made up of 11 separate truncated radio sub-systems and 8 conventional technology sub-systems, ISD has been able to tie them together into one large County-wide system serving the public whenever law enforcement, fire or other public safety individuals must communicate jointly. The recent fires in our County are a good example of when this system is invaluable.

- The Paging System provides low cost paging in the entire southern part of the state for our employees on the job and is made possible by a multi-site paging system managed by ISD. The system is secure for Public Safety and less costly than traditional alternatives.
- The Wide Area Network (WAN) is comprised of over 275 routers or ATM switches serving all areas of the County and all departments of the County as well as some affiliated agencies that interact with the County. Providing service from Chino to Needles, Trona to the Morongo Basin and all points in between ISD is able to cover over 650 diverse geographical locations and provide connectivity across 20,000+ square miles of the County.

  The WAN has made it possible for the County to implement such cost saving measures as Video Arraignment which allows for the timely, mandated, arraignment of persons arrested without transporting them to and from the jail facilities and courtrooms located around the County and County-wide video conferencing which allows for staff to hold meetings and training "on-line" and avoid timely and costly travel time by staff.

Application Development/Support services provide support for County departments as they develop, enhance, and maintain business applications on a variety of hardware and software platforms. These applications include the County's enterprise accounting, payroll, budget, personnel, document imaging, public web sites, geographical information system and many other business line systems. ISD consults with many Departments to find more cost effective ways of doing business and often provides business process reviews, cost analysis, and overall recommendations in the acquisition and integration of new systems. Departments supported include Probation, District Attorney, Sheriff, Public Works, Auditor Controller, Behavioral Health, Human Resources and many others.

Enterprise Data center services provide for the design, operation, maintenance and administration of the County's enterprise data center which includes server management for over 160 servers, integrated document imaging infrastructure for digitizing paper records, and print operations for bulk printing functions required by the County.

- Server Management provides the County with a cost effective way to manage large or small-scale systems by leveraging a shared but secure architecture for departmental systems. Departments are provided with a stable 24/7 environment to run critical applications and ISD provides the systems programming, support, and systems/database administration necessary to achieve high availability to County users. Additionally, ISD is able to host vendor maintained systems physically and provide a collaborative approach to the department in achieving good security and operational performance. Departments supported include Probation, District Attorney, Sheriff, Public Works, Auditor Controller, Welfare, Behavioral Health, and many others.

- Integrated Document Imaging infrastructure provides complete support for document capture, imaging, content services (electronic document management), and automated workflow solutions for business applications within the County. The service includes monitoring and maintaining the desktop capture system as well as custom application code supporting the customer's ability to populate their repository with business content. The ISD Team maintains certified professionally trained staff to manage and monitor both the central imaging server repository and the desktop associated with it.

- Print Operations provide specialized bulk printing for the County including Tax Bills, Warrants, Tax sales books, financial and personnel reports along with many others required by departments. Print Operations currently completes many critical jobs on a regularly scheduled basis and last year printed a total of 29 million impressions.

Enterprise Infrastructure Services provide the County with global Email, Security direction, technology policies and procedures along with some technical services that are the foundation of how desktops communicate and function across the County from one department to another.

- Email Services connects 50 departments with approximately 13,000 users and provide all the information that one would see in Microsoft Outlook (email, calendaring, contacts, tasks, etc.). Departments rely on this key collaboration tool to perform their daily tasks and communicate with one another in a more productive way.

- On a monthly basis ISD is handling over 9 million emails of which 900,000 come from the Internet; filtering out 24,000 SPAM messages and eliminating over 8,000 virus attacks.

- Technology Policies and Procedures are created by ISD with the help of County Departments to effectively manage technology and provide guidelines for proper use of the systems. For example, Internet, Email, etc.

- Security Services include monitoring global risk factors, responding to security events such as virus or hacking attempts and provides the resources necessary to assist Departments in performing technology security evaluations and general security assessments.

Relationship Management Services provide an interface for Departments in dealing with ISD to ensure that their technology and business objectives are understood and dealt with appropriately. To accomplish this ISD created a Technology Support Center to handle service requests along with assigning IT Account Representative to better understand the business needs of all County Departments/Agencies.

- Technology Support Center serves to proactively monitor countywide infrastructure for problems and handles more than 78,000 calls from County users a year. The Help Desk can often solve many simple issues like system access or password resets along with first level support for the Microsoft Office suite of products.

- IT Account Representatives serve departments in many ways but perhaps most importantly they can act as a single point of contact to connect departments with the wide breadth of Technology Services offered by ISD. The Account Representative acts as a technology consultant, helping to make buy versus build decisions, assisting in contract negotiations, serving on RFP evaluation committees, and even delivering equipment or documents when necessary. These individuals act as the customer advocate within ISD to ensure customer expectations are being achieved.

Application Development

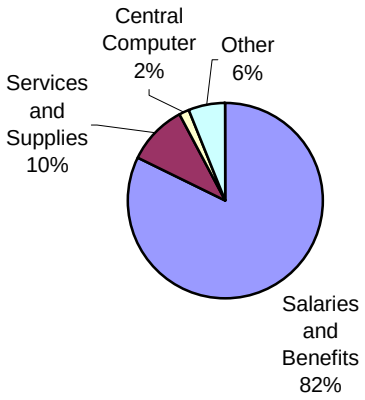
DESCRIPTION OF MAJOR SERVICES

Information Services' Application Development Division provides develops, enhances, and maintains business applications on a variety of hardware and software platforms. These applications include the County's enterprise accounting, payroll, budget, personnel, document imaging, public web sites, geographical information system and many other business line systems. ISD consults with many Departments to find more cost effective ways of doing business and often provides business process reviews, cost analysis, and overall recommendations in the acquisition and integration of new systems.

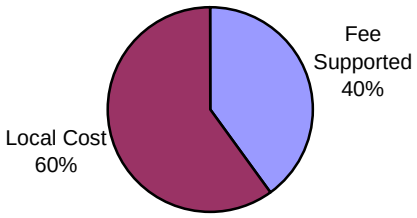
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	10,475,663	10,136,609	9,819,322	9,407,884
Departmental Revenue	5,447,268	4,480,501	4,480,501	3,755,256
Local Cost	5,028,395	5,656,108	5,338,821	5,652,628
Budgeted Staffing		93.8		77.3
Workload Indicators				
Project Hours	128,881	127,400	119,767	102,400

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: ISD Application Development
FUND: General

BUDGET UNIT: AAA SDD
FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	8,145,173	8,480,261	525,911	(193,752)	(494,433)	8,317,987	(595,552)	7,722,435
Services and Supplies	1,129,674	1,136,881	27,369	-	-	1,164,250	(203,071)	961,179
Central Computer	90,327	90,327	65,914	-	-	156,241	-	156,241
Transfers	454,148	429,140	-	-	-	429,140	138,889	568,029
Total Appropriation	9,819,322	10,136,609	619,194	(193,752)	(494,433)	10,067,618	(659,734)	9,407,884
Departmental Revenue								
Current Services	4,480,501	4,480,501	-	-	-	4,480,501	(725,245)	3,755,256
Total Revenue	4,480,501	4,480,501	-	-	-	4,480,501	(725,245)	3,755,256
Local Cost	5,338,821	5,656,108	619,194	(193,752)	(494,433)	5,587,117	65,511	5,652,628
Budgeted Staffing		93.8	-	(2.0)	(6.0)	85.8	(8.5)	77.3

DEPARTMENT: ISD Application Development
FUND: General
BUDGET UNIT: AAA SDD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**93.8**	**10,136,609**	**4,480,501**	**5,656,108**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	525,911	-	525,911
Internal Service Fund Adjustments	-	93,283	-	93,283
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**619,194**	**-**	**619,194**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(2.0)	(193,752)	-	(193,752)
Mid-Year Board Items	-	-	-	-
Subtotal	**(2.0)**	**(193,752)**	**-**	**(193,752)**
Impacts Due to State Budget Cuts	**(6.0)**	**(494,433)**	**-**	**(494,433)**
TOTAL BASE BUDGET	**85.8**	**10,067,618**	**4,480,501**	**5,587,117**
Department Recommended Funded Adjustments	**(8.5)**	**(659,734)**	**(725,245)**	**65,511**
TOTAL 2004-05 PROPOSED BUDGET	**77.3**	**9,407,884**	**3,755,256**	**5,652,628**

SCHEDULE B

DEPARTMENT: ISD Application Development
FUND: General
BUDGET UNIT: AAA SDD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced Salaries & Benefits	(6.0)	(494,433)	-	(494,433)
To meet this reduction requires the elimination of funding for (5) filled Programmer IIIs, and (1) filled Clerk II position. The program impact of these cuts would result in eliminate of people and the departments ability to perform mandated changes, enhancements and minor modifications to county business applications including EMACS, Financial Accounting System, Property Information System, Treasurer-Tax Collector Systems, Jail Management Systems, Criminal Index and other supported applications.				
Total	(6.0)	(494,433)	-	(494,433)

SCHEDULE C

DEPARTMENT: ISD Application Development
FUND: General
BUDGET UNIT: AAA SDD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries & Benefits	(8.5)	(595,552)	-	(595,552)
	Reduced staff to accommodate for reduced service revenues. To meet these revenue reductions, ISD plans to eliminate funding for approximately (8.5) positions including (3) filled Team Leaders, (1) filled Secretary, (2) Clerks (one filled and one vacant), (1) filled Programmer Analyst III, (1) vacant Programmer III position and (.5) reduction in overtime usage. These reductions will expand the span of control of supervision, which could impact the quality of work being performed and overall work performance efficiency of this unit.				
2.	Services & Supplies	-	(203,071)	-	(203,071)
	Reduced expenditures in telephone services, communication network services, electronic equipment maintenance, software purchases, inventoriable equipment, especially training, general office expense, distributed data processing equipments, professional & special services, general maintenance and travel to offset inflation increases and help balance budget and lower revenues.				
3.	Transfer	-	138,889	-	138,889
	Central administration cost allocation increase due to increases in steps, for employees in the administration group. Transferred local cost of $65,511 from Emerging Technology to Systems Development to better manage the departments needs.				
4.	Revenues	-	-	(725,245)	725,245
	Reduction in projected revenues due to reduced services primarily from Board of Retirement, ARMC, Behavioral Health, HSS, and Transportation/Flood Control. These reductions results from departments installing new business system applications for which ongoing support is provided by the vendor.				
	Total	(8.5)	(659,734)	(725,245)	65,511

SCHEDULE D

DEPARTMENT: ISD Application Development
FUND: General
BUDGET UNIT: AAA SDD

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restoration of 6.0 FTE	6.0	494,433	-	494,433
	Restoration of Local Target reduction resulting from State Budget cuts. Potential elimination of six employees if funding isn't restored would limit our ability to meet workload requirements of general fund applications such as EMACS, Financial Accounting System, Property Information System, Jail Management System, Criminal Index, DA STAR, Treasurer Tax-Collector and other supported applications.				
	Total	6.0	494,433	-	494,433

Emerging Technology

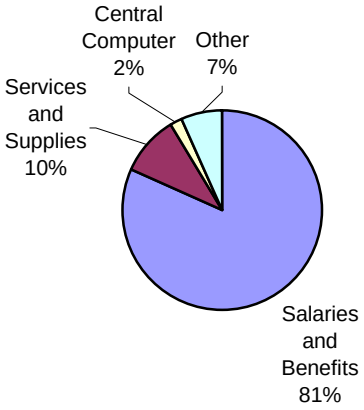
DESCRIPTION OF MAJOR SERVICES

The Emerging Technology's 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 the county's E-Government initiative and maintains the internal and external county web sites. Through the Geographic Information Management System (GIMS), ETD also provides mapping products and geography-based application services for both county departments and the public.

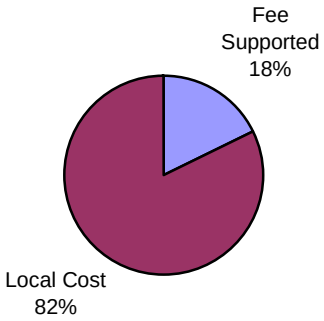
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,569,049	1,593,869	1,350,624	1,382,107
Departmental Revenue	248,095	274,900	202,111	245,320
Local Cost	1,320,954	1,318,969	1,148,513	1,136,787
Budgeted Staffing		15.2		13.0
Workload Indicators				
ET Major Projects	12	7	8	6
GIS Application Projects	41	36	25	22
GIS Mapping Projects	330	280	350	320
Street Network: Segments maintained	150,037	165,000	155,000	157,000
Parcel Basemap: Parcels maintained	308,895	458,900	418,000	745,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: ISD Emerging Technology
FUND: General

BUDGET UNIT: AAA ETD
FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,120,641	1,207,769	75,259	-	(117,550)	1,165,478	(37,274)	1,128,204
Services and Supplies	119,734	260,178	(20,567)	(45,693)	-	193,918	(57,886)	136,032
Central Computer	8,345	8,345	16,880	-	-	25,225	-	25,225
Other Charges	116	250	-	-	-	250	(250)	-
Equipment	-	25,000	-	(25,000)	-	-	-	-
L/P Equipment	5,105	4,300	-	-	-	4,300	(4,300)	-
Transfers	96,683	88,027	-	-	-	88,027	4,619	92,646
Total Appropriation	1,350,624	1,593,869	71,572	(70,693)	(117,550)	1,477,198	(95,091)	1,382,107
Departmental Revenue								
Current Services	202,111	274,900	-	-	-	274,900	(29,580)	245,320
Total Revenue	202,111	274,900	-	-	-	274,900	(29,580)	245,320
Local Cost	1,148,513	1,318,969	71,572	(70,693)	(117,550)	1,202,298	(65,511)	1,136,787
Budgeted Staffing		15.2	-	-	(2.0)	13.2	(0.2)	13.0

DEPARTMENT: ISD Emerging Technology
FUND: General
BUDGET UNIT: AAA ETD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**15.2**	**1,593,869**	**274,900**	**1,318,969**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	75,259	-	75,259
Internal Service Fund Adjustments	-	(3,687)	-	(3,687)
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**71,572**	**-**	**71,572**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(70,693)	-	(70,693)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(70,693)**	**-**	**(70,693)**
Impacts Due to State Budget Cuts	**(2.0)**	**(117,550)**	**-**	**(117,550)**
TOTAL BASE BUDGET	**13.2**	**1,477,198**	**274,900**	**1,202,298**
Department Recommended Funded Adjustments	**(0.2)**	**(95,091)**	**(29,580)**	**(65,511)**
TOTAL 2004-05 PROPOSED BUDGET	**13.0**	**1,382,107**	**245,320**	**1,136,787**

SCHEDULE B

DEPARTMENT: ISD Emerging Technology
FUND: General
BUDGET UNIT: AAA ETD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced Salaries & Benefits	(2.0)	(117,550)	-	(117,550)
To meet this reduction, ISD plans to eliminate funding of a filled System Development Team Leader and a recently vacated Geographic Information Technician I position. The loss of one staff member in GIS is Equivalent to a 25% reduction. The impact of not funding the GIS position will reduce timely updating of information in the GIS database that is used for public safety dispatching, land use planning, economic development and other mapping applications. The Team Leader position provides team supervision of support personnel responsible for managing the County's Internet an intranet web sites and the E-government initiatives. The impact of not funding this position would be loss of project oversight and supervision for these activities and not being able to provide timely technical consulting to departments in managing web content and supporting web-base applications.				
Total	(2.0)	(117,550)	-	(117,550)

SCHEDULE C

DEPARTMENT: ISD Emerging Technology
FUND: General
BUDGET UNIT: AAA ETD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries & Benefits	(0.2)	(37,274)	-	(37,274)
	Reduction in overtime to help balance expenditures in local cost.				
2.	Services & Supplies	-	(57,886)	-	(57,886)
	Reduce expenditures for Inventoriable equipment, training, general office, management & technical services, professional & special services and travel expenses as a cost saving measure to offset reduced revenues.				
3.	Other Charges	-	(250)	-	(250)
	Equipment lease-purchase (interest expense) is fully paid and there is no new lease purchases.				
4.	Lease-Purchase Equipment	-	(4,300)	-	(4,300)
	Equipment lease-purchase (principal) is fully paid and there is no new lease purchases.				
5.	Transfer	-	4,619	-	4,619
	Central administration cost allocation increased by $70,130 reflecting increases in steps for employees in the administration group. Transferred local cost of $65,511 from Emerging Technology to Systems Development to better manage Systems Development's budget Unit.				
6.	Revenue	-	-	(29,580)	29,580
	Projected decrease in services of customers for Street Network and numerous ETD/GIS project.				
	Total	(0.2)	(95,091)	(29,580)	(65,511)

SCHEDULE D

DEPARTMENT: ISD Emerging Technology
FUND: General
BUDGET UNIT: AAA ETD

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restoration of 2.0 FTE	2.0	117,550	-	117,550
	Restoration of Local Target reduction resulting from State Budget cuts. If funding isn't restored the impact will be the elimination of 2.0 positions a filled Systems Development Team Leader and a recently vacated GIS Technician. The impact of not funding the GIS position will be reduction in timely updating of information in the GIS database that is used for public safety dispatching, land use planning, economic development and other mapping applications. The impact of not funding the Systems Development Team Leader position would be loss of the project oversight and supervision for activities related to supporting County web sites and not being able to provide timely technical consulting to departments in managing web content and supporting web-based applications.				
	Total	2.0	117,550	-	117,550

Computer Operations

DESCRIPTION OF MAJOR SERVICES

The Computer Operations Division works to provide Enterprise Data Center Services and part of the county's communications services. The 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 160 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.

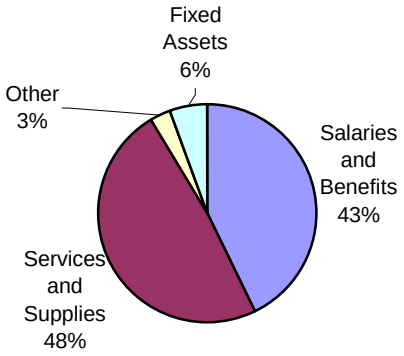
The Wide Area Network (WAN) section provides the communications infrastructure for interconnecting all county departments and provides support for approximately 18,000 users.

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.

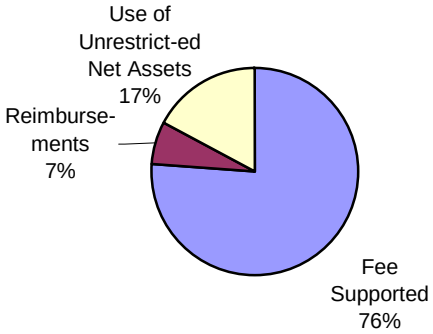
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	16,996,973	19,031,142	17,728,218	20,842,003
Departmental Revenue	20,078,073	15,981,129	14,548,644	18,091,028
Revenue Over/(Under) Expense	3,081,100	(3,050,013)	(3,179,574)	(2,750,975)
Budgeted Staffing		125.4		125.4
Fixed Assets	1,030,042	1,522,046	197,968	1,311,709
Unrestricted Net Assets Available at Year End	10,124,537		6,944,963	
Workload Indicators				
CPU Hours processed	-	17,902	18,841	17,010
EMACS Warrants processed	-	370	368	368
WAN Connections	-	509,746	506,631	501,697
EMACS Warrants processed	-	14,697	14,424	13,430
Email Accounts	-	23,600	14,407	21,400
TPS/LAS Billable Hours	-	78,621	78,621	92,773

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Internal Services
FUND: Computer Operations

BUDGET UNIT: IAJ ALL
FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	8,908,592	9,032,873	554,538	-	-	9,587,411	275,797	9,863,208
Services and Supplies	9,270,624	10,371,401	-	-	-	10,371,401	895,193	11,266,594
Central Computer	-	-	-	-	-	-	-	-
Other Charges	14,019	28,295	-	-	-	28,295	(26,461)	1,834
Transfers	725,884	661,085	-	-	-	661,085	8,378	669,463
Total Exp Authority	18,919,119	20,093,654	554,538	-	-	20,648,192	1,152,907	21,801,099
Reimbursements	(1,666,155)	(1,495,142)	-	-	-	(1,495,142)	(112,954)	(1,608,096)
Total Appropriation	17,252,964	18,598,512	554,538	-	-	19,153,050	1,039,953	20,193,003
Depreciation	475,254	432,630	-	-	-	432,630	216,370	649,000
Total Requirements	17,728,218	19,031,142	554,538	-	-	19,585,680	1,256,323	20,842,003
Departmental Revenue								
Current Services	14,540,344	15,981,129	554,538	-	-	16,535,667	1,555,361	18,091,028
Other Financing Sources	8,300	-	-	-	-	-	-	-
Total Revenue	14,548,644	15,981,129	554,538	-	-	16,535,667	1,555,361	18,091,028
Revenue Over/(Under) Exp	(3,179,574)	(3,050,013)	-	-	-	(3,050,013)	299,038	(2,750,975)
Budgeted Staffing		125.4	-	-	-	125.4	-	125.4
Fixed Asset								
Equipment	115,000	1,230,582	-	-	-	1,230,582	-	1,230,582
L/P Equipment	82,968	291,464	-	-	-	291,464	(210,337)	81,127
Total Fixed Assets	197,968	1,522,046	-	-	-	1,522,046	(210,337)	1,311,709

DEPARTMENT: Internal Services
FUND: Computer Operations
BUDGET UNIT: IAJ ALL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**125.4**	**19,031,142**	**15,981,129**	**(3,050,013)**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	554,538	554,538	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**554,538**	**554,538**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**125.4**	**19,585,680**	**16,535,667**	**(3,050,013)**
Department Recommended Funded Adjustments	**-**	**1,256,323**	**1,555,361**	**299,038**
TOTAL 2004-05 PROPOSED BUDGET	**125.4**	**20,842,003**	**18,091,028**	**(2,750,975)**

2003-04 FINAL FIXED ASSETS	**1,522,046**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	-
Impacts to Fixed Assets Due to State Budget Cuts	-
Department Recommended Changes in Fixed Assets	**(210,337)**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**1,311,709**

SCHEDULE C

DEPARTMENT: **Internal Services**
FUND: **Computer Operations**
BUDGET UNIT: **IAJ ALL**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits	1.5	275,797	-	(275,797)
	Increase of $275,797 for step increases, overtime, stand-by and on-call services. Although no additional employees positions were added, budgeted staffing did increase by 1.5 to reflect an increase in overtime, stand-by and on-call hours. These hours reflect trends in support of department critical telecommunication systems which are based on higher salary cost of employees.				
2	Services and supplies		895,193	-	(895,193)
	Increase services of $2,163,203 from ESRI for the final year of the GIS Parcel Base Map services. Computer Operations ISF is projecting a reduction of $1,640,058 expenditures in the following areas: usage of local and long distance services; purchase of paper, training, insurance, office expenses, travel, vehicle services and COWCAP. Cost increase of $103,276 associated with license and support of existing computer systems software. Cost increase of $268,772 for computer systems hardware maintenance and Cisco network routers maintenance.				
3	Other Charges	-	(26,461)	-	26,461
	The equipment lease purchase loan interest portion of the lease purchase is decreased to reflect loans that were fully paid in 2003-04.				
4	Transfers	-	8,378	-	(8,378)
	Reflects increased building cost for custodial, building repairs and security services at 670 East Gilbert St. facility.				
5	Reimbursements	-	(112,954)	-	112,954
	Increased to include higher cost allocation to operating division in ISD for centrally funded administration overhead cost related to step increases and inflation increases for services and supply items.				
6	Depreciation	-	216,370	-	(216,370)
	Depreciation expense increase to reflect full year depreciation on equipment purchased from previous budget year and new equipment purchases planned for 2004-05.				
10.	Revenues	-	-	1,555,361	1,555,361
	Service program revenue increase of $2,712,300 related to restoration of service rates reflecting completion of one time return of surplus retained earning that are offset by reduced revenues of approximated $1,156,639 from social services reductions, departmental desktop support, and Special Districts.				
	Total	1.5	1,256,323	1,555,361	299,038

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Fixed Asset Lease-Purchases	(210,337)
	The principal payment portion of lease purchase loans is decreased to reflect loans that were fully paid in FY2003-04.	
	Total	(210,337)

Network Services

DESCRIPTION OF MAJOR SERVICES

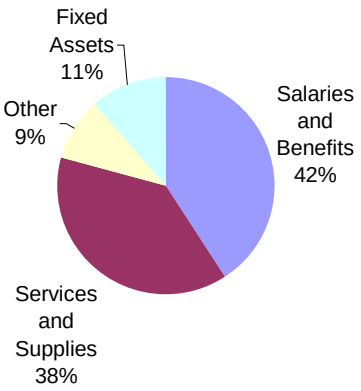
Information Services' Network Services Division provides communication and infrastructure services to the County. The division provides for the design, operation, maintenance and administration of the largest County operated telecommunications phone network in the country with approximately 20,000 telephones in service, the County's Regional Public Safety Radio system that integrates all countywide police, sheriff, and fire radio dispatch capabilities, the paging system consisting of over 7,000 pagers and the County's microwave transport network consisting of 64 separate 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.

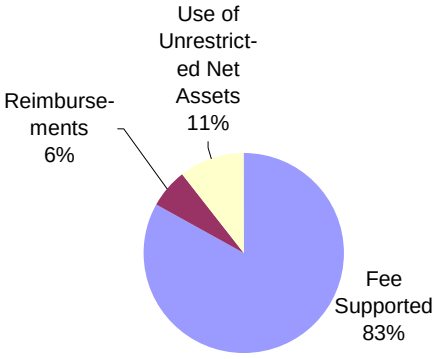
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	17,298,461	16,845,334	14,955,537	16,379,146
Departmental Revenue	18,180,206	16,845,334	15,159,474	16,379,146
Revenue Over/(Under) Expense	881,745	-	203,937	-
Budgeted Staffing		93.0		93.0
Fixed Assets	1,847,824	2,491,319	1,421,993	2,106,886
Unrestricted Net Assets Available at Year End	963,116		2,121,987	
Workload Indicators				
Service Calls	21,740	21,500	21,500	19,500
Radios	9,203	9,200	9,200	9,500
Telephones	19,670	19,500	19,500	19,500
Circuits	959	1,237	1,200	1,200

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Information Services
FUND: Network Services

BUDGET UNIT: IAM ALL
FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	6,698,969	7,046,478	469,741	-	-	7,516,219	82,896	7,599,115
Services and Supplies	6,302,528	7,861,258	-	-	-	7,861,258	(762,613)	7,098,645
Central Computer	35,518	35,518	18,015	-	-	53,533	-	53,533
Other Charges	34,778	53,714	-	-	-	53,714	(21,369)	32,345
Transfers	3,167,084	3,131,706	-	-	-	3,131,706	(1,416,389)	1,715,317
Total Exp Authority	16,238,877	18,128,674	487,756	-	-	18,616,430	(2,117,475)	16,498,955
Reimbursements	(2,646,789)	(2,646,789)	-	-	-	(2,646,789)	1,413,538	(1,233,251)
Total Appropriation	13,592,088	15,481,885	487,756	-	-	15,969,641	(703,937)	15,265,704
Depreciation	1,363,449	1,363,449	-	-	-	1,363,449	(250,007)	1,113,442
Total Requirements	14,955,537	16,845,334	487,756	-	-	17,333,090	(953,944)	16,379,146
Departmental Revenue								
Use Of Money and Prop	108	500	-	-	-	500	(386)	114
Current Services	15,157,708	16,844,834	-	-	-	16,844,834	(465,802)	16,379,032
Other Financing Sources	1,658	-	-	-	-	-	-	-
Total Revenue	15,159,474	16,845,334	-	-	-	16,845,334	(466,188)	16,379,146
Operating Transfers In	-	-	-	-	-	-	-	-
Total Financing Sources	15,159,474	16,845,334	-	-	-	16,845,334	(466,188)	16,379,146
Revenue Over/(Under) Exp	203,937	-	(487,756)	-	-	(487,756)	487,756	-
Budgeted Staffing		93.0	-	-	-	93.0	-	93.0
Fixed Asset								
Equipment	621,968	1,600,000	-	-	-	1,600,000	-	1,600,000
L/P Equipment	800,025	891,319	-	-	-	891,319	(384,433)	506,886
Total Fixed Assets	1,421,993	2,491,319	-	-	-	2,491,319	(384,433)	2,106,886

DEPARTMENT: Information Services
FUND: Network Services
BUDGET UNIT: IAM ALL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**93.0**	**16,845,334**	**16,845,334**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	469,741	-	(469,741)
Internal Service Fund Adjustments	-	18,015	-	(18,015)
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**487,756**	**-**	**(487,756)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**93.0**	**17,333,090**	**16,845,334**	**(487,756)**
Department Recommended Funded Adjustments	**-**	**(953,944)**	**(466,188)**	**487,756**
TOTAL 2004-05 PROPOSED BUDGET	**93.0**	**16,379,146**	**16,379,146**	**-**

2003-04 FINAL FIXED ASSETS	**2,491,319**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**(384,433)**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**2,106,886**

SCHEDULE C

DEPARTMENT: **Information Services**
FUND: **Network Services**
BUDGET UNIT: **IAM ALL**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits	-	82,896	-	(82,896)
	Increased of $82,896 for step increases, overtime, stand-by and on-call to reflect actual trends in support of department critical telecommunication systems which are based on higher salary cost of employees. Additional increase in staffing due to overtime, stand-by and on-call services is offset by net reduction in staffing.				
2.	Services & Supplies	-	(762,613)	-	762,613
	Network Services ISF is projecting reduced expenditures in the following areas: usage of local and long distance services; purchasing of small tools, instruments and non-inventoriable equipment; utilities; and professional & specialized services. This is partially related to the reduction in outside contract customer services.				
3.	Other Charges	-	(21,369)	-	21,369
	Numerous lease-purchase loans were fully paid in 2003-04 resulting in ongoing interest expense on remaining loans to be much less.				
4.	Depreciation	-	(250,007)	-	250,007
	Depreciation expense has been reduced to reflect fixed assets being fully depreciated and reduced new purchases of fixed assets resulting from fiscal budget conditions.				
5.	Transfers	-	(1,416,389)	-	1,416,389
	This budget is being reduced for an accounting change by $1,413,538 to eliminate Intra-Fund cost accounting transfers within Network Services ISF. This eliminates the transfer of cost between budgets within this ISF for telephone switch installation and data circuit costs. Increase in EHAP charges of $2,851.				
6.	Reimbursements	-	1,413,538	-	(1,413,538)
	This is the offset of the transfer out account and it is also being reduced to eliminate Intra-Fund cost accounting transfers within Network Services ISF. This eliminates the transfer of cost between budgets within this ISF for telephone switch installation and data circuit costs.				
7.	Revenue	-	-	(466,188)	(466,188)
	County Telephone Directory sales has dropped which resulted in a decrease of $386. Network services is experiencing a decrease of $465,802 in outside contract services.				
	Total	-	(953,944)	(466,188)	487,756

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Fixed Assets Lease Purchases	(384,433)
	Numerous lease-purchase loans were fully paid in FY 03-04 resulting in ongoing principal payment on remaining loans to be much less.	
	Total	(384,433)

HEALTH CARE COSTS

MISSION STATEMENT

To develop and coordinate budgets, policies and procedures for the County's health care departments in accordance with the strategic goals adopted by the Board of Supervisors, the County Charter, and general laws.

DESCRIPTION OF MAJOR SERVICES

The role of the Health Care Services Division is to seek and support opportunities to foster collaboration among the Public Health Department, Department of Behavioral Health (DBH) and the Arrowhead Regional Medical Center (ARMC). The Division provides regular fiscal and policy analysis relating to the operations of these departments. The Division also reviews and analyzes all agenda items submitted for Board of Supervisors approval as well as all budget submittals and reports relating to San Bernardino County's health care programs. Additionally, this division manages the $135.8 million Health Care Costs budget, which includes funding for ARMC debt service, health related maintenance of effort costs, and transfers required to obtain federal health care funding.

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 $53.4 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 2004-05 is $4.3 million; this amount remains constant each 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 2004-05, the County anticipates receipt of approximately $56.7 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 ($20.9 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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	118,341,508	135,628,083	127,628,960	135,812,669
Departmental Revenue	100,641,507	120,628,083	112,628,960	120,812,669
Local Cost	17,700,001	15,000,000	15,000,000	15,000,000
Budgeted Staffing		4.0		4.0

The variance of $8.0 million is primarily due to variances in Other Charges, Operating transfers out, and Realignment.

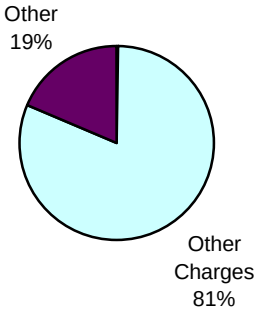
Significant variance is estimated in Other Charges ($15 million) as the County's requirement to transfer funds to participate in the Disproportionate Share Hospital programs is not determined until later in the fiscal year. Since these expenses are fully offset by an equivalent amount of revenue (recorded as Current Services), any variance has no impact on local cost.

Operating transfers out and realignment are significantly higher than anticipated as a result of a lower reimbursement rate from the state for SB 1732. The reduction in state reimbursements' is due to a decrease in the Arrowhead Regional Medical Center's (ARMC) Medi-Cal Utilization rate. This rate is calculated on an annual basis by the state and it fluctuates up or down based on the number of ARMC's paid Medi-Cal inpatient days compared to other public hospitals in the State of California. As a result of this $7.0 million adjustment, more transfers from Realignment were needed to cover the Medical Center's Lease Payments. The Medi-Cal Utilization rate is not determined until the end of the fiscal year. Consequently, an annual adjustment to Operating transfers out and realignment is necessary. The combined adjustments for 2001-02 and 2002-03 accounted for a reduction in realignment usage of $8.7 million.

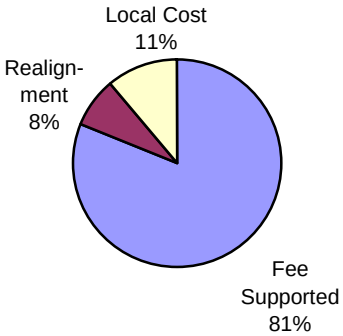
Other variances existed in salaries and benefits due to unexpected vacancies and in services and supplies due to lower than anticipated expenses for providing Health Insurance Portability and Accountability Act (HIPAA) training to county employees.

Increased 2003-04 transfers are due to the use of HSS support services for operational studies of the Behavioral Health and Public Health Departments.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Health Care Costs
FUND: General

BUDGET UNIT: AAA HCC
FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	342,248	433,289	25,571	-	-	458,860	13,725	472,585
Services and Supplies	74,832	132,952	491	-	-	133,443	(48,141)	85,302
Central Computer	-	-	710	-	-	710	-	710
Other Charges	95,000,000	110,000,000	-	-	-	110,000,000	-	110,000,000
Transfers	135,060	71,060	-	-	-	71,060	16,860	87,920
Total Appropriation	95,552,140	110,637,301	26,772	-	-	110,664,073	(17,556)	110,646,517
Oper Transfers Out	32,076,820	24,990,782	-	-	-	24,990,782	175,370	25,166,152
Total Requirements	127,628,960	135,628,083	26,772	-	-	135,654,855	157,814	135,812,669
Departmental Revenue								
Realignment	17,628,960	10,628,083	26,772	-	-	10,654,855	157,814	10,812,669
Current Services	95,000,000	110,000,000	-	-	-	110,000,000	-	110,000,000
Total Revenue	112,628,960	120,628,083	26,772	-	-	120,654,855	157,814	120,812,669
Local Cost	15,000,000	15,000,000	-	-	-	15,000,000	-	15,000,000
Budgeted Staffing		4.0	-	-	-	4.0	-	4.0

DEPARTMENT: Health Care Costs
FUND: General
BUDGET UNIT: AAA HCC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**4.0**	**135,628,083**	**120,628,083**	**15,000,000**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	25,571	25,571	-
Internal Service Fund Adjustments	-	1,201	1,201	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**26,772**	**26,772**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**4.0**	**135,654,855**	**120,654,855**	**15,000,000**
Department Recommended Funded Adjustments	**-**	**157,814**	**157,814**	-
TOTAL 2004-05 PROPOSED BUDGET	**4.0**	**135,812,669**	**120,812,669**	**15,000,000**

SCHEDULE C

DEPARTMENT: Health Care Costs
FUND: General
BUDGET UNIT: AAA HCC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

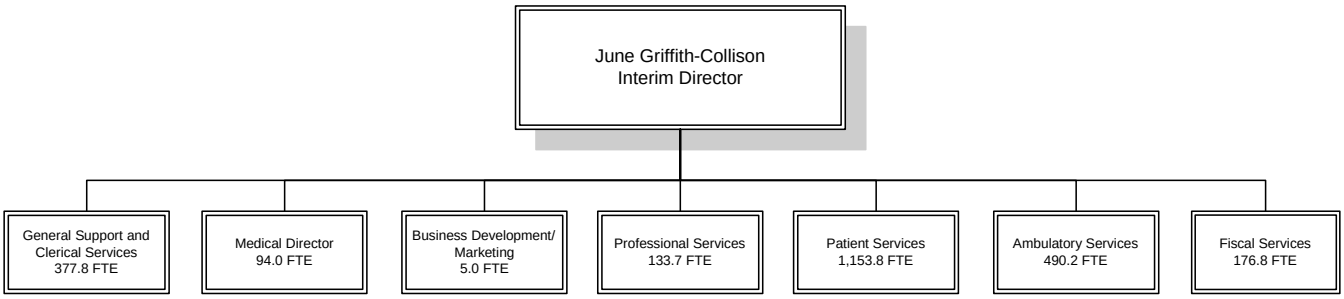
Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increase in Salaries and Benefits.	-	13,725	-	13,725
Increase is due to step advances.				
2. Decrease in Services and Supplies	-	(48,141)	-	(48,141)
Services and supplies were decreased to reflect a reduction in HIPAA compliance costs.				
3. Increase in Transfers due to MOU increases.	-	16,860	-	16,860
Increase in Transfers out to the County Administrative Office and Human Services System for Budget and Administrative Support.				
4. Increase in Operating Transfers Out.	-	175,370	-	175,370
This increase is related to an increase in Arrowhead Regional Medical Center's debt service payments.				
5. Realignment	-	-	157,814	(157,814)
Increased realignment to fund the above costs.				
Total	-	157,814	157,814	-

ARROWHEAD REGIONAL MEDICAL CENTER
June Griffith-Collison

MISSION STATEMENT

To provide quality healthcare to the community.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Arrowhead Regional Medical Center	308,682,720	297,970,101		(10,712,619)	2,432.3
Tobacco Tax Funds	1,883,777	1,755,000	128,777		-
TOTAL	310,566,497	299,725,101	128,777	(10,712,619)	2,432.3

Arrowhead Regional Medical Center

DESCRIPTION OF MAJOR SERVICES

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. ARMC is a state-of-the-art facility which offers the latest in patient care by providing a full range of services which includes inpatient and outpatient services, three family health centers, the Department of Behavioral Health's inpatient services, and other specialized services.

Our inpatient care service lines includes:

- Inland Counties Regional Burn Center which provides total care of burn patients of all ages and serves areas as far as Irvine, Phoenix and Las Vegas
- Labor and Delivery/Maternity which provides monitoring of labor and care during child birth and postpartum
- Epilepsy Monitoring Unit which provides the mechanism to wean non-epileptic patients off anticonvulsive drugs (ACD) and assists in establishing accurate diagnosis for seizure patients
- Medical Intensive Care Unit (MICU), which provides critical care for medical patients requiring continuous assessments and observation
- Medical, Surgical, Oncology, Geriatric, Orthopedics, Medical/Surgical/Telemetry/Renal Transplant which provides patient care, nursing assessment and observation of adult medical/surgery patients and kidney transplant patients
- Neonatal Intensive Care Unit (NICU) which provides care for newborns requiring continuous assessments and observation
- Nursery which is a full service nursery for newborns
- Pediatrics which provides patient care, nursing assessment and observation to pediatric patients
- Surgical Intensive Care Unit (SICU) which provides critical care for surgical patients requiring continuous assessments and observation

- Transplant services which includes actual transplant as well as patient evaluation, follow-up contact with patients after transplants, diagnostic planning and case management

Our outpatient care service lines includes:

- Outpatient Care Specialties which provides a wide range of specialty services such as:
  - Family and Elder Care Community Services which provides preventive health maintenance and primary care for all age
  - Internal Medicine Services which includes Cardiology, Allergy, Nephrology, Endocrinology, Gastroenterology, Hematology, Dermatology, Neurology, Rheumatology, and numerous other subspecialties
  - Surgical Services consists of a variety of general to specialized surgical services for the care of our patients
  - Orthopedic Service provides services for diagnosis and treatment of diseases and abnormalities of the musculoskeletal system
  - Rehabilitation Medicine Services provides care for State disability evaluation, spinal cord injuries, amputees, as well as other rehabilitative services.
  - Pediatric Services provides a variety of comprehensive services and offers well-child visits, high risk follow-up, sick child walk-in visits, as well as pediatric specialties
  - Women's Health Center offers excellent comprehensive pregnancy services from preconception counseling to postpartum care

- Family Health Centers provide outpatient community health care in the form of three clinics called Family Health Centers (FHC's):
  - The Arrowhead McKee Family Health Center
  - The Arrowhead Westside Family Health Center
  - The Arrowhead Fontana Family Health

- Emergency Department provides full service trauma, acute and minor emergency care

Our other specialized services includes:

- Imaging Department (Radiology) services include: x-rays, bone density testing, mammography, stereotactic breast biopsies, CT scan, MRI, ultrasound, nuclear medicine, diagnostic radiology, and radiation oncology
- Neurodiagnostics/EEG/EKG/EMG of the hospital provides outpatient EEG, EKG and EMG testing as well as intra operative monitoring
- Laboratory provides routine lab tests, blood transfusion services and blood door program, and diagnostic services including chemistry, hematology, bacteriology, toxicology, and pathology
- Pharmacy services include mail order distribution to selected Arrowhead Family Health Centers
- Rehabilitation services includes Physical Therapy/Occupational Therapy/Speech Therapy for trauma rehabilitation, brain injury rehabilitation, spinal column injury rehabilitation
- Respiratory Care/Cardiology Services/Sleep Apnea Lab provides complete cardiopulmonary care including pulmonary stress testing, arterial blood gas tests, continuous mechanical ventilator service, and other respiratory treatments
- Guest Services which includes gift shop, social services, pastoral care and cafeteria dining
- Home Health services which includes rehabilitative care extended to Home Health Care
- Hyperbaric oxygen therapy
- Health Information Library
- Diabetics Education Program
- Wound Care Management

Behavioral Health Services includes:

- Inpatient services for children and adults psychological treatment which includes evaluation, assessment and are treated by our interdisciplinary team of psychiatrists, clinical therapists, nurses and occupational therapists
- Medication, individual and group therapy and family education

Revenue resources for ARMC are comprised of the following: Disproportionate Share Hospital (DSH) Programs (SB 855, SB 1255, GME), third party payors, Medi-Cal and Medicare, AB 915, tobacco tax funds, current services, miscellaneous revenue, and Health Realignment. Summary information regarding key components of this budget unit appears below.

- The DSH programs were established to provide supplemental Medi-Cal payments to certain hospitals that provide services to disproportionate members 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 Health Care Costs (HCC) budget unit) to the state. Through a matching process, the county receives back its initial contribution, the county receives the 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 hospital 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 the 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 10.82% of ARMC's net revenue.
    - The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with 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 8.56% 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 0.17% 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 21.95% of ARMC's net revenue.

- Medi-Cal Managed Care is a program that is administered by Inland Empire Health Plan (IEHP) and it covers medical costs for low-income patients under an HMO type structure and it accounts for 2.96% of ARMC's net revenue.

- Centers for Medicare and Medicaid Services (CMS) approved California's Medicaid State Plan Amendment (SPA) implementing the provisions of AB 915 (Welfare and Institutions Code Section 14105.96, Statutes of 2002). AB 915 is a new bill approved during this year and it will provide public hospitals with a Medicaid supplemental payment for unreimbursed Medi-Cal hospital outpatient fee-for-service expenses. This measure was implemented retroactively from July 1, 2002 and will be effective in the 2003-04 year and each fiscal year, thereafter. The supplemental Medi-Cal payment will be based on each hospital's certified public expenditures (CPE), which will be matched with federal Medicaid payments. The net new money to ARMC will be limited to the federal share of the unreimbursed Medi-Cal expenses that are certified. This new revenue accounts for 2.73% of ARMC's net revenue.

- Medicare is a federal insurance program for people over the age of 65 and it accounts for 10.46% of ARMC's net revenue.

- Tobacco Tax funds are allocated by the state to partially reimbursed hospitals for uncompensated medical care and they account for 0.39% of ARMC's net revenue.

- 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 20.15% of ARMC's net revenue.
  - A contract with Department of Behavioral Health, for provision of services to mentally ill inpatients, accounts for 6.69%of ARMC's net revenue.
  - Self-pay revenue consists of payments from patients who do not qualify for any reimbursement program and are responsible for their own bills; it accounts for 3.50% 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 1.13% 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 10.25% of ARMC's net revenue.

BUDGET AND WORKLOAD HISTORY

	*Actual 2002-03 as Restated	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	261,993,243	274,094,127	281,920,325	308,682,720
Total Financing Sources	257,161,998	263,631,781	272,049,060	297,970,101
Revenue Over/(Under) Expense	(4,831,245)	(10,462,346)	(9,871,265)	(10,712,619)
Budgeted Staffing		2,299.9		2,432.3
Fixed Assets	843,329	1,537,654	1,739,370	1,601,744

Workload Indicators

Average Daily Inpatient Census ARMC	251	249	257	272
Average Daily Inpatient Census DBH	57	56	56	56
Emergency Room Visits	66,734	74,000	88,441	97,790
Outpatient Clinic Visits	221,101	221,000	233,528	244,534

* 2002-03 Actuals were restated to reflect depreciation expense of $12.0 million to be consistent with the 2003-04 budget.

Estimated salaries and benefits are higher than budgeted in 2003-04 by 3.0% or $4.1 million due to increase in staffing attributed by increase in patient volume and in compliance with the required staffing ratio in nursing care services. In addition, services and supplies costs increased by 2.5% or $3.0 million, primarily in medical supplies and pharmaceutical costs in proportion to the increase in patient volume. The $0.8 million variance in other charges is due to reclassification of the Medically Indigent Adults (MIA) payments previously budgeted in services and supplies.

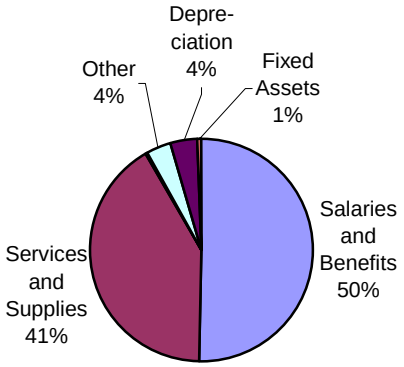
Revenues were higher than budgeted in 2003-04 by 3.42% or $8.4 million. Collections from insurance and private pay have increased significantly as a result of elimination of third party contracts, whereby, case rates and negotiated contracted discounts are now paid at retail prices, and due to faster and better billing and collection processes put in place. The $14.0 million increase in current services was partially offset by a decrease of $5.4

million in state and federal revenue primarily due to less than anticipated SB 1255 revenue offset by the new AB 915 revenue.
The volume increases are seen in average daily census by 2.54% or 7.75 patient days per day; emergency room visits by 19.52% or 39.5 visits more per day; outpatient visits by 5.7% or additional 34 visits per day. The significant increase in emergency visits is due to creating additional patient screening rooms in September 2003, which allowed more patients to be seen per day. This directly contributes to the inpatient census increase.

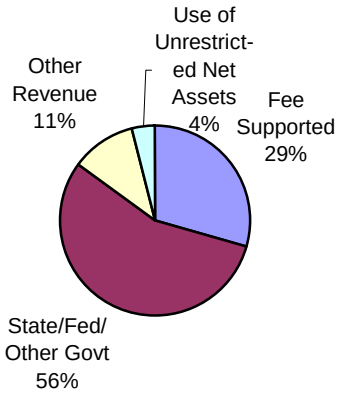
The 2004-05 budget projects the following volume increases: 17.57% or 3,725 more admissions which yields 7.49% or 8,031 more patient days; 32.15% or 23,790 more emergency room visits; and 10.65% or 23,534 more outpatient visits. There is no change in the Behavioral Health inpatient days.

The volume increases are primarily due to anticipated improvement in length of stay by 8.82% which would accommodate 10.21 more admissions per day; renovation and expansion of the emergency room, and remodel of the leased building for Westside Clinic which would accommodate more outpatient visits and better efficiency in current operations.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Medical Center
FUND: Arrowhead Regional Medical Center

BUDGET UNIT: EAD MCR
FUNCTION: Health and Sanitation
ACTIVITY: County Medical Center

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	139,292,892	135,178,607	9,262,399	971,795	-	145,412,801	10,924,695	156,337,496
Services and Supplies	120,134,686	117,156,033	-	1,248,343	-	118,404,376	9,710,683	128,115,059
Central Computer	617,038	617,038	-	-	-	617,038	121,852	738,890
Other Charges	820,866	10,120	-	51,738	-	61,858	827,905	889,763
Transfers	942,292	1,132,329	-	(170,576)	-	961,753	(42,104)	919,649
Total Appropriation	261,807,774	254,094,127	9,262,399	2,101,300	-	265,457,826	21,543,031	287,000,857
Depreciation	12,112,551	12,000,000	-	-	-	12,000,000	314,363	12,314,363
Oper Trans Out	8,000,000	8,000,000	-	587,500	-	8,587,500	780,000	9,367,500
Total Requirements	281,920,325	274,094,127	9,262,399	2,688,800	-	286,045,326	22,637,394	308,682,720
Departmental Revenue								
State, Fed or Gov't Aid	160,964,111	166,385,651	-	8,112,655	-	174,498,306	(1,526,748)	172,971,558
Current Services	77,077,338	63,006,339	-	-	-	63,006,339	28,062,322	91,068,661
Other Revenue	3,457,611	3,089,791	-	75,000	-	3,164,791	215,091	3,379,882
Total Revenue	241,499,060	232,481,781	-	8,187,655	-	240,669,436	26,750,665	267,420,101
Operating Transfers In	30,550,000	31,150,000	-	-	-	31,150,000	(600,000)	30,550,000
Total Financing Sources	272,049,060	263,631,781	-	8,187,655	-	271,819,436	26,150,665	297,970,101
Rev Over/(Under) Exp	(9,871,265)	(10,462,346)	(9,262,399)	5,498,855	-	(14,225,890)	3,513,271	(10,712,619)
Budgeted Staffing		2,299.9	-	17.5	-	2,317.4	114.9	2,432.3
Fixed Asset								
Equipment	1,250,000	1,250,000	-	-	-	1,250,000	(250,000)	1,000,000
L/P Equipment	489,370	287,654	-	353,821	-	641,475	(39,731)	601,744
Total Fixed Assets	1,739,370	1,537,654	-	353,821	-	1,891,475	(289,731)	1,601,744

Budget Highlights

Based on the projected inpatient census and outpatient activity, expenses are expected to increase in 2004-05 by $34.6 million or 12.6% from the 2003-04 budget as outlined below.

Personnel costs are budgeted to increase by $21.1 million or 15.65%. Of this amount, $9.2 million is due to labor negotiations, retirement costs, and workers' compensation rate increases.

The net change in budgeted staffing is an additional 132.4 positions to accommodate the volume increases, compliance in nursing staffing ratio in patient services, additional services such as renal dialysis, hyperbaric therapy, and echo cardiology services, and increased security measures for patient's safety. The following units were affected:

- Nursing Services increased by 54.6 Registered Nurses.
- Ancillary Services increased by 14.0 primarily laboratory and rehabilitation positions.
- Support Services increased by 46.3 clerical and professional positions for the following departments: Housekeeping, Security, Information Technology, Patient Accounting, Materials Management, Case Management, Human Resources, and Dietary Services.
- Medical Records increased by 17.5 to replace Public Service Employees. These positions were added in Mid-year.

Services and supplies are budgeted to increase by $11.0 million or 9.35% primarily due to increase in volume and inflationary factors and other changes in patient services. This increase is related to several changes with the most significant explained below:

- Internal Service Fund costs increased by $1.4 million with the majority being related to insurance premiums.

- Medical Supplies is projected to increase by $3.6 million due to increases in patient activity and projected inflationary cost.
- Pharmaceuticals are projected to increase by $4.0 million or 21.45% due to increase in prescription lines.
- Information Technology is projected to increase by $1.4 million due to Infrastructure enhancements additional software and licenses.
- During the year, the Board approved several contracts due to renewals or replacements of old contracts that increased services and supplies by $1.2 million.
- Utility costs are rising by approximately $0.4 million due to higher electricity usage and water charges.
- These increases are partially offset by cost decreases of $1.0 million due several changes in professional services, the reclassification of the MIA payments now budgeted in other charges, and other miscellaneous decreases.

Operating Transfers Out increased by $1.4 million due to the following capital improvement projects: Emergency room remodel approved mid-year, street repaving, and remodel of the Westside clinic.

Based on the projected inpatient census, outpatient activity, anticipated rate increases, and collection trend, revenues are expected to increase by 13.03% or $34.3 million in the 2004-05 budget.

The state and federal revenue category will increase by a net $6.6 million. This will result from the following:

- SB 855 funding is expected to increase by $3.0 million due to a special provision allocated to public hospitals, a 16% increase on a one-time, non-cumulative basis.
- SB 1255 is estimated to decline by $10.3 million. ARMC was unable to pursue this increase, as its other revenue sources were significantly higher than anticipated. The estimate is based on actual receipts during the year of $22,000,000.
- GME is projected to increase $0.5 million based on actual receipts.
- Medi-Cal fee for service is projected to increase by a net $3.6 million due to increase in patient days, outpatient visits, and emergency visits.
- Tobacco Tax funds are projected to decrease by $1.9 million or 61.3% based on receipts trends.
- Medi-Cal Managed Care funding (IEHP) has decreased by approximately $1.6 million due to a contract change resulting in risk pool payments more favorable to the physician groups and the decrease in membership in IEHP direct product line.
- Medicare revenue is projected to increase by approximately $5.2 million or 19.95% due to increase in discharges and projected increase in Federal Diagnosis Related Group (DRG) payment amounts effective October 2004.
- During the year, the Board approved additional revenues of $8.1 million as a result of AB 915.

The current services revenue category will increase by a net $28.1 million. This will result from the following:

- Due to the cancellations of HMO contracts, increase in admissions, a 10% charge rate increase implemented in the current year, ARMC expects a revenue increase of $19.5 million from the 2003-04 budget. ARMC proposes to raise charge rates by another 6%, raising revenues by an additional $3.4 million. The increase in rate reflects growing operational costs and is consistent with rate schedules of other area hospitals.
- Enhanced collection efforts are projected to increase Private Pay revenues by approximately $5.2 million.

DEPARTMENT: Medical Center
FUND: Arrowhead Regional Medical Center
BUDGET UNIT: EAD MCR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**2,299.9**	**274,094,127**	**263,631,781**	**(10,462,346)**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	9,262,399	-	(9,262,399)
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**9,262,399**	**-**	**(9,262,399)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	17.5	2,688,800	8,187,655	5,498,855
Subtotal	**17.5**	**2,688,800**	**8,187,655**	**5,498,855**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**2,317.4**	**286,045,326**	**271,819,436**	**(14,225,890)**
Department Recommended Funded Adjustments	**114.9**	**22,637,394**	**26,150,665**	**3,513,271**
TOTAL 2004-05 PROPOSED BUDGET	**2,432.3**	**308,682,720**	**297,970,101**	**(10,712,619)**

2003-04 FINAL FIXED ASSETS	**1,537,654**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**353,821**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**(289,731)**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**1,601,744**

SCHEDULE C

DEPARTMENT: **Medical Center**
FUND: **Arrowhead Regional Medical Center**
BUDGET UNIT: **EAD MCR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries & Benefits	114.9	10,924,695	-	(10,924,695)
	Salaries & Benefits are expected to increase by $10.9 million with the addition of 114.9. *Nursing Services - 54.6 Registered Nurses for projected volume increases and compliance with patient ratios. The increases occurred in the following departments within the hospital: - Emergency Room - 16.3 to cover the 32.1% increase in visits - Hyperbaric O2 Therapy - 4.0 for a new department to support wound care. - Trauma - 11.6 to meet state staffing requirements. - Renal Dialysis - 12.5 to bring this service in-house and a 137% increase in volume for expanding this service to outpatient patients. - Special Procedure Lab - 6.0 due to a 105% increase in volume. - Float Pool Registered Nurse Per Diem - 4.2. *Ancillary Services - 14.0 due to volume increases or new services. The following departments with in the hospital were affected: - 4.4 in the Laboratory to accommodate the 22.6% volume increase. - 4.6 in Cardiology to accommodate the expansion in Echocardiology and the Cardiac Cath Lab, to reduce outpatient wait time in Ultrasound and for physical therapy for the Cardiac Health Management Program. - 5.0 in Rehabilitation Services due to a reorganization of the unit and expected increase in volume of 15.3%. *Support Services increased by the following 46.3; - 9.8 Custodians to handle linen distribution and improve services at the family health clinics and the cafeteria area. - 21.0 Security Technicians to allow for conversion of existing contract staff to in-house employees. - 2.0 in Information Management for the Fiscal Business Application Manager and the Business Systems Tech. - 5.0 in Patient Accting -due to a reorganization to provide better customer service, billing and collections services and volume increased of 8.5%. - 3.0 - clerical and clinical assistants in Case Mgmt to accommodate the increase in patient days. - 1.0 Fiscal clerk for Materials Mgmt to handle additional purchases associated with the increased patient volume. - 1.0 Human Resources Officer to stay current with workload and investigative reports and disciplinary actions. - 3.5 Food Service Workers to accommodate the increased in patient days.				
2.	Adjustments to Internal Service Funds	-	1,431,889	-	(1,431,889)
	The following changes were made in services and supplies: - increase in Comnet charges and special services, Radio charges, Risk Management Liabilities, and Presort packaging. - decrease in Comnet outside services, cellular services, Distributed equipment, and ISD labor.				
3.	COWCAP	-	(771,472)	-	771,472
	COWCAP was reduced by $0.8 million by the Auditor/Controller's Office.				
4.	Increase in medical supplies and pharmaceuticals.	-	7,616,442	-	(7,616,442)
	Medical Supplies ($3.6 million) are projected to increase due to a 2.5% inflation and new programs such as dialysis, Gastrointestinal laboratory tests, increase in inpatient census primarily in Burn care and the Emergency Room. Pharmaceuticals ($4. 0 million) are projected to increase due to volume increases. The Average Daily Census is expected to increase by 9.2%, Emergency Room visits by 32.1% and Outpatient Clinic visits by 10.65%.				
5.	Information Technology changes	-	1,440,387	-	(1,440,387)
	Increases in computer software and noninventoriable equipment are due to the following: - Purchase of new Meditech modules - Deploy a wireless network (patient care systems (PCS) - nursing carts and Wireless Access Points) that will provide mobility and ease of use of clinical staff's access to patients medical information for better efficiency and patient care. - Purchase of new configuration software for a network upgrade.				
6.	Utilities		394,380	-	(394,380)
	Utilities costs are expected to increase due to increase in patient volume.				

SCHEDULE C

DEPARTMENT: **Medical Center**
FUND: **Arrowhead Regional Medical Center**
BUDGET UNIT: **EAD MCR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
7.	Other Professional Services	-	(120,986)	-	120,986
	The following changes were made to professional services: - Dialysis contract is expiring on September 2004 and the services will be brought in-house - ($601,500). - Decrease in managed care medical services due to a decreased in Inland Empire Health Plan (IEHP) direct membership ($339,058). - Net decrease in all other contracts - ($759,140). - Increase in patient services for the Family health clinics - $573,039. - Increase in pharmacy services due to increase in patient volume - $805,673. - Increase in services due to HIPAA compliance. A new contract will be needed for an Access control system to institute security access to patient information and reports from vendors, visitors, and employees - $200,000.				
8.	General Maintenance Equipment and Structures	-	352,552	-	(352,552)
	Increase in maintenance costs due to aging equipment primarily in medical imaging and additional building maintenance needed.				
9.	Operating Rents and Leases - Equipment	-	221,262	-	(221,262)
	Rental equipment cost are expected to increase as a result of entering into new agreements to replace obsolete equipment.				
10.	Reclassify Medically Indigent Adult payments from Services and Supplies		(775,000)	-	775,000
	Payments of Medically Indigent Adults (MIA/CMSP) claims previously paid out of services and supplies are now budgeted in Other Charges				
11.	Decrease to various expenses.	-	(78,771)	-	78,771
	Miscellaneous Changes in services and supplies.				
12.	Data Processing Charges		121,852	-	(121,852)
	Increase charges per ISD.				
13.	Other Charges	-	827,905	-	(827,905)
	Increase due to the following: - Higher interest payments on GE leases - $53K. - Payments of Medically Indigent Adult (MIA/CMSP) claims which were previously paid out of services and supplies are now budgeted here - $775K. This is a reclassification, no effect in total appropriations.				
14.	Decrease in Transfers Out		(42,104)	-	42,104
	Clinic rental payments decreased due to terminating the rental contract for a Medically Indigent Adults (MIA/CMSP) clinic in Yucca. The CMSP provider is now responsible for these costs.				
15.	Depreciation		314,363	-	(314,363)
	Increased depreciation expense for capitalized equipment.				
16.	Increase in Operating Transfers Out	-	780,000	-	(780,000)
	Increase is due to new capital improvement projects: - Road repaving $150 K - Renovation and expansion of the Westside Clinic located in downtown San Bernardino to accommodate increase patient visits, improve patient flow and customer service, and provide efficiency in throughput $630 K.				
17.	State Aid	-	-	(6,713,268)	(6,713,268)
	The following changes were made to State Aid: Decrease in: - SB 1255 as ARMC was unable to pursue the anticipated increase since other revenue sources were higher than anticipated ($-10.3 million). - Tobacco Tax allocation from the state ($-1.9 million). - Medi-Cal Managed Care revenues due to a change in contract resulting in risk pool payments more favorable to the physician groups and a decrease in enrollees ($-1.6 million). Increase in: - Medi-Cal fee for services revenue due to a projected increase in patient days ($4.9 million). This revenue increase was partially offset due to an anticipated 3% Medi-Cal rate increase from California Medical Assistance Commission (CMAC) not realized ($-1.3 million). - SB 855 due to a 16% special, temporary increase in allotments on a one-time, non-cumulative basis ($3.0 million). - SB 1255 related to the Graduate Medical Education (GME) program ($0.5 million).				

SCHEDULE C

DEPARTMENT: Medical Center
FUND: Arrowhead Regional Medical Center
BUDGET UNIT: EAD MCR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
18.	Federal Aid	-	-	5,186,520	5,186,520
	Federal Aid increased by $5.2 million because of a 5% increase in discharges and an increase in the Federal Diagnostic Related Group (DRG) payment rate.				
19.	Current Services	-	-	28,062,322	28,062,322
	The following changes were made to current services: - Increase in private Pay ($5.2 million) and Insurance revenue ($22.8 million) due to improve billing and collection efforts and a proposed 6% rate increase.				
20.	Other Revenue		-	215,091	215,091
	Other revenue increased by $0.2 million from various sources.				
21.	Operating Transfers In	-	-	(600,000)	(600,000)
	Operating Transfers In decreased by $0.6 million with the elimination of trauma funding from Public Health.				
	Total	114.9	22,637,394	26,150,665	3,513,271

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Equipment Purchases	(250,000)
	Equipment Purchases are decreasing by $0.3 million due to the proposed buyouts of capital leases never occurring.	
2.	Decrease in Capital Leases	(39,731)
	Decrease is due to leases for copiers expiring. New leases will now be operating leases instead of capital leases and are reflected in services and supplies.	
	Total	(289,731)

Tobacco Tax Funds

DESCRIPTION OF MAJOR SERVICES

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.

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 $1.17 million from this revenue source in 2004-05, and will transfer the balance to area hospitals in accordance with the prescribed distribution formula.

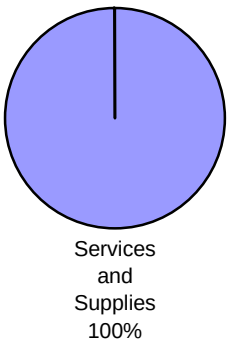
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

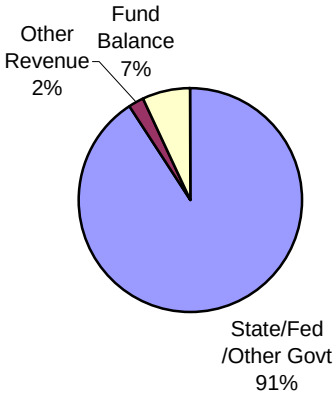
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	3,673,889	4,390,510	2,313,997	1,883,777
Departmental Revenue	3,608,934	3,648,209	1,700,473	1,755,000
Fund Balance		742,301		128,777

The 2003-04 estimated revenue is based on the state's allocation letter received by the Medical Center. The department's request for 2004-05 assumes a decrease in revenues, consistent with recent trends for receipt of revenue from taxes imposed on tobacco products.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Arrowhead Regional Medical Center
FUND: Tobacco Tax Funds

BUDGET UNIT: RGA - RGR
FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	2,313,997	4,390,510	-	-	-	4,390,510	(2,506,733)	1,883,777
Total Appropriation	2,313,997	4,390,510	-	-	-	4,390,510	(2,506,733)	1,883,777
Departmental Revenue								
Use Of Money & Prop	72,348	145,000	-	-	-	145,000	(99,000)	46,000
State, Fed or Gov't Aid	1,628,125	3,503,209	-	-	-	3,503,209	(1,794,209)	1,709,000
Total Revenue	1,700,473	3,648,209	-	-	-	3,648,209	(1,893,209)	1,755,000
Fund Balance		742,301	-	-	-	742,301	(613,524)	128,777

SCHEDULE C

DEPARTMENT: Arrowhead Regional Medical Center
FUND: Tobacco Tax Funds
BUDGET UNIT: RGA - RGR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

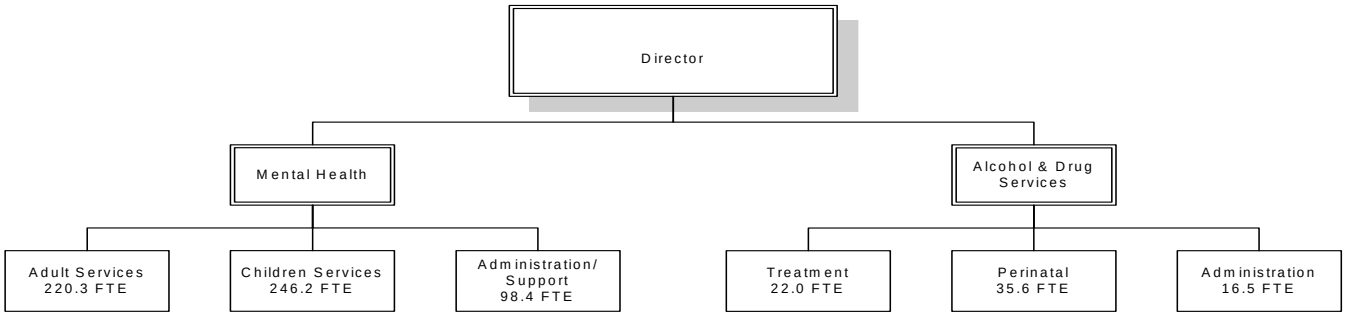
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Decrease Services and supplies	-	(2,506,733)	-	(2,506,733)
	Decrease appropriations to reflect a lower state allocation and a decrease in fund balance.				
2.	Decrease in tobacco revenues	-	-	(1,794,209)	1,794,209
	The 2003-04 state allocation was significant lower than anticipated. This adjustment reflects the lower allocation. The department expects to receive the same funding in 2004-05 as in 2003-04.				
3.	Decrease in interest revenue	-	-	(99,000)	99,000
	Interest revenue decreased due to a lower cash balance in the account because of anticipated used of fund balance.				
	Total	-	(2,506,733)	(1,893,209)	(613,524)

BEHAVIORAL HEALTH

DESCRIPTION OF MAJOR SERVICES

The Department of Behavioral Health will help individuals living with the problems of mental illness and substance abuse to find solutions to challenges they face so that they may function well within their families and the community. The Department of Behavioral Health staff will be sensitive to and respectful of all clients, their families, culture and languages. The Department of Behavioral Health will use the taxpayers' money wisely to meet its goals while following all governmental guidelines and requirements. The Department of Behavioral Health will provide a pleasant workplace for its staff members so that they may be creative and effective in their jobs. The Department of Behavioral Health will provide a pleasant environment for clients in which to receive services.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Behavioral Health	110,521,180	108,678,427	1,842,753		565.9
Alcohol and Drug Services	20,577,850	20,428,392	149,458		74.1
Special Patient Account	3,496	1,760		1,736	-
Driving Under the Influence Prog.	332,847	111,254		221,593	-
State Block Grant Carryover Prog.	3,783,547	1,525,000		2,258,547	-
Court Alcohol and Drug Fines	972,682	420,000		552,682	-
TOTAL	136,191,602	131,164,833	1,992,211	3,034,558	640.0

Behavioral Health

DESCRIPTION OF MAJOR SERVICES

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 (44%), state revenues (4%) and federal revenue (45%). The remaining seven percent of revenue sources are insurance/patient fees, reimbursements, other miscellaneous revenue, and local cost MOE. The local cost of $1,842,753 represents the required realignment revenue maintenance of effort (MOE).

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	117,341,111	121,296,698	114,456,772	110,521,180
Departmental Revenue	115,498,359	119,453,945	112,614,019	108,678,427
Local Cost	1,842,752	1,842,753	1,842,753	1,842,753
Budgeted Staffing		686.2		565.9
Workload Indicators				
Direct billable hours: Clinic	242,418	202,754	209,422	226,811
Direct billable hours: Contract	107,684	68,104	118,796	99,486
Direct billable hours: Fee for service	34,220	24,205	32,617	32,617
Medical Administrative Activity hours	33,087	33,496	33,283	34,579
Quality Assurance hours	15,532	8,120	29,924	18,638
Outreach hours clinic & contract	84,865	75,764	9,308	8,993
Day treatment hours: Habilitative (clinic & contract)	56,692	-	27,977	27,676
Day treatment hours: Intensive	59,639	20,800	62,961	20,960

Variances between estimated and budget for 2003-04 existed in salaries and benefits, contract agency costs, transfers, reimbursements, and realignment.

In an effort to reduce the use of Realignment fund balance to cover ongoing expenditures, DBH held many positions vacant throughout the year resulting in salary savings. Furthermore, the decrease in services and supplies is due primarily to aggressive efforts to reduce general office expenses and equipment purchases, reduced contracted services, and postponement of a new Medical Information System implementation. As a result of these efforts, the realignment draw decreased by $7.0 million.

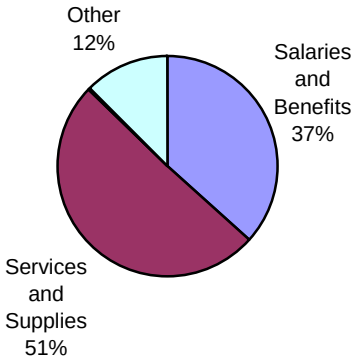
Variance in transfers is due to the elimination of the Children's System Of Care (CSOC) program funded by a state grant, which reimbursed the Department of Public Health and the Department of Child Support for their services.

The variance in reimbursements is due to unspent CalWorks allocation funds. The department continues its efforts to maximize this funding source.

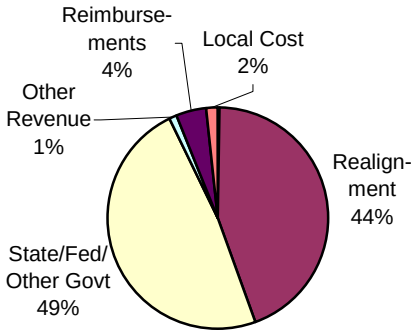
Workload indicators variances between estimated and budget for 2003-04 existed in the following areas:

- Direct billable hours –- Clinics and Contracts: The 2003-04 budget of 68,104 for Contract Billable Hours was understated as it did not include an estimate for contracted services approved in January of 2003. The revised 2003-04 Budget Contract Billable Hours is 118,796. The 2004-05 budget reflects a shift of services from contract providers to existing DBH clinics.
- Direct billable hours – Fee for service (FFS): This network continues to increase, as does the demand for services. However, the Department will be implementing new procedures aimed at lowering costs in the FFS network and improving continuum of care to clients through other DBH sponsored programs. The 2004-05 workload indicators are projected at no increase, as it is believed that any growth will be offset by the changes outlined above.
- Quality Assurance: The 2003-04 budget of 8,120 was in error due to a data extraction problem. The corrected amount is 17,396. The estimated hours reflect a one-time increase as a result of a special project. This project has been completed and the 2004-05 budget reflects the decrease.
- Outreach hours: The variance is primarily due to changes made to the Department's service delivery system. Outreach services are non-billable and are nearly 100% realignment funded. Staff providing these services were re-directed to clinics providing billable services or grant funded programs. The methodology used in capturing this information was also changed, which contributes to the large variance.
- Day Treatment (Day Tx): The 2003-04 budget included plans to shift from habilitative Day Tx to Intensive. However, only approximately 50% occurred, creating a variance in both categories. In addition, the 2003-04 budget for intensive day treatment was understated, as it did not include contracted services and should be revised to 62,961. The 2003-04 estimated workload indicator for Intensive Day Tx reflects a slight increase over 2002-03 actual services. However, the 2004-05 indicators reflect the reduction expected when contracts are restructured or eliminated.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Behavioral Health
FUND: General

BUDGET UNIT: AAA MLH
FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	43,021,052	45,927,158	2,878,579	85,930	-	48,891,667	(6,581,152)	42,310,515
Services and Supplies	60,229,976	63,460,816	540,444	1,630,710	-	65,631,970	(7,121,719)	58,510,251
Central Computer	407,902	407,902	115,529	-	-	523,431	-	523,431
Other Charges	3,910,325	4,104,225	-	-	-	4,104,225	(72,474)	4,031,751
Transfers	4,034,558	4,750,339	-	(246,375)	-	4,503,964	173,906	4,677,870
Total Exp Authority	111,603,813	118,650,440	3,534,552	1,470,265	-	123,655,257	(13,601,439)	110,053,818
Reimbursements	(3,435,866)	(4,096,495)	-	-	-	(4,096,495)	(1,078,896)	(5,175,391)
Total Appropriation	108,167,947	114,553,945	3,534,552	1,470,265	-	119,558,762	(14,680,335)	104,878,427
Oper Transfers Out	6,288,825	6,742,753	-	-	-	6,742,753	(1,100,000)	5,642,753
Total Requirements	114,456,772	121,296,698	3,534,552	1,470,265	-	126,301,515	(15,780,335)	110,521,180
Departmental Revenue								
Realignment	59,857,469	66,771,891	2,706,406	(1,187,310)	-	68,290,987	(17,225,687)	51,065,300
State, Fed or Gov't Aid	51,054,261	50,709,147	828,146	2,657,575	(832,587)	53,362,281	2,536,589	55,898,870
Current Services	267,604	268,499	-	-	-	268,499	(895)	267,604
Other Revenue	1,434,685	1,704,408	-	-	-	1,704,408	(257,755)	1,446,653
Total Revenue	112,614,019	119,453,945	3,534,552	1,470,265	(832,587)	123,626,175	(14,947,748)	108,678,427
Local Cost	1,842,753	1,842,753	-	-	832,587	2,675,340	(832,587)	1,842,753
Budgeted Staffing		686.2	-	-	-	686.2	(120.3)	565.9

Budget Highlights:

The majority of Behavioral Health services are funded with State Realignment revenues. In recent years, the budget has included a combination of ongoing realignment funds as well as use of unspent realignment fund balance. To better align spending with receipt of ongoing realignment funding, the department made significant cuts in the 2003-04 budget and proposes additional reductions in salaries and benefits of $6.5 million, services and supplies of $7.1 million, and capital improvements of $1.1 million (renovation of building H) in the 2004-05 budget.

The net change to budgeted staffing is a reduction of 120.3 positions. The majority of these positions are currently vacant due to attrition and the county's hiring freeze. The department is working with Human Resources to transfer staff from unfunded positions to other positions in the county. These reassignments and transfers will minimize the need for layoffs.

The reduction in services and supplies is primarily due to a $8.3 million reduction in contracted services partially offset by an increase in computer software of $1.9 million. The department intends to preserve current service levels to its target population (Medi-Cal eligible children/families and persistently mentally ill adults) by eliminating services to non-targeted population, which are predominantly realignment funded. Furthermore, the proposed contracted services will allow the department to maintain a network of community-based sub-contractors in geographic areas not served by DBH clinics. Computer software increased due to the implementation of a new Medical Information System (Meditech), which is necessary as the existing system is outdated and no longer supported by the vendor.

As a result of these department recommended cost reductions, realignment revenue is decreased by $17.2 million. However, Board approved base and mid-year changes partially offsetting the decrease, bringing the total realignment savings to 15.7 million.

The increased in state and federal revenue is primarily due to increased billing rates and increased in the number of services provided to Medi-Cal/Early, Periodic, Screening, Diagnostic, and Treatment (EPSDT) eligible children.

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**686.2**	**121,296,698**	**119,453,945**	**1,842,753**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	2,878,579	2,878,579	-
Internal Service Fund Adjustments	-	655,973	655,973	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**3,534,552**	**3,534,552**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	1,470,265	1,470,265	-
Subtotal	**-**	**1,470,265**	**1,470,265**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**(832,587)**	**832,587**
TOTAL BASE BUDGET	**686.2**	**126,301,515**	**123,626,175**	**2,675,340**
Department Recommended Funded Adjustments	**(120.3)**	**(15,780,335)**	**(14,947,748)**	**(832,587)**
TOTAL 2004-05 PROPOSED BUDGET	**565.9**	**110,521,180**	**108,678,427**	**1,842,753**

SCHEDULE B

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Managed Care Allocation	-	-	(832,587)	832,587
The managed care allocation was reduced during the 2003-04 budget. Due to the state budget crisis, the Department believes that a managed care reduction in the 2004-05 is likely to happen. However, legislation must be put in place to modify the allocation. If this occurs, Realignment revenue will be used to offset this reduction.				
Total	-	-	(832,587)	832,587

SCHEDULE C

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Reduce Payroll costs associated with Employment Services Specialist (ESS).	-	(433,470)	-	(433,470)
	Less than anticipated ESS positions from Human Services Systems.				
2.	Medical Staff (MD)	(3.8)	(634,000)	-	(634,000)
	Deleted contract psychiatrist positions due to restructuring the Medical Staff.				
3.	Delete 116.5 positions	(116.5)	(5,513,682)	-	(5,513,682)
	- Delete 96.0 positions that became vacant during FY2003-2004 and remained unfilled due to a hiring freeze. - Delete 16.0 filled positions that are unfunded for FY 04-05. The department is trying to place incumbents in other departments budgeted vacant positions. - Add a 0.5 Business Application Manager for ongoing support of the Department's Information technology systems and to assist with the implementation of Meditech. - Delete a net of 5.0 clerical and program positions due to transfers in/out between Behavioral Health and Alcohol and Drug. The department is trying to mix mental health professionals with alcohol and drug professionals to better serve clients with co-occurring diagnoses (mental health and substance abuse).				
4.	Services and supplies		(329,019)	-	(329,019)
	Reduce services and supplies by $522,398 associated to the staffing reductions and increase contracts with incorporated MD to compensate for fewer staff MDs by $193,379.				
5.	Decrease in Internal Service Funds services		(174,412)	-	(174,412)
	The following changes were made in services and supplies: increase cellular charges, shredding, and grounds and maintenance and decrease presort and packaging, records storage, courier and printing, Distributed Equipment, and ISD Direct labor.				
6.	Eliminate Indigent Contracts	-	(847,625)	-	(847,625)
	The department of Behavioral Health (DBH) currently reimburses local area Fee-For-Service (FFS) hospitals for psychiatric inpatient stays of medically indigent clients. These contracts are scheduled to be terminated to reduce reliance on Realignment. The department is developing a plan to address the needs of these clients by using existing resources and by providing alternative level of care.				
7.	Reduce Service Contracts	-	(7,473,881)	-	(7,473,881)
	The department is in the process of restructuring several mental health contracts and will be terminating a number of the residential and EPSDT contracts. DBH has plans to shift existing treatment staff into Early, Periodic, Screening, Diagnostic, Treatment (EPSDT) service areas to provide services that will be lost due to contract terminations. These costs were primarily funded by Realignment.				
8.	Reduction in remote Pharmacy Costs	-	(167,795)	-	(167,795)
	Due to the new pharmacy benefit manager contract, the department estimates savings in remote pharmacy costs. These costs were funded with Realignment.				
9.	Meditech - Client Data System	-	1,923,200	-	1,923,200
	New client data system currently being evaluated for implementation in FY2004-2005. This line-item is for software licenses and costs associated with the installation and program support. Training and other related costs are not included in this line item. This is a one-time expenditure and it is necessary as the current system is outdated, not HIPAA compliant, and is no longer supported by the vendor.				
10.	Other miscellaneous changes	-	(52,187)	-	(52,187)
	The following changes were made in services and supplies: decrease phone services, food, equipment, training, special expense, general office expense, travel, mileage, advertising, and cowcap. These reductions were partially offset by increases in computer software, utilities, and rents.				
11.	Other Charges		(72,474)	-	(72,474)
	Decrease in interim funding to clients requiring placement, but either awaiting Social Security (SSI) approval or are not financially able to provide for their care.				

SCHEDULE C

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
12. Transfers Out - Eliminate Children's System of Care (CSOC) grant	-	(414,088)	-	(414,088)
The CSOC grant was only funded for half a year in 2003-04 and will not funded in the 2004-05 budget year. The affected departments are: Public Health ($229,000) and the Department of Children Services ($185,088).				
13. Transfers out - Lease costs	-	259,263	-	259,263
Changes in lease costs are as follows: a decrease of ($296,829) due to closing five locations and relocating the staff to surrounding DBH clinics. Also, the DBH Warehouse lease was terminated and relocated to the Gilbert Street complex, a county owned facility. An increase of $556,092 as a result of DBH paying the Department of Real Estate for Alcohol and Drug Services' (ADS) lease costs. DBH is getting reimbursed for these costs.				
14. Transfers out - Administrative Support/EHAP	-	328,731	-	328,731
Transfers to Human Services Systems for administrative support in the areas of contracts and information systems increased by $266,500; transfers to Alcohol and Drug Services for program support increased by $58,541; and EHAP increased by $3,690.				
15. Reimbursements		(1,078,896)	-	(1,078,896)
The following changes were made to reimbursements: Eliminate transfers related to the Repeat Offenders Prevention Program (ROPP) from Probation; increase transfers for Program Manager and intensive Day program (SHAC beds) funded by the Department of Child Support and increase transfers from ADS for rent and administration support.				
16. Decrease in Operating Transfers Out	-	(1,100,000)	-	(1,100,000)
The following changes to Operating Transfers out were made: a decrease due to elimination of the capital improvement project to renovate Building H, located on the Gilbert Street Complex, due to budget constraints and conclusion of the Phoenix project, partially offset by an increase in Inpatient Managed Care costs. All these costs were funded by Realignment.				
17. Decrease in Realignment		-	(17,225,687)	17,225,687
The Department developed a strategic service plan intended to define strategies that meet the needs of priority target populations while recognizing budgetary constraints. The main goals of this new focus is to preserve clinical services to its target population (Medi-Cal eligible children/families and severely persistently mentally ill adults and to better align spending with ongoing Realignment funding. The 2004-05 proposed budget would reduce the Department's reliance upon realignment by approximately $15.7 million - target increased $2.6 million, Mid-year decreased ($1.2) million, and program funded adjustment decreased ($17.2) million.				
18. EPSDT growth FY 2002-03 and FY 2003-04	-	-	1,789,595	(1,789,595)
Estimates indicate anticipated EPSDT net growth for these two fiscal years in the amount of $1.8 million.				
19. Anticipated increase in Medi-Cal FFP	-	-	2,586,267	(2,586,267)
Estimated $2.59 million growth due to increased billing rates, adjusted based on actual costs to provide services. Also, DBH will be providing an increased number of services to Medi-Cal/EPSDT eligible children.				
20. State/Federal Aid		-	(1,839,273)	1,839,273
Decreases in sate/federal revenue are due to the following: the conclusion of the MIOCR grant and the Vocational Rehabilitation grant, and decreases in Medicare.				
21. Current Services		-	(895)	895
Minor decrease in private pay.				
22. Miscellaneous change to other revenues		-	(257,755)	257,755
Decrease in Institutes of Mental Disease - SSI payments. There was also a decrease in expenses related to this revenue. See Other Charges, line item #11.				
Total	(120.3)	(15,780,335)	(14,947,748)	(832,587)

SCHEDULE D

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore indigent contracts	-	550,000	550,000	-
	To maintain the current system of indigent care. Realignment will be used to offset costs.				
	Total	-	550,000	550,000	-

These contracts will be terminated at the end of June 2004 to reduce reliance on Realignment. The Department is developing a plan to meet the need of these clients by using existing resources and by providing alternative levels of care. However, the Department believes that partially funding these contracts is necessary for a smooth transition of clients.

SCHEDULE E

DEPARTMENT: Behavioral Health
FUND: General
BUDGET UNIT: AAA MLH

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Behavioral Health Continuing Education Course and Certificate		-	-	-
Reimbursement of costs for providing classes and official documentation of Continuing Education Units to non-County behavioral health professionals required to maintain state licensing. The estimated revenue is $26,370 and will offset the use of realignment.				
Beahvioral Health Release of Medical Records	-	-	-	-
This fee is currently charged by DBH per Standard Practice to provide copies of requested, releaseable medical record information and matches the medical record fee charged by ARMC. There is no financial impact since this action synchronizes the County's Fee Ordinance with the DBH Standard Practice already in place to collect and use these fees. The estimated revenue already included in the budget is $45,360.				
Total	-	-	-	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
BUDGET UNIT: AAA MLH
PROGRAM: Continuing Education

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 43,822	Revised Appropriations	$ 43,822	$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	-	Fee Revenue for listed fees	26,370	26,370
Fee Revenue for fees not listed	-	Fee Revenue for fees not listed	-	-
Non Fee Revenue	26,370	Non Fee Revenue	-	(26,370)
Local Cost	-	Local Cost	-	-
Budgeted Sources	$ 26,370	Revised Sources	$ 26,370	$ -

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The department of Behavioral Health (DBH) facilitates classes to DBH staff and non-county employees to fulfill state requirements for continuing education. The fee presented for approval will allow DBH to charge non-county mental health professionals for their portion of the costs associated with the class and with providing official documentation of the continuing education units earned. The revenue generated will offset the use of realignment.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
PROGRAM: Continuing Education

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023B Behavioral Health, Continuing Education	Continuing Education Certificate	$ -	-	$ -	$ 35.00	182	$ 6,370	$ 35.00	182	$ 6,370	$ -	Reimbursement of costs for providing official documentation of Continuing Education Units provided by DBH as a Post Secondary Educational institution to non-County behavioral health professionals required to maintain state licensing.
16.023B Behavioral Health, Continuing Education	Class Registration Fee	$ -	-	$ -	Cost per student per class	1,830	$ 20,000	Cost per student per class	1,830	$ 20,000	$ -	Education fee based on number of non-County students attending class and the cost of the class. The estimated amount of revenue is $20,000.

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
BUDGET UNIT: AAA MLH
PROGRAM: Behavioral Health Medical Records

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 45,360	Revised Appropriations	$ 45,360	$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	45,360	Fee Revenue for listed fees	45,360	-
Fee Revenue for fees not listed	-	Fee Revenue for fees not listed	-	-
Non Fee Revenue	-	Non Fee Revenue	-	-
Local Cost	-	Local Cost	-	-
Budgeted Sources	$ 45,360	Revised Sources	$ 45,360	$ -

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

This fee is currently charged by DBH per Standard Practice to provide copies of requested, releasable medical record information. This fee matches the medical record fee charged by Arrowhead Regional Medical Center. The fee offsets the costs associated with reviewing medical records for identifying releasable medical record information as specified by Federal laws, making photocopies, and mailing it to the requestor. Upon research, it was determined this fee was inadvertently omitted from the county's fee ordinance and it is now presented for Board approval.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : General
PROGRAM: Behavioral Health Medical Records

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023B Behavioral Health, Medical Records	DBH Medical Records, per request	$ -	-	$ -	$ 15.00	3,024	$ 45,360	$ -	-	$ -	$ -	This fee currently charged by DBH per Standard Practice to provide copies of requested, releaseable medical record information. This fee matches the medical record fee charged by ARMC.

Alcohol and Drug Services

DESCRIPTION OF MAJOR SERVICES

The Department of Behavioral Health's Alcohol and Drug Services program consists of comprehensive substance abuse prevention and treatment programs to county residents. Services are provided by 6 county operated clinics and approximately 30 contractors. The major components include outpatient, residential, prevention, methadone, and case management services. Annually, approximately 13,700 clients are served and over 90,000 hours of prevention services are performed.

Alcohol and Drug services (ADS) are primarily funded by federal block grant and state revenues (65%). The remaining sources of revenue are court fines for Driving Under the Influence (DUI) offenses, fees for services, and reimbursements provided by Human Services System (HSS) CalWorks program and the Proposition 36 – Substance Abuse and Crime Prevention Act program. In addition, the county must fund the required maintenance of effort (MOE) for the block grant and state funds. The department's local cost of $149,458 finances the required MOE.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	16,559,879	20,063,339	19,504,725	20,577,850
Departmental Revenue	16,397,711	19,913,881	19,355,267	20,428,392
Local Cost	162,168	149,458	149,458	149,458
Budgeted Staffing		91.5		74.1
Workload Indicators				
Drug Abuse Prevention Hours	76,699	73,000	90,811	90,000
Residential Treatment Clients	2,774	2,300	2,621	2,800
Outpatient Treatment Clients	9,054	9,500	10,274	10,000
Methadone Treatment Clients	947	1,259	960	1,000

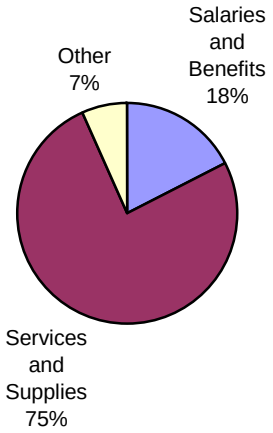
Variances between estimated and budget for 2003-04 existed in:

1) Salaries and benefits due to attrition and the county's hiring freeze
2) Services and supplies and reimbursements due to a significant reduction in CalWorks referrals
3) State revenue due to lower than anticipated state receipts based on a revised preliminary allocation which was partially offset by increased Medi-Cal revenues for additional Perinatal services provided
4) Operating transfer-in due to a higher transfer form the Prior year unused Substance Abuse Prevention and Treatment (SAPT) funds. These funds are used to fund prevention services and the balance of all other program costs not supported by other revenues. In addition, these funds must be spent within the next 18 months or they must be returned to the state.

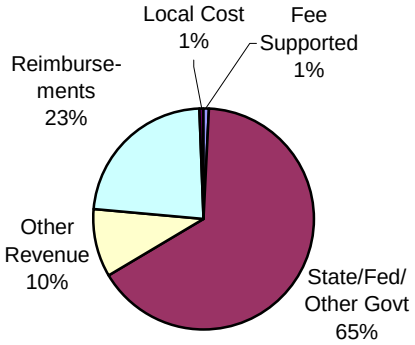
Actual service data indicates that ADS and its contractors are providing more hours of prevention services and treating more residential, and outpatient clients in fiscal year 2003-04 than originally budgeted. The proposed 2004-05 workload indicators reflect this increase in services.

Even though the department is expected to delete 17.4 positions, there is no projected decrease in services as the salaries savings will be utilized to fund contracted services. This increase in contracted services is due to the implementation of a new Perinatal Pilot Project.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



The majority of the services provided by the department are through contracted providers. Contracted services accounts for $19.1 million out of the $26.8 million proposed 2004-05 budget.

GROUP: Administrative/Executive
DEPARTMENT: Alcohol and Drug Services
FUND: General Fund

BUDGET UNIT: AAA ADS
FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	4,244,125	5,180,760	350,875	-	-	5,531,635	(817,658)	4,713,977
Services and Supplies	19,753,211	20,234,602	7,584	-	-	20,242,186	(13,810)	20,228,376
Transfers	850,039	850,039	-	-	-	850,039	963,561	1,813,600
Total Exp Authority	24,847,375	26,265,401	358,459	-	-	26,623,860	132,093	26,755,953
Reimbursements	(5,342,650)	(6,202,062)	-	-	-	(6,202,062)	23,959	(6,178,103)
Total Appropriation	19,504,725	20,063,339	358,459	-	-	20,421,798	156,052	20,577,850
Departmental Revenue								
State, Fed or Gov't Aid	16,078,601	17,292,899	358,459	-	-	17,651,358	(96,470)	17,554,888
Current Services	205,517	215,982	-	-	-	215,982	-	215,982
Other Revenue	125,000	125,000	-	-	-	125,000	-	125,000
Total Revenue	16,409,118	17,633,881	358,459	-	-	17,992,340	(96,470)	17,895,870
Operating Transfers In	2,946,149	2,280,000	-	-	-	2,280,000	252,522	2,532,522
Total Financing Sources	19,355,267	19,913,881	358,459	-	-	20,272,340	156,052	20,428,392
Local Cost	149,458	149,458	-	-	-	149,458	-	149,458
Budgeted Staffing		91.5	-	-	-	91.5	(17.4)	74.1

DEPARTMENT: Alcohol and Drug Services
FUND: General Fund
BUDGET UNIT: AAA ADS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**91.5**	**20,063,339**	**19,913,881**	**149,458**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	350,875	350,875	-
Internal Service Fund Adjustments	-	7,584	7,584	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**358,459**	**358,459**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**91.5**	**20,421,798**	**20,272,340**	**149,458**
Department Recommended Funded Adjustments	**(17.4)**	**156,052**	**156,052**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**74.1**	**20,577,850**	**20,428,392**	**149,458**

SCHEDULE C

DEPARTMENT: Alcohol and Drug Services
FUND: General Fund
BUDGET UNIT: AAA ADS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Delete 17.4 FTE	(17.4)	(817,658)	-	(817,658)
The following changes were made to Salaries and Benefits: - Delete 21.9 funded vacant positions. - Delete 1.0 funded supervisory filled position. Due to a reorganization, this position is no longer needed. The department is currently trying to place the incumbent into another position. - Add 0.5 of a Deputy Director of Mental Health Services.This position is needed to provide adequate services to the department's target population, which is individuals with co-occurring disorders (substance abuse and mental health diagnoses). The department expects to complete the recruitment process around December. - Add a net of 5.0 clerical and program positions due to transfers in/out between Alcohol and Drug and Behavioral Health. The department of Behavioral Health is trying to mix mental health professionals with alcohol and drug professionals to better serve clients with co-occurring diagnoses (mental health and substance abuse).				
2. Reduce Internal Service Funds Services	-	(38,582)	-	(38,582)
The following changes were made to services and supplies: Increase in Comnet Charges and Cellular Charges, and decrease in Courier/Printing services.				
3. Other professional services	-	844,450	-	844,450
Increase for contracted services is due to Perinatal Pilot Project and expected increased of costs and services due to Request For Proposals for Outpatient, Recovery, and Prevention Programs.				
4. Reclassify Rents and Leases - Services and Supplies	-	(725,029)	-	(725,029)
Due to an accounting change lease costs have been reclassified to Transfers out.				

SCHEDULE C

DEPARTMENT: Alcohol and Drug Services
FUND: General Fund
BUDGET UNIT: AAA ADS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
5.	Decrease to various expenses	-	(94,649)	-	(94,649)
	Increase in outside phone company charges and decrease temporary help, equipment, general office expense, and professional services. Services and supplies decreased to reflect current year trend.				
6.	Reclassify Rents and Leases - Transfers out	-	556,092	-	556,092
	Lease costs previously budgeted in services and supplies are now reflected in Transfer out due to an accounting change. In addition, there was also a decrease in this expenditure as a result of relocating Alcohol and Drug personnel to county owned facilities.				
7.	Increase in Transfers Out	-	407,469	-	407,469
	The increase in Transfers out is related to the following: increase transfers to DBH to comply with Medi-Cal regulations for cost reimbursements for administration support - $400,000; increase in Drug Court administrative costs - $7,520; and decrease in EHAP costs - ($51).				
8.	Decrease in Reimbursements		23,959	-	23,959
	There was a net decrease in reimbursements due to the conclusion of the Repeat Offenders Preventive Program grant which was partially offset by an increase from Behavioral Health for administrative costs.				
9.	Deletion of Cost to Maintain Current Program Services Assumption	-	-	(358,459)	358,459
	MOU expenses and Risk Management liabilities increases are expected to be primarily funded by revenue increases. This entry backs out that assumption and is replaced by the detail listed below of what actually is happening.				
10.	Net increase in Revenues	-	-	261,989	(261,989)
	State Aid decreased by $61,237 while Federal Aid increased by $323,226.				
11.	Increase in Other Financing Sources	-	-	252,522	(252,522)
	Increased use of Prior year carryover allocation. Funds are transferred from Special Revenue Funds (SDC, SDH, AND SDI).				
	Total	(17.4)	156,052	156,052	-

Special Patient Account

GENERAL PROGRAM STATEMENT

The Department of Behavioral Health established the special patient's account to monitor funds set aside for special purposes. Revenues from Adopt-a-Duck and other donations are used for therapy supplies, poster contest awards, and other items for recovery centers.

A portion of the annual Children's Fund "Adopt-A-Duck" program proceeds are awarded to the Department of Behavioral Health. These funds are historically between $1,000 and $2,000. Occasionally private donations will be made to help fund self-supported recovery centers. The existing funds will be used to continue supporting existing recovery centers as well as assist other centers in being established throughout the county.

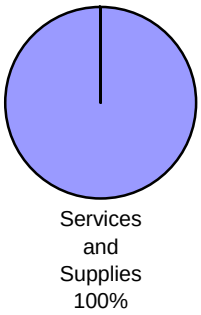
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

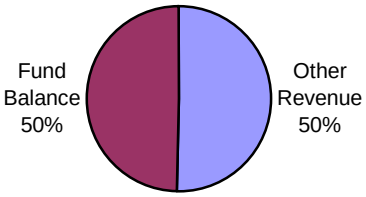
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	16,600	16,600	3,496
Departmental Revenue	1,216	3,800	5,536	1,760
Fund Balance		12,800		1,736

The department plans to use the fund balance in 2003-04 to support clubhouse expenditures. The 2004-05 budget reflects the decrease in fund balance.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Behavioral Health
FUND: Special Patient Account

BUDGET UNIT: RMC MLH
FUNCTION: Health & Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	16,600	16,600	-	-	-	16,600	(13,104)	3,496
Total Appropriation	16,600	16,600	-	-	-	16,600	(13,104)	3,496
Departmental Revenue								
Other Revenue	5,536	3,800	-	-	-	3,800	(2,040)	1,760
Total Revenue	5,536	3,800	-	-	-	3,800	(2,040)	1,760
Fund Balance		12,800	-	-	-	12,800	(11,064)	1,736

SCHEDULE C

DEPARTMENT: Behavioral Health
FUND: Special Patient Account
BUDGET UNIT: RMC MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Changes in service and supplies	-	(13,104)	-	(13,104)
	Decrease to reflect projected revenues and lower fund balance.				
2.	Revenue	-	-	(2,040)	2,040
	Decrease to reflect projected revenues from Private donations and Childrens Fund for Adopt-A-Duck.				
	Total	-	(13,104)	(2,040)	(11,064)

Driving Under the Influence Programs

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS).

As per Title 9, Division 4, Chapter 3, 9878 (m) of the State regulations and Health and Safety Code 11837.8 (a), the Department of Behavioral Health charges fees to privately owned and operated vendors for monitoring their Penal Code (PC) 1000 and Driving Under the Influence (DUI) programs. The supervision of these programs resided with the county as indicated by Vehicle Code Section 1660.7, which states that the supervision and regulation of the first offender program resides with the county.

Fees collected from privately owned and operated DUI programs within the county are deposited into this fund. Funds are then transferred to ADS, as they are needed to meet the costs of ADS staff assigned to this function. These funds can only be used for the cost of monitoring the PC 1000 programs and DUI programs.

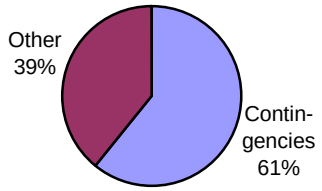
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

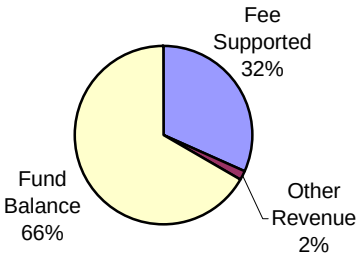
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	130,000	369,272	130,000	332,847
Departmental Revenue	118,749	120,000	102,321	111,254
Fund Balance		249,272		221,593

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Behavioral Health
FUND: Driving Under the Influence Programs

BUDGET UNIT: SDC MLH
FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	202,847	202,847
Total Appropriation	-	-	-	-	-	-	202,847	202,847
Oper Transfers Out	130,000	369,272	-	-	-	369,272	(239,272)	130,000
Total Requirements	130,000	369,272	-	-	-	369,272	(36,425)	332,847
Departmental Revenue								
Use Of Money & Prop	5,400	-	-	-	-	-	5,400	5,400
Current Services	96,921	120,000	-	-	-	120,000	(14,146)	105,854
Total Revenue	102,321	120,000	-	-	-	120,000	(8,746)	111,254
Fund Balance		249,272	-	-	-	249,272	(27,679)	221,593

SCHEDULE C

DEPARTMENT: Behavioral Health
FUND: Driving Under the Influence Programs
BUDGET UNIT: SDC MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase in Contingencies	-	202,847	-	202,847
	Contigencies represent unbudgeted available fund balance for Alcohol and Drug prevention programs.				
2.	Decrease in Operating Transfers Out	-	(239,272)	-	(239,272)
	The reduction in operating transfers out is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.				
3.	Decrease Fee Revenue/Interest Revenue	-	-	(14,146)	14,146
	Decrease based on current year projected revenue.				
4.	Interest revenue	-	-	5,400	(5,400)
	Interest revenue is now budgeted.				
	Total	-	(36,425)	(8,746)	(27,679)

SCHEDULE E

DEPARTMENT: Behavioral Health
FUND: Driving Under the Influence Programs
BUDGET UNIT: SDC MLH

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Driving Under the Influence and PC 1000 Program Monitoring	-	-	-	-
Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of state regualtions and Health and Safety Code 11837.8 (a), private providers reimburse DBH $10.00 per person for monitoring their DUI and PC 1000 programs. No impact, this action synchronizes the County's Fee Ordinance with the State regulations and DBH processes already in place to collect and use these fees. Annual revenues generated by these fees are $105,854.				
Total	-	-	-	-

The fees collected are deposited into this Special Revenue fund and monies are then transferred to the operating unit of Alcohol and Drug based on the costs to monitoring these programs. DBH is now trying to incorporate these fees into the county's fee ordinance. Approval of these fees will not generate additional revenue as all of these fees have been in place since 1990. The department is bringing these fees for approval at this time because monies collected were previously deposited into a trust fund. However, due to GASB 34, this trust was reviewed and converted into a special revenue fund. In the course of this review, it was determined that the fees needed to be incorporated into the county's fee ordinance.

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : Driving Under the Influence Programs
BUDGET UNIT: SDC MLH
PROGRAM: PC 1000 and DUI fees

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 130,000	Revised Appropriations	$ 130,000	$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	105,854	Fee Revenue for listed fees	105,854	-
Fee Revenue for fees not listed	-	Fee Revenue for fees not listed	-	-
Non Fee Revenue	5,400	Non Fee Revenue	5,400	-
Fund Balance	18,746	Fund Balance	18,746	-
Budgeted Sources	$ 130,000	Revised Sources	$ 130,000	$ -

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The department of Behavioral Health (DBH) has been charging these fees in accordance with Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a),, which requires private providers to reimburse DBH for monitoring their Penal Code 1000 programs and Driving Under the Influence (DUI) programs. the fees collected are deposited into a Special Revenue fund and monies are then transferred to the operating unit of Alcohol and Drug based on the costs to monitoring these programs. DBH is now trying to incorporate these fees into the county's fee ordinance. Approval of these fees will not generate additional revenue as all of these fees have been in place since 1990. The department is bringing these fees for approval at this time because monies collected were previously deposited into a trust fund. However, due to GASB 34, this trust was reviewed and converted into a special revenue fund. In the course of this review, it was determined that the fees needed to be incorporated into the county's fee ordinance.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Behavioral Health
FUND NAME : Driving Under the Influence Programs
PROGRAM: PC 1000 and DUI fees

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023B Behavioral Health, Driving Under the Influence	DUI Monitioring Fee, PC 1000 programs	$ -	-	$ -	$ 10.00	1,161	$ 11,610	$ 10.00	1,161	$ 11,610	$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a),, private providers reimburse DBH for monitoring their PC 1000 programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitioring Fee, First Offender programs	$ -	-	$ -	$ 10.00	5,553	$ 55,530	$ 10.00	5,553	$ 55,530	$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a), private providers will reimburse DBH for monitoring their first offender DUI programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitioring Fee, Wet and Wreckless programs	$ -	-	$ -	$ 10.00	356	$ 3,560	$ 10.00	356	$ 3,560	$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a), private providers reimburse DBH for monitoring their "Wet & Reckless" DUI programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitioring Fee, First Offender Extension programs	$ -	-	$ -	$ 18.00	336	$ 6,048	$ 18.00	336	$ 6,048	$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a),, private providers reimburse DBH for monitoring their extended first offender DUI programs.
16.023B Behavioral Health, Driving Under the Influence	DUI Monitioring Fee, Multiple Offender programs	$ -	-	$ -	$ 18.00	1,617	$ 29,106	$ 18.00	1,617	$ 29,106	$ -	Per Title 9, Division 4, Chapter 3, Subchapter 4, 9878 (m) of the State regulations & Health and Safety Code 11837.8 (a),, private providers reimburse DBH for monitoring their multiple offender DUI programs.

State Block Grants Carryover Program

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS).

ADS utilizes the Special Revenue fund SDH to hold money received from the State Department of Alcohol and Drug Programs (ADP) under a multi-year cost reimbursement contract that allows the county to retain unused Substance Abuse Prevention and Treatment (SAPT) funds for use in the next fiscal years. These funds are to be spent on alcohol abuse prevention, education, and treatment in schools and the community as described in the annual update to the contract between county and the state. Funds are then transferred to ADS based on the needs of the program.

There is no staffing associated with this budget unit.

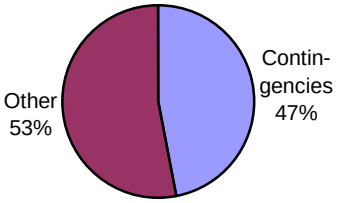
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	3,767,930	2,277,501	3,783,547
Departmental Revenue	2,263,064	1,500,000	2,268,118	1,525,000
Fund Balance		2,267,930		2,258,547

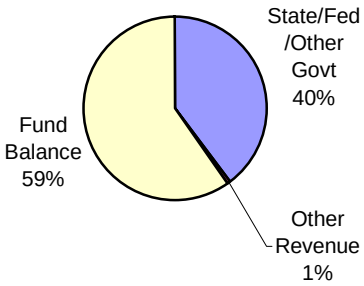
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

The 2004-05 proposed revenue is less than the 2003-04 estimates. The estimate reflects a one time unanticipated salary savings in the department of Alcohol and Drug. These costs savings resulted in an increase in carryover funds.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Behavioral Health
FUND: State Block Grants Carryover Program

BUDGET UNIT: SDH MLH
FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	1,781,025	1,781,025
Total Appropriation	-	-	-	-	-	-	1,781,025	1,781,025
Oper Transfers Out	2,277,501	3,767,930	-	-	-	3,767,930	(1,765,408)	2,002,522
Total Requirements	2,277,501	3,767,930	-	-	-	3,767,930	15,617	3,783,547
Departmental Revenue								
Use Of Money & Prop	25,000	-	-	-	-	-	25,000	25,000
State, Fed or Gov't Aid	2,243,118	1,500,000	-	-	-	1,500,000	-	1,500,000
Total Revenue	2,268,118	1,500,000	-	-	-	1,500,000	25,000	1,525,000
Fund Balance		2,267,930	-	-	-	2,267,930	(9,383)	2,258,547

SCHEDULE C

DEPARTMENT: Behavioral Health
FUND: State Block Grants Carryover Program
BUDGET UNIT: SDH MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	1,781,025	-	1,781,025
	Contingencies represent unbudgeted available fund balance for the state carryover funds.				
2.	Operating Transfers Out	-	(1,765,408)	-	(1,765,408)
	The fund holds unspent funds received from the State Department of Alcohol and Drug Programs under a multi-year substance abuse prevention and treatment contract. The decreased is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.				
3.	Interest Revenue	-	-	25,000	(25,000)
	Interest revenue is now budgeted.				
	Total	-	15,617	25,000	(9,383)

Court Alcohol and Drug Program

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS). The revenue transferred to ADS funds alcohol abuse prevention, education, and treatment in schools and the community.

The special revenue fund consists of three revenue sources:

- The first source is referred as Statham funds, which are fines collected from individuals convicted of Driving Under the Influence (DUI) offenses.
- The second source is fines imposed by Senate Bill 921 on September 23, 1986. The bill requires every person convicted of an offense involving controlled substance to pay a drug program fee in amount not to exceed $100 for each separate offense. The money collected is to be used for drug abuse programs in the schools and the community.
- The third source is fines imposed by Senate Bill 920 on September 24, 1996. The bill requires persons convicted of specific alcohol related offenses to pay an additional alcohol abuse education and prevention penalty assessment in an amount not to exceed $50. The money collected is to be used exclusively for alcohol abuse and prevention services.

All revenue is collected by the Courts and Central Collections and then transferred into this fund for later distribution to ADS.

There is no staffing associated with this budget unit.

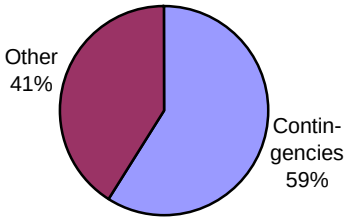
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	650,000	1,295,666	650,000	972,682
Departmental Revenue	431,110	440,000	347,016	420,000
Fund Balance		855,666		552,682

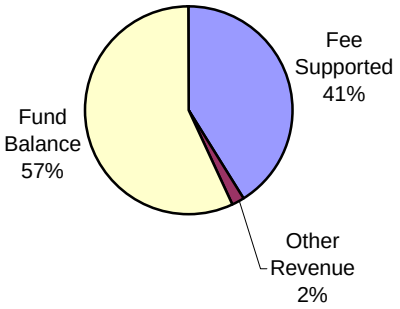
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

The 2004-05 proposed budget reflects a decrease of $250,000 in operating transfers out. This decrease will bring ongoing expenditures in line with ongoing revenues.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Behavioral Health
FUND: Court Alcohol and Drug Program

BUDGET UNIT: SDI MLH
FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	572,682	572,682
Total Appropriation	-	-	-	-	-	-	572,682	572,682
Oper Transfers Out	650,000	1,295,666	-	-	-	1,295,666	(895,666)	400,000
Total Requirements	650,000	1,295,666	-	-	-	1,295,666	(322,984)	972,682
Departmental Revenue								
Fines and Forfeitures	327,016	440,000	-	-	-	440,000	(40,000)	400,000
Use Of Money & Prop	20,000	-	-	-	-	-	20,000	20,000
Total Revenue	347,016	440,000	-	-	-	440,000	(20,000)	420,000
Fund Balance		855,666	-	-	-	855,666	(302,984)	552,682

SCHEDULE C

DEPARTMENT: Behavioral Health
FUND: Court Alcohol and Drug Program
BUDGET UNIT: SDI MLH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

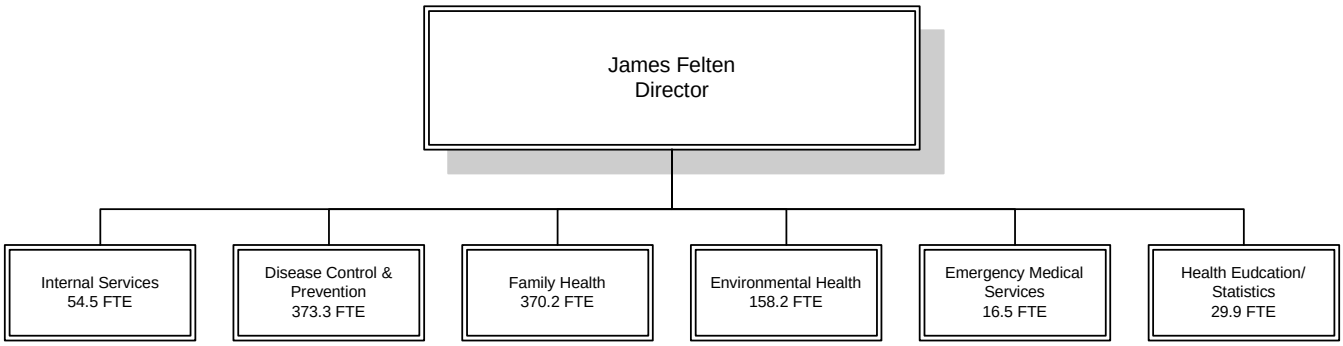
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase in Contingencies	-	572,682	-	572,682
	Contingencies represent unbudgeted available fund balance for Alcohol and Drug prevention programs.				
2.	Decrease in Operating Transfers Out	-	(250,000)	-	(250,000)
	Reduce operating transfers out to bring ongoing expenditures in line with ongoing revenues.				
3.	Decrease in Operating Transfers Out related to increase in Contingencies	-	(645,666)	-	(645,666)
	The decreased is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.				
4.	Fines and Forfetuires	-	-	(40,000)	40,000
	Fines revenue was reduced as actual collections were lower than budgeted.				
5.	Interest revenue	-	-	20,000	(20,000)
	Interest revenue is now budgeted.				
	Total	-	(322,984)	(20,000)	(302,984)

PUBLIC HEALTH
James Felten

MISSION STATEMENT

To satisfy our customers by providing community and preventive health services that promote and improve the health, safety, well being, and quality of life of San Bernardino County residents and visitors.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Public Health	75,553,056	74,900,946	652,110		854.0
California Children's Services	12,713,007	11,174,966	1,538,041		149.6
Indigent Ambulance	472,501	-	472,501		-
Cajon Dump Site Clean up	-	-		-	-
Bio-terrorism Preparedness	4,027,235	2,451,340		1,575,895	-
Vital Statistics State Fees	463,657	151,300		312,357	-
Ambulance Perform. Based Fines	40,000	40,000		-	-
Vector Control Assessments	2,995,179	1,700,000		1,295,179	-
TOTAL	96,264,635	90,418,552	2,662,652	3,183,431	1,003.6

Public Health

DESCRIPTION OF MAJOR SERVICES

The Department of Public Health provides a wide range of services to prevent diseases and improve the health, safety and quality of life for residents and visitors of San Bernardino County. The Department operates over thirty different programs, many of which are mandated by the State Health and Safety Code. Funding comes from State and Federal grants, local fees, charges for services, tax revenue, and a small amount of County general fund for Animal Care & Control related expenses. Some of the key service delivery functions are described below.

Communicable and Chronic Disease Control and Prevention

Disease control services relate to the surveillance and prevention of illness and disease. Clinical programs providing prevention, education, diagnosis, and treatment of health issues of particular public importance include infection disease programs, such as tuberculosis and HIV/AIDS, and a comprehensive reproductive health program. Other disease control functions include management of the countywide immunization tracking system, provision of vital public health immunizations, and monitoring of disease patterns and occurrence.

Several programs aim to prevent or reduce the significant burden that chronic disease and cancer have on the County. Tobacco use prevention and education is an important piece of this effort, as is a program working to promote healthy lifestyles through exercise and healthy eating. Traditional screening for selected gender-specific cancers is also provided through collaborative efforts with community and health care partners. The department has optimized such activities by joining other members of the Community Health Coalition to develop strategies for combating the serious impact of coronary heart disease, the leading cause of death in San Bernardino County. The County has the highest age-adjusted death rate due to coronary heart disease of all counties in California.

Bio-terrorism Response and Emergency Medical Services

As a result of a federal initiative, the Department has developed a Comprehensive Bio-terrorism Preparedness and Response Plan. It details strategies for working with multiple partners to improve response capabilities in the event of a bio-terrorism incident or other public health emergency. One vital program that enhances the County's capacity to respond quickly to emergencies is the public health laboratory. Its Level B designation enables rapid, sophisticated testing to investigate any possible terror-related causes of illness. That responsibility covers not only San Bernardino, but two neighboring counties as well.

The effort to vaccinate public health and healthcare workers against smallpox highlights how the Department collaborates internally and externally. Epidemiologists, nurses, and health educators have worked together to develop and conduct presentations for emergency responder agencies, hospitals, and community groups. Hundreds of potential vaccines have been educated about smallpox disease and the vaccine. San Bernardino County had a high rate of vaccination compared to other California counties. The vaccine has successfully been administered to many public health employees and hospital staff. The campaign strengthened relationships with vital County and community partners, and further prepares the County to respond if a smallpox event occurs.

Maternal and Child Health

Services focus on the prevention of disease or disability to maximize the potential of an individual or family unit and promote healthy outcomes in high-risk populations. Staff is dedicated to a philosophy of excellence in providing comprehensive client-centered services that are culturally sensitive and improve the health and well being of children, adolescents, and families in our communities. There is also a commitment to establishing and maintaining collaborative working partnerships with our communities that respect both the clients and employees.

Clinical programs providing diagnosis, treatment and education focus on prenatal care and child health. Starting in 2003-04, the Gateway program was implemented to help assure uninsured children, less than 19 years of age, a medical home for preventive and curative health services. In addition, several programs provide both home and community based services. These programs target families and you at risk for child abuse, family violence, teen pregnancy, truancy, juvenile probation and medical neglect.

Environmental Health Services

The purpose of environmental health services is to prevent, eliminate, or reduce hazards that could adversely affect health, safety, and quality of life through an integrated and comprehensive array of programs.

The Food protection program assures food provided for human consumption is of good quality, safe, free of adulteration, and properly labeled and advertised. Facility plans are reviewed to verify they are constructed according to code and food is stored, prepared, and served under clean, safe and sanitary conditions.

The Recreational Health program ensures all public recreational waters and public swimming pools and spas are free of safety hazards, disease and life-threatening exposures. The Housing program also provides safety by inspecting for code compliance in dwellings such as multi-family units, motels/hotels and bed and breakfasts to promote housing free of environmental health hazards.

The regulatory activities of the Water program protect the safety of the County's drinking water. The Waste program has a similar authority in regulating the proper storage, disposal, and transportation of solid waste.

To prevent the spread of disease by carriers like mosquitoes, flies and rodents, the Vector Control program conducts constant monitoring, surveillance and control activities. The spread of West Nile Virus in birds and mosquitoes throughout much of the United States, now including San Bernardino County, is expected to result in human cases of this disease and to challenge our vector control capabilities throughout the county in 2004 and beyond. The Vector Control staff works closely with the Epidemiology staff to investigate any suspected human West Nile Virus cases to prevent further disease.

The Animal Care and Control program protects the public from rabies through mass vaccination of the County pet dog population, stray animal abatement (through enforcement of the Leash Law), wild life rabies surveillance, quarantine of biting animals, laboratory examination of animals for rabies and public education. In addition, the program investigates animal complaints and provides safe sheltering care, return, adoption or, as a last resort, the humane euthanasia of unwanted animals.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	69,945,977	73,611,885	71,583,661	75,553,056
Total Financing Sources	69,436,828	72,967,163	70,910,389	74,900,946
Local Cost	509,149	644,722	673,272	652,110
Budgeted Staffing		921.3		854.0
Workload Indicators				
Patient Visits	92,853	107,410	100,503	106,966
Immunizations	118,496	162,000	115,000	120,515
Lab Examinations	110,042	102,550	97,000	90,000
Home Visits	20,918	17,380	16,217	18,900
Animal Control Responses	399,174	400,500	361,000	360,500
WIC Vouchers Distributed	758,168	773,000	778,000	792,000
Inspections/Permits	41,106	40,952	40,095	40,269

Year end estimates for 2003-04 reflect reduced expenditures in Salaries & Benefits and Services & Supplies due to the Department ramping down staffing and spending in anticipation of the coming 2004-05 reductions. Throughout the year as vacancies occurred the Department attempted to maintain those vacancies where possible to reduce the impact of possible layoffs or reassignments in the coming year. Commensurate with those declining expenses is reduced State and Federal revenue because Public Health's programs function primarily on cost reimbursement basis. Additionally, the Women Infants and Children (WIC) budgeted revenue was overstated by approximately $900,000 to reflect the State's contract. How we budget the State contract is being changed in the proposed 2004-05 budget to better reflect actual spending authority. Under recognition of Licenses & Permits revenue is offset by higher than budgeted Current Services revenue. This is a result of a reclassification of revenues. This change has been reflected properly in the proposed 2004-05 budget.

Variances in equipment and vehicles are due to purchases funded by a one-time Homeland Security grant approved by the Board during the year.

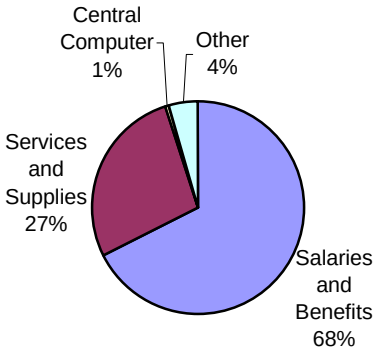
Significant workload indicators variances between estimated and budget for 2003-04 existed in the following areas:

- Immunizations: The 2003-04 estimate is 29% below the budget as this program was severely impacted by the elimination of the Child Health Program, the large flu outbreak in December, the subsequent lack of flu vaccine and the continued trend towards children being immunized by their private physician. It is anticipated that with an improved economy, the need for traveler's immunizations, and an adequate supply of flu vaccine, the numbers should not continue to decline.

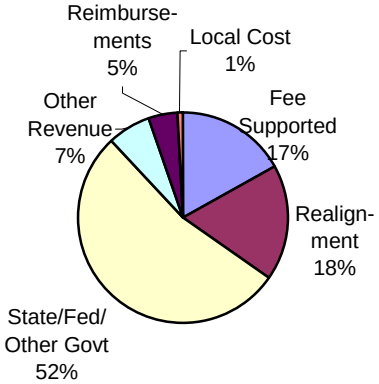
- Lab Examinations: The 2003-04 budget of 102,550 was in error due to including 12,550 specimens from the AIDS program that should have not been included. The corrected amount is 90,000. The estimated lab examinations reflect an increase in surveillance testing for flu, respiratory viruses and other diseases. The department does not anticipate the same high volume of testing in 2004-05.

- Animal Control Responses: The 2003-04 estimate is 10% below the budget due to a shortage of staff. The program will continue to reduce the staffing level for 2004-05 due to the increase in salary costs and the 9% reduction in local cost.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: General

BUDGET UNIT: AAA PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	51,362,673	52,439,136	3,746,369	1,276,858	(64,581)	57,397,782	(3,996,060)	53,401,722
Services and Supplies	20,372,843	22,062,883	1,358,611	1,166,646	-	24,588,140	(2,840,353)	21,747,787
Central Computer	430,079	430,079	113,008	-	-	543,087	-	543,087
Equipment	196,885	85,000	-	-	-	85,000	45,000	130,000
Vehicles	305,807	-	-	-	-	-	-	-
Transfers	2,731,421	3,074,773	1,976	-	-	3,076,749	242,331	3,319,080
Total Exp Authority	75,399,708	78,091,871	5,219,964	2,443,504	(64,581)	85,690,758	(6,549,082)	79,141,676
Reimbursements	(3,816,047)	(4,479,986)	-	-	-	(4,479,986)	891,366	(3,588,620)
Total Appropriation	71,583,661	73,611,885	5,219,964	2,443,504	(64,581)	81,210,772	(5,657,716)	75,553,056
Departmental Revenue								
Taxes	122,000	122,000	-	-	-	122,000	-	122,000
Licenses and Permits	6,052,850	6,983,003	-	-	-	6,983,003	(1,027,153)	5,955,850
Fines and Forfeitures	250,000	250,000	-	-	-	250,000	12,000	262,000
Realignment	13,888,689	13,908,689	-	-	-	13,908,689	170,163	14,078,852
State, Fed or Gov't Aid	39,636,110	41,464,942	5,176,545	2,001,954	-	48,643,441	(6,379,191)	42,264,250
Current Services	7,251,548	6,427,214	-	12,500	-	6,439,714	731,344	7,171,058
Other Revenue	86,441	103,690	-	400,500	-	504,190	(18,014)	486,176
Total Revenue	67,287,638	69,259,538	5,176,545	2,414,954	-	76,851,037	(6,510,851)	70,340,186
Operating Transfers In	3,622,751	3,707,625	-	-	-	3,707,625	853,135	4,560,760
Total Financing Sources	70,910,389	72,967,163	5,176,545	2,414,954	-	80,558,662	(5,657,716)	74,900,946
Local Cost	673,272	644,722	43,419	28,550	(64,581)	652,110	-	652,110
Budgeted Staffing		921.3	2.0	14.0	(1.3)	936.0	(82.0)	854.0

Budget Highlights

Salary and Benefit costs as well as charges from internal service funds continue to increase at a faster pace than revenues. This has resulted in the need for the department to make significant cuts to staffing to stay within budget.

Overall, budgeted staffing is reduced by 67.3 positions. Within base year and mid-year adjustments, budgeted staffing is increased by 16.0 positions. Within the state budget cuts, budgeted staffing is decreased by 1.3 Animal Control Officer, which will result in less routine field responses and longer response time for emergencies. Within the Public Health Department, all county general fund dollars go toward the animal control program; as a result all impacts resulting from the 9% budget reduction occurred in that program.

Staffing is then reduced by a net 82.0 positions or 8.90%. This is primarily the result of two factors: reduced revenue/reimbursements and significantly increased staffing expense and services and supplies due to retirement, MOU increases, and risk management liabilities, in particularly Malpractice insurance. The majority of these positions are currently vacant due to attrition and due to efforts to hold vacancies to reduce possible layoffs in the upcoming year. In conjunction with these budgeted staffing cuts, the department is developing a layoff plan. Only minimal number of the 82.0 reduction in budgeted staffing affects filled positions. The department is reassigning staff within programs and it is working with Human Resources to transfer staff from un-funded positions to other positions in the county. These reassignments and transfers will minimize the need for layoffs. Included in the net decrease of 82.0 positions, the department is also requesting 10.0 positions in five programs and one reclassification.

The department recommends a reduction of services and supplies in an attempt to maintain staff for service delivery and in an effort to accommodate the increased costs that resulted from Base and Mid-year adjustments. Amounts budgeted for transfers have increased slightly as a result of increased lease expenses, administrative support, and EHAP expenses.

Reimbursements received from other county departments have decreased by $891,366 as a result of reduced or eliminated MOUs for service, primarily with Human Services System (HSS) departments. The programs affected are: Helping Other Parents Effectively (HOPE), Repeat Offenders Prevention Program (ROPP), Children's Systems Of Care (CSOC), Multi-purpose Senior Services Program (MSSP), Early Learning Opportunities, and Drug Endangered Children.

Budget to budget, revenues are increasing from $72,967,163 to $74,900,946 for a net increase of $1,933,783. Forty-four percent or 853,135 is due to increased Operating Transfers-In to be used for expenditures related to Bio-terrorism, vital statistics, and vector control programs. The difference of approximately $1.1 million is comprised of several increases and reductions within the Public Health grant funded programs. However, the increased revenue can be mainly attributed to the mid-year revenue increase for the Child Health programs.

DEPARTMENT: Public Health
FUND: General
BUDGET UNIT: AAA PHL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**921.3**	**73,611,885**	**72,967,163**	**644,722**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	3,617,119	3,580,948	36,171
Internal Service Fund Adjustments	-	724,789	717,541	7,248
Prop 172	-	-	-	-
Other Required Adjustments	2.0	878,056	878,056	-
Subtotal	**2.0**	**5,219,964**	**5,176,545**	**43,419**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	28,550	-	28,550
Mid-Year Board Items	14.0	2,414,954	2,414,954	-
Subtotal	**14.0**	**2,443,504**	**2,414,954**	**28,550**
Impacts Due to State Budget Cuts	**(1.3)**	**(64,581)**	**-**	**(64,581)**
TOTAL BASE BUDGET	**936.0**	**81,210,772**	**80,558,662**	**652,110**
Department Recommended Funded Adjustments	**(82.0)**	**(5,657,716)**	**(5,657,716)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**854.0**	**75,553,056**	**74,900,946**	**652,110**

SCHEDULE B

DEPARTMENT: Public Health
FUND: General
BUDGET UNIT: AAA PHL

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
General Fund Budget Reduction	(1.3)	(64,581)	-	(64,581)
All of Public Health's General Fund financing is used for Animal Control activities, as such this entire amount is a direct reduction to that program. The reduction will unfund 1.3 Animal Control Officers, resulting in less routine field responses and longer response times for emergencies. This number is reflected in lower budgeted productivity numbers. The department is requesting restoration of these positions through fee increases.				
Total	(1.3)	(64,581)	-	(64,581)

SCHEDULE C

DEPARTMENT: Public Health
FUND: General
BUDGET UNIT: AAA PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Staffing Changes	(82.0)	(3,996,060)	-	(3,996,060)

Salary and Benefit costs as well as charges from internal service funds continue to increase at a faster pace than revenues. This has resulted in the need for the department to make significant cuts to staffing to stay within budget.
Major programmatic staffing changes include the following reductions:
- Minor reductions among various programs - (5.1)
- Animal Control - (17.3), 3.7 of out the 17.3 will be restored if fee increases are approved.
- Environmental Health - (2.8) - which will be restored if fee increases are approved.
- Nutrition/Women, Infants and Children (WIC) - (15.9),
- Family Support Services - (14.4),
- AIDS/Title I - (13.1),
- Maternal Health - (9.3),
- Reproductive Health - (9.2)
- Epidemiology/TB - (4.9)

The department is also requesting the following additions :
Internal Services:
- 3 Automated Systems Analysts - due to new major systems being implemented such as Meditech.
- 1 Fiscal Clerk III - to be in charge of the billing department currently composed of Fiscal Clerk IIs.

Disease Control and Prevention:
- 1 Fiscal Clerk III for AIDS/Title I to track and pay its contracts. The position is grant funded.
- 1 Health Education Assistant for Reproductive Health that will be funded by grants.
- 0.5 Supervising Public Health Nutritionist for WIC and will be funded by grants.
- 1.5 Dental Hygienist - These part-time positions will be funded by a grant and Medi-Cal revenues.
- 1 Microbiologist II - To cover estimated workload for the upcoming year. Funded by payments from other programs.

Environmental Health:
- 1 Vector Control Technician II for increased volume due to the program responding to a full year of West Nile Virus.

The reclassification of a Supervising Environmental Health Specialist to a Supervising Public Health Nurse.
This position will run the Lead's abatement activities. It will result in a small cost savings due to the lower level of the classification.

2.	Services and Supplies		(2,840,353)	-	(2,840,353)

As with Staffing above, services and supplies is an area that has been cut significantly to remain within budget. The program reductions are as follows:
- WIC ($810,994) (WIC also represents a budget methodology change, see revenue below for explanation),
- Title I & AIDS/HIV ($580,532) due to a decreased in Federal revenue,
- Child Health ($543,070)
- Reproductive Health ($209,750),
- Animal Control ($143,753),
- Immunizations ($119,938),
- Family Support Services ($89,120),
- Perinatal ($84,009),
- Tuberculosis ($61,497)
- and other various program changes netting to ($197,690).

3.	Equipment		45,000	-	45,000

Budgeted Equipment purchases are increasing by $45,000 to $130,000 total. Of that, grant funded purchases of $75,000 include:
- Bio-terrorism - $35k for a server and a copier;
- Immunizations - $20k for a server;
- Child Health - $20k for a XRF machine.

The remaining realignment funded purchases of $55,000 are to replace existing equipment including:
- Automated Systems - $40k for two servers for department-wide use;
- Maternal Health $15k for a Medical card embossing machine.

4.	Transfers		242,331	-	242,331

Increases in transfers are representative of increased lease costs. Public Health is primarily located in leased facilities, most of which have automatic increases built in based on CPI or a previously agreed upon schedule. The department is also moving into new facilities in Redlands, where the clinic is moving out of County owned space and into a new leased facility, and Carousel Mall where our Child Health and CCS programs are relocating.

SCHEDULE C

DEPARTMENT: Public Health
FUND: General
BUDGET UNIT: AAA PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
5.	Reimbursements		891,366	-	891,366
	Reimbursements declined $891,366 as a result of eliminated MOUs with other departments. - The Aging program lost $168,240 due to the elimination of Senior Services Programs with the Office on Aging. - The Family Support Services program lost $717,700 to fund family violence education/training for at risk families including MOUs with Probation, Children's Network, Children's Services, and Behavioral Health. - There are other minor changes in various programs netting to a revenue lost of $5,426.				
6.	Licenses and Permits		-	(1,027,153)	1,027,153
	The change in Licenses and Permits (L&P) revenues is primarily the result of a reclassification of $774,405 environmental health revenues from L&P to Current Services. Other changes include: - an increase of $83,736 in estimated waste permit revenue, - a decrease of ($333,974) in animal license revenue, - and other minor changes netting to a reduction of ($2,510). The department is studying the animal license problem and is working on efforts to increase compliance with licensing laws.				
7.	Fines and Forfeitures Revenues	-	-	12,000	(12,000)
	Fines and Forfeitures revenue is expected to increase slightly as a result of observed increases in court fine revenues generated under the Maddy Act. The department's Emergency Medical Services program receives a distribution of the funds collected under the Act and revenues have increased. These funds are deposited to a trust fund and then brought in to help fund the department's EMS program.				
8.	Deletion of Cost to Maintain Current Program Services Assumption		-	(5,176,545)	5,176,545
	In the Cost to Maintain Current Program Services column, it is assumed that MOU expenses and Risk Management liabilities increases are expected to be funded by revenue increases. This entry backs out that assumption and is replaced by the detail listed below of what actually is happening.				
9.	Realignment		-	170,163	(170,163)
	Additional realignment to fund: HSS automated systems staff time for Meditech systems implementation for $118,663; perinatal substance abuse prevention $92,300; and a decrease in temporary backfill for state SB 90 revenues associated with the elimination of the SIDS mandate ($40,800).				
10.	State/Federal Revenues	-	-	(1,202,646)	1,202,646
	In total this revenue category was fairly stable year over year, but, there were major programmatic changes. The following programs had a reduction in funding: - Abstinence Education - ($800,000), - Title I HIV/AIDS - ($590,595), - and other miscellaneous reductions in various programs - ($110,567). This revenue lost was partially offset by funding increases in the following programs: - Child Health programs - $455,199, - Title II HIV/AIDS funds for primary care - $82,294, - Reproductive Health Education and Teensmart programs - $175,000, and - Reproductive Health/Sexually Transmitted Disease FPACT funds - $731,500. Additionally, a reduction of $1,145,477 in the WIC program is the result of a change in budgeting methodology. In an effort to reduce contract amendments the State WIC contracts are for a higher amount than the County actually has the authority to spend. Subsequent increases in ability to spend are noticed via a letter instead of an amendment. The department is changing how this is budgeted to reflect only the amount available for expenditure and will return to the Board for authority to spend any additionally noticed funds.				
11.	Current Services Revenues	-	-	731,344	(731,344)
	Current Services is increasing primarily as a result of a reclassification of $774,405 of environmental health revenues from Licenses and Permits to Current Services. Additionally, the City of Grand Terrace has cancelled its contract with Animal Control resulting in a revenue loss of ($48,205). Other minor miscellaneous changes net to an increase of $5,144.				
12.	Other Revenues	-	-	(18,014)	18,014
	Changes include a decrease in estimated revenues related to manual sales in EMS of ($11,380) and miscellaneous other minor changes netting to a decrease of ($6,634).				
13.	Operating Transfers In		-	853,135	(853,135)
	Budgeted Operating Transfers in are increasing in four areas. Bio-Terrorism has additional available funds of $601,016 to conduct response planning, training, and systems development/security. Additional Vector Assessments of $240,525 are being brought in to fund increased costs in that program. Finally, Vital Statistics is increasing the draw from its automation fund in the amount of $11,594 to implement an imaging project.				
	Total	(82.0)	(5,657,716)	(5,657,716)	-

SCHEDULE E

DEPARTMENT: Public Health
FUND: General
BUDGET UNIT: AAA PHL

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Environmental Health	2.8	322,481	322,481	-
Environmental Health is requesting 20 fee increases in four areas: 5 Public Eating Places; 5 Food Handling Places/Mini-Markets; 3 Swimming/Spa/Bathing locations; and 7 Food Handling/Warehouse. Non-approval of fees will result in fewer inspections of these facilities, which would increase the environmental health risk to the public. Additionally, there is some technical clean-up in a number of codes sections that does not result in any change to fees. Environmental Health is entirely fee supported. As a result of significantly increased payroll costs and minor inflationary costs, EHS is seeking an increase in fees.				
Animal Control	5.0	255,388	255,388	-
Animal Control is proposing 26 fee increases (13 for sheltering, 2 licensing, 10 field services and 1 miscellaneous); 2 new fees (1 in licensing and 1 field services); 1 fee elimination; and 1 refund of fees. Animal Control is significantly fee supported. As a result of increasing costs, Animal Control is proposing layoffs that would be mitigated by these fee increases. Non-approval of these increases would require elimination of positions resulting in worse response times and a reduction in the number of calls to which the staff can respond.				
Total	7.8	577,869	577,869	-

The Department is proposing fee increases/new fees in three areas of service: Environmental Health, Animal Control, and Child Health. Department fee increases for Environmental Health and Animal Control programs are in direct response to increased staffing costs associated with MOU increases, rising retirement costs, and workers compensation increases associated with providing service in fee supported programs.

- Environmental Health is entirely fee supported and fees increases requested are to offset rising costs within the programs.

  The Environmental Health fees will allow for the restoration of 2.0 Environmental Health Specialist I positions and 2.0 Public Service Employees (PSE) that would otherwise remain unfunded in the absence of the increases. The PSE positions provide specialized seasonal support for water quality. Approval of these fees will allow Environmental Health to maintain the current level of inspections and avoid increasing the risk of reduced compliance with food handling and water safety laws.

- Animal Control is significantly funded by fees and is proposing fee increases to generate revenue to offset rising costs, as well as to change current fee structures to create cost efficiencies by creating fee structures that reward multiple year purchases of licenses (which reduces administrative cost) and creating a graduated cost structure for the multiple apprehensions of the same animal.

  Without the proposed fee increases, Animal Control will be laying off 5 staff resulting in increased response times, less ability to respond to calls, and closure of the Devore shelter for 2 days a week – it is currently a 7 day a week operation. Approval of these fees will avoid the layoffs and allow for the shelter to remain a 7-day a week operation.

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
BUDGET UNIT: AAA PHL
PROGRAM: Environmental Health

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 4,958,620	Revised Appropriations	$ 5,281,101	$ 322,481

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	3,225,206	Fee Revenue for listed fees	3,547,687	322,481
Fee Revenue for fees not listed	1,634,794	Fee Revenue for fees not listed	1,634,794	-
Non Fee Revenue	98,620	Non Fee Revenue	98,620	-
Local Cost	-	Local Cost	-	-
Budgeted Sources	$ 4,958,620	Revised Sources	$ 5,281,101	$ 322,481

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	313,044
Increased Inflationary Costs	9,437
Other	-
Total	$ 322,481

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

Fee increase requested is to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public Service Employee positions will be deleted. The required inspections will not be completed, which would increase the environmental health risk to the public and service delivery will be delayed.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b)(1)(A)	Public Eating Place (0 - 24 seats)	$ 273.00	1,563	$ 426,699	$ 300.00	1,563	$ 468,900	$ 27.00	-	$ 42,201	$ 166,154	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(B)	Public Eating Place (25 - 59 seats)	$ 395.00	1,022	$ 403,690	$ 435.00	1,022	$ 444,570	$ 40.00	-	$ 40,880	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(C)	Public Eating Place (60 - 99 seats)	$ 510.00	755	$ 385,050	$ 561.00	755	$ 423,555	$ 51.00	-	$ 38,505	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(D)	Public Eating Place (100 - 149 seats)	$ 629.00	300	$ 188,700	$ 692.00	300	$ 207,600	$ 63.00	-	$ 18,900	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(1)(E)	Public Eating Place (150 - up seats)	$ 685.00	372	$ 254,820	$ 754.00	372	$ 280,488	$ 69.00	-	$ 25,668	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b) (3)(A)(I)	Food Handling Place / Mini Market (0 - 499 sf)	$ 347.00	9	$ 3,123	$ 382.00	9	$ 3,438	$ 35.00	-	$ 315	$ 19,894	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b)(3)(A)(II)	Food Handling Place / Mini Market (500 - 1,499 sf)	$ 480.00	63	$ 30,240	$ 528.00	63	$ 33,264	$ 48.00	-	$ 3,024	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(3)(A)(III)	Food Handling Place / Mini Market (1,500 - 2,499 sf)	$ 613.00	119	$ 72,947	$ 674.00	119	$ 80,206	$ 61.00	-	$ 7,259	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(3)(A)(IV)	Food Handling Place / Mini Market (2,500 - 3,499 sf)	$ 807.00	102	$ 82,314	$ 888.00	102	$ 90,576	$ 81.00	-	$ 8,262	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(3)(A)(V)	Food Handling Place / Mini Market (3,500 - up sf)	$ 941.00	11	$ 10,351	$ 1,035.00	11	$ 11,385	$ 94.00	-	$ 1,034	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(4)(A)(I)	Food Handling Place / Warehouses (0 - 499 sf)	$ 243.00	305	$ 74,115	$ 267.00	305	$ 81,435	$ 24.00	-	$ 7,320	$ 84,212	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(4)(A)(II)	Food Handling Place / Warehouses (500 - 1,499 sf)	$ 376.00	550	$ 206,800	$ 414.00	550	$ 227,700	$ 38.00	-	$ 20,900	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b)(4)(A)(III)	Food Handling Place / Warehouses (1,500 - 2,499 sf)	$ 509.00	452	$ 230,068	$ 560.00	452	$ 253,120	$ 51.00	-	$ 23,052	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(4)(A)(IV)	Food Handling Place / Warehouses (2,500 - 3,499 sf)	$ 703.00	130	$ 91,390	$ 773.00	130	$ 100,490	$ 70.00	-	$ 9,100	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(4)(A)(V)	Food Handling Place / Warehouses (3,500 - 19,999 sf)	$ 837.00	111	$ 92,907	$ 921.00	111	$ 102,231	$ 84.00	-	$ 9,324	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(4)(A)(VI)	Food Handling Place / Warehouses (20,000 - 39,999 sf)	$ 959.00	74	$ 70,966	$ 1,055.00	74	$ 78,070	$ 96.00	-	$ 7,104	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(4)(A)(VII)	Food Handling Place / Warehouses (40,000 - up sf)	$ 1,091.00	68	$ 74,188	$ 1,200.00	68	$ 81,600	$ 109.00	-	$ 7,412	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(b)(15)(A)	Public Swimming Pool or Spa (housing units)	$ 212.00	2,407	$ 510,284	$ 233.00	2,407	$ 560,831	$ 21.00	-	$ 50,547	$ 52,221	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Environmental Health

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213 (B)(b)(15)(C)	Natural Bathing Place and Swimming Lagoon	$ 267.00	16	$ 4,272	$ 294.00	16	$ 4,704	$ 27.00	-	$ 432	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.
16.0213 (B)(j)(A) and (B)(j)(B)	Solid Waste Facility Permit Applications	$ -	-	$ -	$ -	-	$ -	$ -	-	$ -	$ -	The Department is requesting title changes to meet state guidelines. There are no fees added, deleted, or changed.
16.0213 (B)(b)(15)(B)	Public Swimming Pool or Spa (commercial units)	$ 267.00	46	$ 12,282	$ 294.00	46	$ 13,524	$ 27.00	-	$ 1,242	$ -	Fee increase requested to offset the increase in salary and benefits for fiscal year 2004/2005. If fee increases are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Two Environmental Health Specialist I and two Public service employee positions will be deleted. The required inspections will not be completed and service delivery will be delayed.

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
BUDGET UNIT: AAA PHL
PROGRAM: Animal Care & Control

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 4,024,120	Revised Appropriations	$ 4,279,508	$ 255,388

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	619,640	Fee Revenue for listed fees	875,028	255,388
Fee Revenue for fees not listed	400,360	Fee Revenue for fees not listed	400,360	-
Non Fee Revenue	2,352,010	Non Fee Revenue	2,352,010	-
Local Cost	652,110	Local Cost	652,110	-
Budgeted Sources	$ 4,024,120	Revised Sources	$ 4,279,508	$ 255,388

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	64,581
Increased Employee Related Costs	165,899
Increased Inflationary Costs	24,908
Other	-
Total	$ 255,388

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The proposed ACC budget for FY 04/05 has a layoff plan of five filled positions, including three Animal Control Officers, one Communications Operator, and one Public Information clerk. This leads to the closure of the Devore Shelter (to the public) two days of the week, furthering the overpopulation problem and reducing service to the public. Field service will be dramatically reduced on Sundays (emergency only calls will be handled) for the unincorporated County service areas. The budget also elminates vaccinations for all stray animals impounded into County operated shelters, which will promote the spread of disease amongst the sheltered animals. Lastly, the service hotline for the public will be terminated. With approval of the attached proposed fees, ACC will salvage all five positions thus eliminating the need for layoffs, maintain current service at the Devore shelter, maintain current service in the field (seven days a week of complete service), and administer vaccinations to all animals impounded. The service hotline can not be salvaged without further increases in revenue. The hotline costs $20,000. In addition, Animal control cut supplies and equipment purchases to remain within budget.

The proposed fee increases will not be sufficient to cover $102,665 in Increased Employee Related Costs not reflected above.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(1)(A)(I)	Field Services: Pick-up/handling of dog/cat (During normal hours)	$ 25.00	2,000	$ 50,000	$ 35.00	2,000	$ 70,000	$ 10.00	-	$ 20,000	$ 83,240	Increased fee helps to cover the actual cost of service.
16.0213A (b)(1)(A)(II)	Field Services: Pick-up/handling of dog/cat (After hours 6pm -7am)	$ 50.00	50	$ 2,500	$ 70.00	50	$ 3,500	$ 20.00	-	$ 1,000	$ -	Increased fee helps to cover the actual cost of service. Also covers increased cost of call back and overtime.
16.0213A (b)(1)(B)	Field Services: Pick-up, euthanasia, and disposal of owned animal (Owner Requested)	$ 50.00	228	$ 11,400	$ 70.00	228	$ 15,960	$ 20.00	-	$ 4,560	$ -	Increased fee covers the increased cost of euthanasia solution. Will help to cover the actual cost of service.
16.0213A (b)(1)(C)(I)(i)	Field Services: Apprehension - First violation per altered dog	$ 35.00	461	$ 16,135	$ 40.00	461	$ 18,440	$ 5.00	-	$ 2,305	$ -	Recovers costs of stray animal pick-up by officers in field.
16.0213A (b)(1)(C)(I)(ii)	Field Services: Apprehension - 2nd violation per altered dog	$ 35.00	19	$ 665	$ 80.00	19	$ 1,520	$ 45.00	-	$ 855	$ -	Recovers costs of stray animal pick-up by officers in field and creates incentive for owner to be more responsible.
16.0213A (b)(1)(C)(I)(iii)	Field Services: Apprehension - Third & every subsequent violation per altered dog	$ 35.00	-	$ -	$ 180.00	2	$ 360	$ 145.00	2	$ 360	$ -	Recovers costs of stray animal pick-up by officers in field and creates incentive for owner to be more responsible.
16.0213A (b)(1)(C)(II)(i)	Field Services: Apprehension - First violation per unaltered dog or cat	$ 35.00	1,093	$ 38,255	$ 80.00	1,093	$ 87,440	$ 45.00	-	$ 49,185	$ -	In accordance with California Food & Agriculture 30804.7 and 31751.7, making animal owners responsible for their straying animals and recovers costs of animal pick-up by officers in the field.
16.0213A (b)(1)(C)(II)(ii)	Field Services: Apprehension - 2nd violation per unaltered dog or cat	$ 35.00	11	$ 385	$ 160.00	11	$ 1,760	$ 125.00	-	$ 1,375	$ -	In accordance with California Food & Agriculture 30804.7 and 31751.7, making animal owners responsible for their straying animals and recovers costs of animal pick-up by officers in the field.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(1)(C)(II)(iii)	Field Services: Apprehension - Third & every subsequent violation per unaltered dog or cat	$ 35.00	2	$ 70	$ 210.00	2	$ 420	$ 175.00	-	$ 350	$ -	In accordance with California Food & Agriculture 30804.7 and 31751.7, making animal owners responsible for their straying animals and recovers costs of animal pick-up by officers in the field.
16.0213A (b)(1)(C)(III)	Field Services: After hours (6:00pm 7:00am) Apprehension Fee (Additional) - Per Occurrence	$ -	-	$ -	$ 70.00	75	$ 5,250	$ 70.00	75	$ 5,250	$ -	Increased fee will help cover the actual cost of after hours operations. Also covers increased cost of call back and overtime.
16.0213A (b)(1)(C)(IV)	Field Services: Refund to animal owner if animal is altered within thirty days of redemption	$ -	-	$ -	$ (40.00)	100	$ (4,000)	$ (40.00)	100	$ (4,000)	$ -	Refund is to reward citizens for taking the next step in responsible pet ownership.
16.0213A (b)(1)(D)	Field Services: Trap rentals, per day	$ 1.00	2,000	$ 2,000	$ 2.00	2,000	$ 4,000	$ 1.00	-	$ 2,000	$ -	Increased fee will help cover the cost of replacement traps rented out to citizens.
16.0213A (b)(1)(F)(III)	MISC: Other Reports	$ 5.00	-	$ -	$ -	-	$ -	$ (5.00)	-	$ -	$ -	Category no longer used.
16.0213A (b)(2)(A)(II)(i)	Licensing: Spay/Neutered Monthly Fee (1 - 23 months)	$ 1.00	217,452	$ 217,452	$ 1.25	217,452	$ 271,815	$ 0.25	-	$ 54,363	$ 68,080	Increased fee covers costs of processing, postage, renewal notices, etc. of State mandated dog/rabies licensing.
16.0213A (b)(2)(A)(II)(ii)	Licensing: Spay/Neutered Monthly Fee (24 - 35 months)	$ 1.00	34,344	$ 34,344	$ 1.05	34,344	$ 36,061	$ 0.05	-	$ 1,717	$ -	Increased fee covers costs of processing, postage, renewal notices, etc. of State mandated dog/rabies licensing. Further, offers multiple year purchase incentive.
16.0213A (b)(2)(A)(II)(iii)	Licensing: Spay/Neutered Monthly Fee (36 months or more)	$ 1.00	-	$ -	$ 1.00	-	$ -	$ -	-	$ -	$ -	No Change/Increase to Fee. Offers multiple year purchase incentive.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(2)(A)(VI)	Licensing: Medically Determined License - Monthly	$ -	-	$ -	$ 2.00	6,000	$ 12,000	$ 2.00	6,000	$ 12,000	$ -	New fee will accommodate those citizens who own animals that have been deemed high risk for Spay/Neuter surgery. This fee is higher than the rate for Spayed/Neutered animals.
16.0213A (b)(3)(A)(I)	Shelter: Impound Fee (Initial Impoundment)	$ 24.00	1,598	$ 38,352	$ 40.00	1,598	$ 63,920	$ 16.00	-	$ 25,568	$ 104,068	Initial impoundment fee currently covers the cost of holding an animal four of the first five days after a stray animals is picked up by an Animal Control Officer or a member of the public. The animal is not available for adoption at during this time. The fifth day is being subsidized by ACC.
16.0213A (b)(3)(A)(II)	Shelter: Impound Fee (Daily after Initial Impoundment)	$ 6.00	475	$ 2,850	$ 8.00	475	$ 3,800	$ 2.00	-	$ 950	$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (b)(3)(B)(I)	Shelter: Euthanasia Fee-Dog	$ 25.00	300	$ 7,500	$ 35.00	300	$ 10,500	$ 10.00	-	$ 3,000	$ -	Increased fee covers the increased cost of euthanasia solution. Will also help cover the actual cost of service.
16.0213A (b)(3)(B)(II)	Shelter: Euthanasia Fee-Cat	$ 15.00	100	$ 1,500	$ 25.00	100	$ 2,500	$ 10.00	-	$ 1,000	$ -	Increased fee covers the increased cost of euthanasia solution. Will also help cover the actual cost of service.
16.0213A (b)(3)(D)(I)	Shelter: Owner turned in animals without adoption hold	$ 25.00	2,376	$ 59,400	$ 35.00	2,376	$ 83,160	$ 10.00	-	$ 23,760	$ -	Increased fee covers the increased cost of euthanasia solution in addition to helping cover the actual cost of service.
16.0213A (b)(3)(D)(II)	Shelter: Owner turned in animals with adoption hold	$ 40.00	612	$ 24,480	$ 50.00	612	$ 30,600	$ 10.00	-	$ 6,120	$ -	Increased fee helps to cover the increased cost of food and care and the actual cost of service.
16.0213A (b)(3)(E)(I)	Shelter: Spay/Neuter Fee for Dogs (Over 4 months of age)	$ 40.00	1,753	$ 70,120	$ 55.00	1,753	$ 96,415	$ 15.00	-	$ 26,295	$ -	DPH currently subsidizes the cost to spay/neuter adopted animals. With the current budget situation, ACC can no longer do so. The increase fee covers the actual cost.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Administrative/Executive
DEPARTMENT NAME: Public Health
FUND NAME : General
PROGRAM: Animal Care & Control

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0213A (b)(3)(E)(II)	Shelter: Spay/Neuter Fee for Cats (Over 4 months of age)	$ 20.00	391	$ 7,820	$ 30.00	391	$ 11,730	$ 10.00	-	$ 3,910	$ -	DPH currently subsidizes the cost to spay/neuter adopted animals. With the current budget situation, ACC can no longer do so. The increase fee covers the actual cost.
16.0213A (b)(3)(F)(III)	Shelter: Adoption Fee (Puppies under 4 months of age)	$ 15.00	1,431	$ 21,465	$ 20.00	1,431	$ 28,620	$ 5.00	-	$ 7,155	$ -	Increased fee helps cover the cost of the service including animal food and care.
16.0213A (b)(3)(F)(IV)	Shelter: Adoption Fee (Kittens under 4 months of age)	$ 10.00	1,129	$ 11,290	$ 15.00	1,129	$ 16,935	$ 5.00	-	$ 5,645	$ -	Increase fee helps cover the cost of the service including animal food and care.
16.0213A (b)(3)(O)(I)	Shelter: Daily Board Charge - Horses, Cattle, Large Animals	$ 7.00	137	$ 959	$ 10.00	137	$ 1,370	$ 3.00	-	$ 411	$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (b)(3)(O)(II)	Shelter: Daily Board Charge - Calves, Sheep, Small Animals	$ 6.00	111	$ 666	$ 8.00	111	$ 888	$ 2.00	-	$ 222	$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (b)(3)(O)(III)	Shelter: Daily Board Charge - Chickens, Other Fowl	$ 1.00	32	$ 32	$ 2.00	32	$ 64	$ 1.00	-	$ 32	$ -	Increased fee covers the actual cost for food and care of an animal per day.
16.0213A (c)(8)(A)	MISC: Rabies Vaccination	$ 4.00	-	$ -	$ 6.00	-	$ -	$ 2.00	-	$ -	$ -	Increase is in accordance with State Law increase. All revenue received belongs to Preventive Veterinary Services.

California Children's Services

DESCRIPTION OF MAJOR SERVICES

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 funding level. In addition to 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 types 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. 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.

    a) Medi-Cal accounts for approximately 85%. Federal and state funds reimburse CCS for 100% of the costs.

    b) Healthy Families accounts for approximately 10%. This federal and state program reimburses CCS for 82.5% of the costs. The remaining 17.5% local share is equally funded by Social Services realignment (8.75%) and general fund support (8.75%).

    c) CCS or Non-Medi-Cal caseload accounts for approximately 5%. Federal and sate 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%).

    d) 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 Social Services realignment and general fund support. Additionally, this program is allowed to bill Medi-Cal for therapy provided to Medi-Cal clients. Approximately 70% of the caseload in the medical therapy component is Medi-Cal eligible.

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.

BUDGET AND WORKLOAD HISTORY

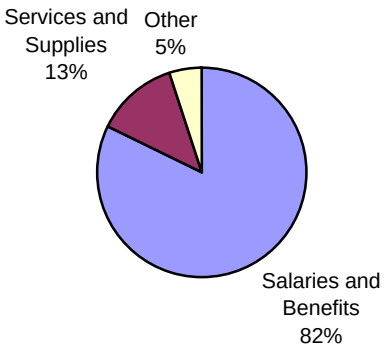
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	8,076,824	10,723,433	9,473,795	12,713,007
Departmental Revenue	6,638,257	9,185,392	7,935,754	11,174,966
Local Cost	1,438,567	1,538,041	1,538,041	1,538,041
Budgeted Staffing		145.0		149.6
Workload Indicators				
Cases Managed	10,091	11,000	11,290	12,137
Therapy Units	29,898	36,050	34,564	36,200
Claims Processed	131,188	133,900	177,110	-

CCS is significantly under budget as a result of having a number of positions unfilled. Due to space limitations, not all of the additional CCS positions have been filled. The new CCS space is projected to be available in June 2004 and CCS will fill its positions at that time.

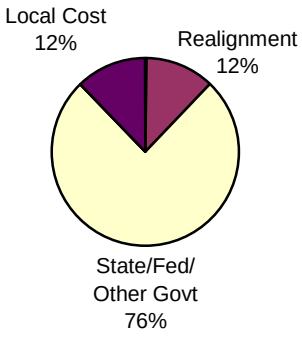
Variance in equipment purchases is due to postponing the purchases of copiers until this upcoming year.

The Claims Processed workload indicator will not be presented anymore since it is no longer a valid representation of CCS workload. The State is beginning to pay some of the claims directly rather than using the County as a pass through. However, this will not result in work reduction for CCS, as it is still responsible for verifying and approving the claims before the State will pay. CCS does not track the number of claims verified. This information was provided by the state but they will no longer track it.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: California Children's Services
FUND: General

BUDGET UNIT: AAA CCS
FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,800,665	9,067,453	646,424	-	-	9,713,877	755,424	10,469,301
Services and Supplies	1,110,300	1,110,300	15,981	-	-	1,126,281	475,045	1,601,326
Equipment	-	18,000	-	-	-	18,000	(8,000)	10,000
Transfers	562,830	527,680	-	-	-	527,680	104,700	632,380
Total Appropriation	9,473,795	10,723,433	662,405	-	-	11,385,838	1,327,169	12,713,007
Departmental Revenue								
Realignment	1,538,041	1,538,041	-	-	-	1,538,041	-	1,538,041
State, Fed or Gov't Aid	6,355,503	7,627,691	662,405	-	-	8,290,096	1,319,169	9,609,265
Current Services	22,200	19,400	-	-	-	19,400	8,000	27,400
Other Revenue	20,010	260	-	-	-	260	-	260
Total Revenue	7,935,754	9,185,392	662,405	-	-	9,847,797	1,327,169	11,174,966
Local Cost	1,538,041	1,538,041	-	-	-	1,538,041	-	1,538,041
Budgeted Staffing		145.0	-	-	-	145.0	4.6	149.6

DEPARTMENT: California Children's Services
FUND: General
BUDGET UNIT: AAA CCS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**145.0**	**10,723,433**	**9,185,392**	**1,538,041**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	646,424	646,424	-
Internal Service Fund Adjustments	-	15,981	15,981	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**662,405**	**662,405**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**145.0**	**11,385,838**	**9,847,797**	**1,538,041**
Department Recommended Funded Adjustments	**4.6**	**1,327,169**	**1,327,169**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**149.6**	**12,713,007**	**11,174,966**	**1,538,041**

SCHEDULE C

DEPARTMENT: California Children's Services
FUND: General
BUDGET UNIT: AAA CCS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increased Budgeted Staffing due to opening of new office	4.6	390,000	-	390,000
	Some positions in the current year were budgeted less than full time because they were expected to be vacant until there was sufficient office space to accommodate them. With the opening of the new office, positions that were budgeted for a partial year in 2003-04 are now being budgeted full time resulting in an increase in staffing of 4.6.				
2.	Salaries and benefits		365,424	-	365,424
	Various salary cost increases include step advances and increased bilingual costs.				
3.	Increase in Professional Services		500,000	-	500,000
	The Healthy Families portion of the CCS program has been increasing. These payments are reimbursements to the State for our portion of Healthy Families costs that the State pays directly to vendors on our behalf.				
4.	Additional Adjustment to Internal Service Funds		72,900	-	72,900
	The following changes were made to services and supplies: Increase in Comnet Charges, Comnet long Distance, Comnet Workstations, and Comnet special services, Presort and packaging, and Vehicle charges. Partially offset by a decrease in Phone company services.				
5.	Other changes in Services and Supplies		(97,855)	-	(97,855)
	Other changes in services and supplies are as follows: Noninventoriable equipment decreased by ($127,000), COWCAP charges increased by $11,584, and minor adjustments accounted for an increase of $17,561.				
6.	Minor reduction in Equipment purchases	-	(8,000)	-	(8,000)
	The department is budgeting 1 copier in equipment this year.				
7.	Increase in Transfers out	-	104,700	-	104,700
	The following changes were made to transfers out: Increased leased costs as a result of relocating the program into a larger space at the Carousel mall ($61,320); increase in automated systems support provided by Public Health ($42,490); and an minor increase in EHAP ($890).				
9.	State Aid		-	1,319,169	(1,319,169)
	Increased in State and Federal revenues to cover additional expenses. These revenues are based on the projected 10.3% increased in cases managed.				
10.	Current Services		-	8,000	(8,000)
	Minor increase in enrollment fees based on current trend.				
	Total	4.6	1,327,169	1,327,169	-

Indigent Ambulance

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	472,501	472,501	472,501	472,501
Local Cost	472,501	472,501	472,501	472,501

GROUP: Administrative/Executive
DEPARTMENT: Indigent Ambulance
FUND: General Fund

BUDGET UNIT: AAA EMC
FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed 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

Cajon Dump Site Clean up

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	112,359	112,259	-
Departmental Revenue	7,760	81,800	81,700	-
Fund Balance		30,559		-

The project is expected to be finalized in the 2003-04 budget year. All fund balance should be distributed per the terms of the legal settlement prior to June 30, 2004. The illegal dumpsite has been cleaned up and re-vegetation will be completed in this fiscal year, bringing this project to an end.

GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: Cajon Dump Site Clean Up

BUDGET UNIT: RPH PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	56,259	112,359	-	-	-	112,359	(112,359)	-
Total Appropriation	56,259	112,359	-	-	-	112,359	(112,359)	-
Oper Transfers Out	56,000	-	-	-	-	-	-	-
Total Requirements	112,259	112,359	-	-	-	112,359	(112,359)	-
Departmental Revenue								
Fines and Forfeitures	6,000	6,800	-	-	-	6,800	(6,800)	-
Use Of Money & Prop	700	-	-	-	-	-	-	-
State, Fed or Gov't Aid	75,000	75,000	-	-	-	75,000	(75,000)	-
Total Revenue	81,700	81,800	-	-	-	81,800	(81,800)	-
Fund Balance		30,559	-	-	-	30,559	(30,559)	-

SCHEDULE C

DEPARTMENT: **Public Health**
FUND: **Cajon Dump Site Clean Up**
BUDGET UNIT: **RPH PHL**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Project Closing	-	(112,359)	(81,800)	(30,559)
	This project is expected to be finalized in the 2003-04 budget year and the department is not requesting a budget for 2004-05. All fund balance should be distributed per the terms of the legal settlement prior to June 30, 2004. The illegal dumpsite has been cleaned up and revegetation will be completed in this fiscal year, bringing this project to an end.				
	Total	-	(112,359)	(81,800)	(30,559)

Bio-Terrorism Preparedness

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

State bio-terrorism funds are received to this budget and transferred out as needed to Public Health to reimburse for actual bio-terrorism preparedness related expenditures. The majority of the expenses are to fund one-time equipment purchases. This is a financing budget unit only; no actual expenditures or activities are conducted via this budget unit.

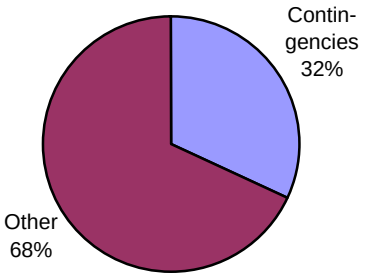
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

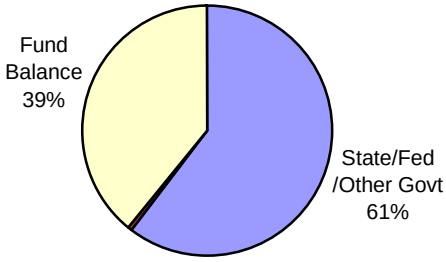
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	275,000	3,725,816	1,278,426	4,027,235
Departmental Revenue	989,839	3,010,977	2,139,482	2,451,340
Fund Balance		714,839		1,575,895

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: Bio-Terrorism Preparedness

BUDGET UNIT: RPL PHL
FUNCTION: Public Health
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	1,281,250	1,281,250
Total Appropriation	-	-	-	-	-	-	1,281,250	1,281,250
Oper Transfers Out	1,278,426	3,725,816	-	-	-	3,725,816	(979,831)	2,745,985
Total Requirements	1,278,426	3,725,816	-	-	-	3,725,816	301,419	4,027,235
Departmental Revenue								
Use Of Money & Prop	17,100	-	-	-	-	-	20,000	20,000
State, Fed or Gov't Aid	2,122,382	3,010,977	-	-	-	3,010,977	(579,637)	2,431,340
Total Revenue	2,139,482	3,010,977	-	-	-	3,010,977	(559,637)	2,451,340
Fund Balance		714,839	-	-	-	714,839	861,056	1,575,895

SCHEDULE C

DEPARTMENT: Public Health
FUND: Bio-Terrorism Preparedness
BUDGET UNIT: RPL PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	1,281,250	-	1,281,250
	Due to a change in budget methodology, available fund balance is now being budgeted as a contingency.				
2.	Operating Transfers Out	-	(979,831)	-	(979,831)
	Much of the expenditures are to fund one-time equipment purchases in Public Health. As these one-time expenses decline, so does the necessary operating transfer out required to fund them.				
3.	Revenue	-	-	(579,637)	579,637
	Bio-Terrorism revenue fluctuates year-to-year as a result of supplemental one-time available funds that may come available.				
4.	Interest revenue	-	-	20,000	(20,000)
	Interest revenue is now budgeted.				
	Total	-	301,419	(559,637)	861,056

Vital Statistics State Fees

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

At the end of the 2001-02 year this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the Department of Public Health.

Fees set by the state and collected from purchasers of Birth and Death certificates are deposited to this fund. Funds are transferred to Public Health to fund Vital Statistics expenditures. Per Health and Safety Code 103625 all applicants for birth or death certificates shall pay an additional fee of $3 dollars and shall be collected by the county.

The county shall distribute the funds as follows:

1) 45% of the fee collected shall be distributed to the State Registrar, and
2) the remaining 55% shall be deposited into the Vital and Health Statistics fund for the purpose of defraying the administrative costs of collecting and reporting with respect to those fees and for other costs as follows:
   a) Modernization of vital record operations, including improvement, automation, and technical support of vital record systems.
   b) Improvement in the collection and analysis of health-related birth and death certificate information, and other community health data collection and analysis, as appropriate.
   c) Funds collected shall not be used to supplant funding in existence on January 1, 2002 that is necessary for the daily operation of vital record systems.

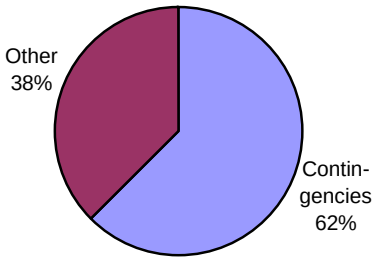
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

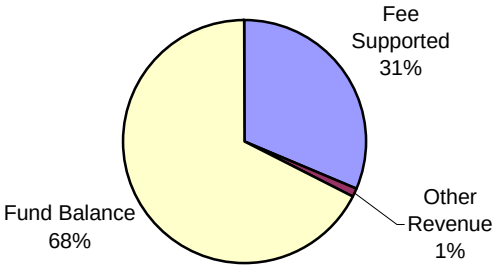
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	142,909	432,357	123,800	463,657
Departmental Revenue	146,511	146,000	149,800	151,300
Fund Balance		286,357		312,357

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: Vital Statistics State Fees

BUDGET UNIT: SCI PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	289,407	289,407
Total Appropriation	-	-	-	-	-	-	289,407	289,407
Oper Transfers Out	123,800	432,357	-	-	-	432,357	(258,107)	174,250
Total Requirements	123,800	432,357	-	-	-	432,357	31,300	463,657
Departmental Revenue								
Use Of Money & Prop	6,300	6,000	-	-	-	6,000	300	6,300
Current Services	143,500	140,000	-	-	-	140,000	5,000	145,000
Total Revenue	149,800	146,000	-	-	-	146,000	5,300	151,300
Fund Balance		286,357	-	-	-	286,357	26,000	312,357

SCHEDULE C

DEPARTMENT: **Public Health**
FUND: **Vital Statistics State Fees**
BUDGET UNIT: **SCI PHL**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	289,407	-	289,407
	Contingencies represent unbudgeted available fund balance for Vital Statistics.				
2.	Operating Transfers Out	-	(258,107)	-	(258,107)
	Operating Transfers Out are declining as a result of a budget methodology change wherein available funds that are not budgeted in the operating budget of Public Health will be budgeted in this fund as contingencies. Actual usage is expected to increase in 2004-05 due to an imaging project that vital statistics is currently pursuing to improve operational efficiency.				
3.	Current Services	-	-	5,000	(5,000)
	Minor revenue increases are anticipated based on recent revenue trends within the Vital Statistics program. Revenue shown here is generated from fees set by the State and payable for copies of Birth and Death records.				
4.	Interest Revenue	-	-	300	(300)
	Interest revenue is now budgeted.				
	Total	-	31,300	5,300	26,000

Ambulance Performance Based Fines

DESCRIPTION OF MAJOR SERVICES

As a result of the newly adopted performance based contracts, this fund has been set up to collect any fine revenue associated with ambulance companies failure to meet contractual standards. Budget amounts are estimates based on prior years' data. All appropriations in this fund are budgeted as contingencies, which will require the Department to return to the Board of Supervisors before expending any of these funds. Per the terms of the contracts, these funds are earmarked for enhancements to the Emergency Medical System.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	-	-	40,000
Departmental Revenue	-	-	-	40,000
Fund Balance		-		-

GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: Ambulance Performance Based Fines

BUDGET UNIT: SDS PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	40,000	40,000
Total Appropriation	-	-	-	-	-	-	40,000	40,000
Departmental Revenue								
Fines and Forfeitures	-	-	-	-	-	-	40,000	40,000
Total Revenue	-	-	-	-	-	-	40,000	40,000
Fund Balance		-	-	-	-	-	-	-

SCHEDULE C

DEPARTMENT: Public Health
FUND: Ambulance Performance Based Fines
BUDGET UNIT: SDS PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	40,000	-	40,000
	All funds available are budgeted as contingencies. The Department will return to the Board for approval of any expenditures from this fund. All available funds are earmarked for enhancements to the Emergency Medical System per the terms of the performance based contracts.				
2.	Revenue	-	-	40,000	(40,000)
	This revenue is an estimate based on prior years' ambulance transport data.				
	Total	-	40,000	40,000	-

Vector Control Assessments

DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Public Health.

This fund receives all tax assessments for Vector Control. Revenue collected here is all paid through the property tax role and is dedicated for Vector Control purposes. This fund reimburses Public Health for Vector Control expenses incurred.

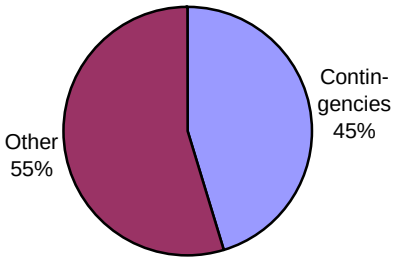
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

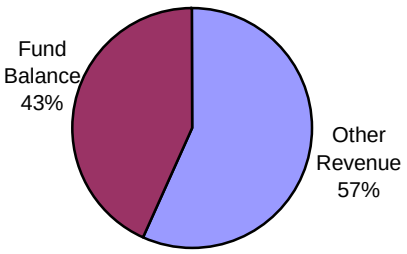
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	1,340,000	2,716,704	1,640,525	2,995,179
Departmental Revenue	1,532,834	1,400,000	1,619,000	1,700,000
Fund Balance		1,316,704		1,295,179

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget. The revenue variance is due to new parcels being added as development occurs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Public Health
FUND: Vector Control Assessments

BUDGET UNIT: SNR PHL
FUNCTION: Health and Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Contingencies	-	-	-	-	-	-	1,354,654	1,354,654
Total Appropriation	-	-	-	-	-	-	1,354,654	1,354,654
Oper Transfers Out	1,640,525	2,716,704	-	-	-	2,716,704	(1,076,179)	1,640,525
Total Requirements	1,640,525	2,716,704	-	-	-	2,716,704	278,475	2,995,179
Departmental Revenue								
Taxes	1,599,000	1,380,000	-	-	-	1,380,000	300,000	1,680,000
Use Of Money & Prop	20,000	20,000	-	-	-	20,000	-	20,000
Total Revenue	1,619,000	1,400,000	-	-	-	1,400,000	300,000	1,700,000
Fund Balance		1,316,704	-	-	-	1,316,704	(21,525)	1,295,179

SCHEDULE C

DEPARTMENT: Public Health
FUND: Vector Control Assessments
BUDGET UNIT: SNR PHL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	1,354,654	-	1,354,654
	Contingencies represent unbudgeted available fund balance for Vital Statistics.				
2.	Operating Transfers Out	-	(1,076,179)	-	(1,076,179)
	Operating Transfers Out are declining as a result of a budget methodology change wherein available funds that are not budgeted in the operating budget of Public Health will be budgeted in this fund as contingencies.				
3.	Revenue Increases	-	-	300,000	(300,000)
	The Department undertook an extensive review of properties that are covered by the tax assessment. The Vector assessment varies per parcel based on its state of development, or lack thereof. It was determined that a number of properties had been developed and were being assessed at a lower than required rate. Additionally, new parcels are added as development occurs. These changes resulted in tax revenue increases.				
	Total	-	278,475	300,000	(21,525)

LOCAL AGENCY FORMATION COMMISSION
Kathleen Rollings-McDonald

DESCRIPTION OF MAJOR SERVICES

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 within San Bernardino County. In meeting these responsibilities the Commission 1) regulates proposed boundary changes for cities and special districts; 2) determines the spheres of influence for local agencies 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 dissolutions of special districts based upon its findings.

Costs in this budget represent the county's legally mandated contribution to LAFCO; which is one-third of the operating costs that is not reimbursed by fees and other revenue.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	170,000	173,400	163,333	154,000
Departmental Revenue	-	-	-	-
Local Cost	170,000	173,400	163,333	154,000

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

BUDGET UNIT: AAA LAF
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	163,333	173,400	-	-	-	173,400	(19,400)	154,000
Total Appropriation	163,333	173,400	-	-	-	173,400	(19,400)	154,000
Local Cost	163,333	173,400	-	-	-	173,400	(19,400)	154,000

SCHEDULE C

DEPARTMENT: **Local Agency Formation Commission**
FUND: **General**
BUDGET UNIT: **AAA LAF**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Reduction in county contribution.	-	(19,400)	-	(19,400)
	LAFCO projects a reduction in net operating cost due to increased revenues.				
	Total	-	(19,400)	-	(19,400)

COUNTY SCHOOLS
Herb Fischer

DESCRIPTION OF MAJOR SERVICES

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 included only the county's costs for 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 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.

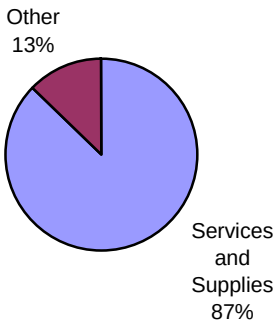
The function of the School Claims Division is to perform warrant production, control, and accounting to include a prepayment examination and audit of the expenditures from the funds of the school districts, community college districts, regional occupational programs in the county, and from the County 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.

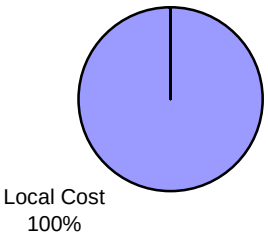
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,186,792	2,850,040	2,716,034	2,775,264
Departmental Revenue	-	-	-	-
Local Cost	1,186,792	2,850,040	2,716,034	2,775,264

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



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

BUDGET UNIT: AAA SCL
FUNCTION: Education
ACTIVITY: School Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	2,387,034	2,383,992	61,797	-	(25,400)	2,420,389	-	2,420,389
Transfers	329,000	466,048	-	-	(39,179)	426,869	(71,994)	354,875
Total Appropriation	2,716,034	2,850,040	61,797	-	(64,579)	2,847,258	(71,994)	2,775,264
Local Cost	2,716,034	2,850,040	61,797	-	(64,579)	2,847,258	(71,994)	2,775,264

DEPARTMENT: County Schools
FUND: General
BUDGET UNIT: AAA SCL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**2,850,040**	**-**	**2,850,040**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	61,797	-	61,797
Subtotal	**-**	**61,797**	**-**	**61,797**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(64,579)**	**-**	**(64,579)**
TOTAL BASE BUDGET	**-**	**2,847,258**	**-**	**2,847,258**
Department Recommended Funded Adjustments	**-**	**(71,994)**	**-**	**(71,994)**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**2,775,264**	**-**	**2,775,264**

SCHEDULE B

DEPARTMENT: County Schools
FUND: General
BUDGET UNIT: AAA SCL

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction of contribution to Superintendent of Schools and utility costs.	-	(64,579)	-	(64,579)
Total	-	(64,579)	-	(64,579)

SCHEDULE C

DEPARTMENT: County Schools
FUND: General
BUDGET UNIT: AAA SCL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduction of utility costs based on recent trends.	-	(71,994)	-	(71,994)
Total	-	(71,994)	-	(71,994)

CAPITAL IMPROVEMENT PROGRAM
SUMMARY

	Page #	General Fund Local Cost	Other Discretionary Funding	Non Discretionary Funding	Total
RECOMMENDED FUNDED PROJECTS					
CAPITAL PROJECT FUNDS:					
ARCHITECTURE AND ENGINEERING (A&E)					
FUNDS CJV AND CJS	2-1-7	3,727,900	211,800	1,370,346	5,310,046
AIRPORTS	2-1-8	-	722,000	3,690,000	4,412,000
AIRPORTS - APPLE VALLEY (CSA 60)	2-1-9	-	170,700	411,300	582,000
REGIONAL PARKS	2-1-9	-		9,390,820	9,390,820
TOTAL NEW PROJECTS ADMINISTERED BY A&E		3,727,900	1,104,500	14,862,466	19,694,866
DEPT. OF PUBLIC WORKS (DPW) PROJECTS:					
TRANSPORATION	2-1-10	-	-	2,294,000	2,294,000
SOLID WASTE MANAGEMENT	2-1-10	-	-	27,858,434	27,858,434
TOTAL NEW PROJECTS - DPW		-	-	30,152,434	30,152,434
TOTAL RECOMMENDED PROJECTS		**3,727,900**	**1,104,500**	**45,014,900**	**49,847,300**
CARRYOVER PROJECTS					
CIP FUNDS	2-1-23	14,107,402	3,490,581	31,935,851	49,533,834
AIRPORTS	2-1-27	-	-	17,054,289	17,054,289
AIRPORTS - APPLE VALLEY (CSA 60)	2-1-28	-	-	5,361,974	5,361,974
REGIONAL PARKS	2-1-29	-	-	4,450,000	4,450,000
TRANSPORTATION	2-1-30	-	-	43,842,592	43,842,592
SOLID WASTE MANAGEMENT	2-1-34	-	-	20,098,691	20,098,691
TOTAL CARRYOVER PROJECTS		14,107,402	3,490,581	122,743,397	140,341,380
TOTAL 2004-05 CIP BUDGET		**17,835,302**	**4,595,081**	**167,758,297**	**190,188,680**
SUPPLEMENTAL INFORMATION					
FUNDED NEW PROJECTS BY GEOGRAPHIC LOCATION					
COUNTYWIDE - ALL DISTRICTS	2-1-15	550,000	-	9,041,288	9,591,288
FIRST DISTRICT	2-1-18	515,000	590,200	9,556,400	10,661,600
SECOND DISTRICT	2-1-19	30,000	-	5,101,800	5,131,800
THIRD DISTRICT	2-1-20	140,000	-	6,252,100	6,392,100
FOURTH DISTRICT	2-1-20	-	485,000	6,193,820	6,678,820
FIFTH DISTRICT	2-1-20	2,492,900	29,300	8,869,492	11,391,692
TOTAL FUNDED PROJECTS		**3,727,900**	**1,104,500**	**45,014,900**	**49,847,300**

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM REQUESTS		**UNFUNDED**	**FUNDED**	**TOTAL**
YEAR 1 (2004-05)	2-1-7		49,847,300	49,847,300
	2-1-44	276,489,000		276,489,000
TOTAL YEAR 1 (2004-05)		276,489,000	49,847,300	326,336,300
YEAR 2 (2005-06)	2-1-48	37,774,800	39,097,700	76,872,500
YEAR 3 (2006-07)	2-1-59	30,862,500	62,978,900	93,841,400
YEAR 4 (2007-08)	2-1-67	115,364,000	270,016,800	385,380,800
YEAR 5 (2008-09)	2-1-75	63,653,100	19,628,000	83,281,100
TOTAL FIVE-YEAR CIP REQUESTS		**524,143,400**	**441,568,700**	**965,712,100**

CAPITAL IMPROVEMENT PROGRAM

SUMMARY

The county's Capital Improvement Program (CIP) includes construction, rehabilitation, and repair projects for numerous facilities and structures. Solid waste and transportation road projects are administered by the Department of Public Works (DPW). Architecture and Engineering Department (A&E) administers projects for all others, including Airports, Regional Parks, general fund departments, and Economic and Community Development (ECD). Table 1 provides a summary of all new proposed projects for 2004-05.

Table 1

SUMMARY OF 2004-05 RECOMMENDED NEW CIP PROJECTS					
CAPITAL PROJECT FUNDS: **Architecture and Engineering (A&E)**	**# of Projects**	**General Fund Local Cost**	**Other Discre-tionary Funding**	**Non Discre-tionary Funding**	**Total**
General Fund - Local Cost	28	3,727,900	0	0	3,727,900
Discretionary Funding	4	0	211,800	0	211,800
Non-Discretionary Funding	7	0	0	1,370,346	1,370,346
Total New Projects (Fund CJV)	**39**	**3,727,900**	**211,800**	**1,370,346**	**5,310,046**
ADDITIONAL CAPITAL PROJECTS INCLUDED IN OTHER COUNTY FUNDS:					
Airports New Projects (Various Funds)	9	0	722,000	3,690,000	4,412,000
Airports New Projects (CSA 60-Apple Valley)	6	0	170,700	411,300	582,000
Regional Parks New Projects (Various Funds)	14	0	0	9,390,820	9,390,820
Total New Projects - A&E	**68**	**3,727,900**	**1,104,500**	**14,862,466**	**19,694,866**
Dept. of Public Works (DPW)					
Transportation (Various Funds)	9	0	0	2,294,000	2,294,000
Solid Waste Management (Various Funds)	53	0	0	27,858,434	27,858,434
Total New Projects - DPW	**62**	**0**	**0**	**30,152,434**	**30,152,434**
TOTAL RECOMMENDED NEW CIP PROJECTS	**130**	**3,727,900**	**1,104,500**	**45,014,900**	**49,847,300**

Details are provided in Exhibit A – 2004-05 Recommended Capital Improvement Program New Projects by Department and Exhibit B – 2004-05 Recommended Capital Improvement Program New Projects by Location.

Background

On October 6, 2003, county departments were requested to submit CIP requests for the 2004-05 budget. The County Administrative Office (CAO) received 177 requests from 16 departments with an estimated cost of $198.2 million. 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. While the Board of Supervisors approved additional one-time funding over the past several years 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.

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 2004-05 CIP budget.
3. Categorize projects to facilitate evaluation.
4. Identify department priorities.
5. Obtain Administrative Analyst and Deputy Administrative Officer review and short-list recommendations.
6. Identify and recommend funding for projects with funding sources outside the general fund.
7. Identify for consideration the most critical need projects with local cost ($3.5 million is the 2004-05 target)
8. Review short-list with Board of Supervisors for additional input.

Review of Carryover Projects

A summary of the status of previously approved CIP projects still in progress is attached as Exhibit C – 2004—05 Carryover Projects, Exhibit D – 2004-05 Airport Carryover Projects, Exhibit E – 2004-05 Regional Parks Carryover Projects, Exhibit F – 2004-05 Transportation Carryover Projects, and Exhibit G – 2004-05 Solid Waste Management Carryover Projects. Table 2 provides a summary of all Carryover Projects.

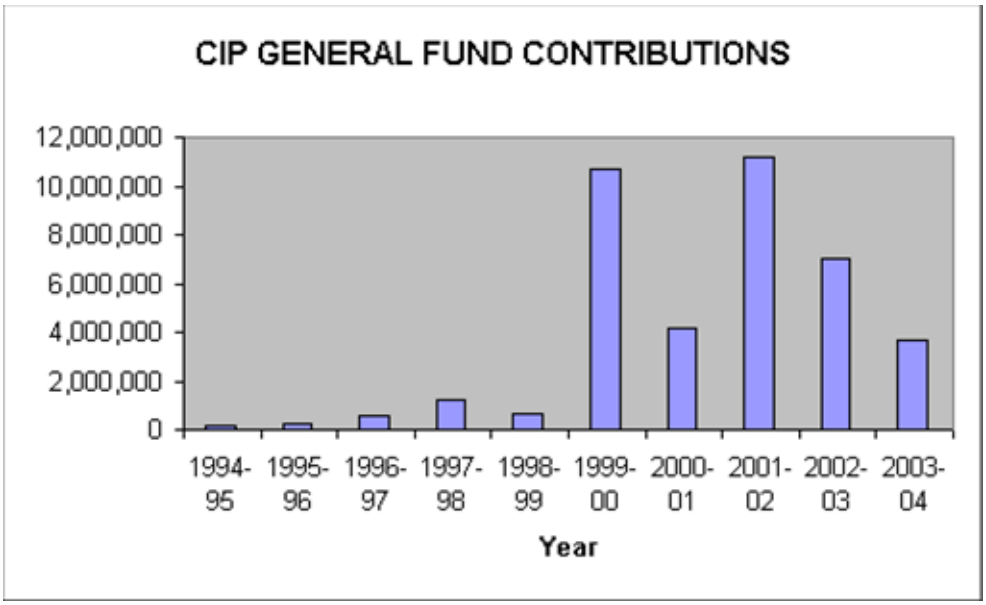
Table 2

SUMMARY OF 2004-05 CIP CARRYOVER BALANCES					
CAPITAL PROJECT FUNDS: **Architecture & Engineering (A&E)**	**# of Projects**	**General Fund Local Cost**	**Other Discre-tionary Funding**	**Non-Discre-tionary Funding**	**Projects Carryover Balance**
2003-04 Carryover Projects (Fund CJV)	65	9,804,550	2,297,841	28,713,158	40,815,549
2003-04 Mid-Year Insert Carryover Projects (Fund CJV)	25	142,852	1,192,740	3,222,693	4,558,285
Total Carryover Projects (Fund CJV)	90	9,947,402	3,490,581	31,935,851	45,373,834
High Desert Juvenile Facility (Fund CJS)	1	4,160,000	0	0	4,160,000
Total Carryover Projects (Funds CJV & CJS)	**91**	**14,107,402**	**3,490,581**	**31,935,851**	**49,533,834**
ADDITIONAL CAPITAL PROJECTS INCLUDED IN OTHER COUNTY FUNDS:					
Airports Carryover Projects (Various Funds)	34	0	0	17,054,289	17,054,289
Airports - Apple Valley Airport Carryover Projects (CSA 60)	10	0	0	5,361,974	5,361,974
Regional Parks Carryover Projects (Various Funds)	11	0	0	4,450,000	4,450,000
Total Carryover Projects - A&E	**146**	**14,107,402**	**3,490,581**	**58,802,114**	**76,400,097**
Dept. of Public Works (DPW)					
Transportation Carryover Projects (Various Funds)	71	0	0	43,842,592	43,842,592
Solid Waste Management Carryover Projects (Various Funds)	67	0	0	20,098,691	20,098,691
Total Carryover Projects - DPW	**138**	**0**	**0**	**63,941,283**	**63,941,283**
TOTAL CARRYOVER PROJECTS	**284**	**14,107,402**	**3,490,581**	**122,743,397**	**140,341,380**

Potential Funding Sources for 2004-05

Table 3 shows CIP general fund contributions over the last ten years.

Table 3



The 2004-05 local cost base budget allocation for CIP is $3.5 million. A&E anticipates the savings from completion of 35 general fund projects in 2003-04 to be $399,538 (See Exhibit H – 2003-04 Completed Projects (Fund CJV). Of this total, we propose to make $257,200 of this savings available for 2004-05 CIP projects. The balance of $142,338 will remain in the CIP budget and be available to address cost overruns in other projects, should any occur.

Table 4

POTENTIAL LOCAL COST FUNDING SOURCES FOR 2004-05 CIP	
Category	**Funding Source Allocation**
Base Budget Allocation for General Fund - Local Cost CIP	3,500,000
Anticipated Savings from Completed CIP Projects	257,200
Total Available for General Fund Local Cost Projects	3,757,200

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.).

CAO Administrative Review

CIP projects were categorized based on funding source:

1. General Fund – Local Cost subject to the base budget allocation for general fund CIP target
2. Other Discretionary Funding – The underlying funding source is from a general fund department or the Board of Supervisors has discretion over the funding source even if there are restrictions on how the dollars are spent. This category includes realignment (e.g. Behavioral Health), Justice Facility

Reserve, Fines and Forfeitures, or special revenue funds and internal service funds such as Risk Management and Fleet Management.

3. Non-Discretionary Funding – Any funding source other than the general fund, special revenue, or internal service funds, and the Board has no discretion over the funding (e.g. Grants, Inmate Welfare Fund, ECD, ARMC, Courts and Library).

CIP projects were also categorized based on Project Type:

1. I/R EF – Improvement/Rehabilitation of Existing Facilities due to age or deferred maintenance, including:
    a. Roofs
    b. Heating, Ventilation, and Air Conditioning (HVAC)
    c. Mechanical, Electrical and Plumbing (MEP)
    d. Network/Data Systems and other technology
    e. Elevators
    f. Parking
    g. Grounds
    h. Seismic
2. I/R EI – Improvement/Rehabilitation of Existing Infrastructure – Roads, water systems, flood control and solid waste facilities, parks, and airports
3. PM – Preventative Maintenance (including the same list as in #1 above)
4. INFS – Installation of New Building/facility systems for MEP and HVAC systems
5. INDS – Installation of New Network/Data systems and other technology
6. R/A – Remodel/Alterations of existing space to improve efficiency and function
7. C/A – Construction and/or Acquisition – of land, buildings, building additions, and leases to meet space requirements.

The following process was utilized:

1. The CIP requests were reviewed and short-listed by CAO Administrative Analysts and Deputy Administrative Officers for each department/group.
2. A CIP Review Team, consisting of CAO, A&E and FM staff, evaluated the projects.
3. Legitimate projects with other funding sources were recommended for approval.
4. Roofing, paving and American's with Disability Act (ADA) CIP requests were combined into groups. Proposed annual funding levels were developed: Roofing - $400,000, Paving - $500,000 and ADA - $150,000. Proposed funding levels for roofing and paving are intended to address deferred maintenance in these areas over a five-year period.
5. HVAC projects, representing large capital expenditures, are proposed to be evaluated separately and funded through county contingencies. A mid-year agenda item update will be provided to the Board on previously approved projects as cost estimates and funding shortfall is fully determined.
6. 35 projects, representing department priorities 1 through 5, competed for local cost dollars. They were ranked using explicit criteria developed by the CIP Review Team (see Exhibit I – Rating Sheet for Reviewing Local Cost Departmental CIP Requests). The total of general fund projects on the short-list was $15.7 million (see Exhibit J – 2004-05 Short-List General Fund – Local Cost).
7. Facility assessments were performed to identify and prioritize specific roofing repair and pavement management projects. If changes in County occupancy occur (such as consolidation of services, or sale or transfer of a County building asset) changes in specific roofing and paving projects may be made to adjust to new priorities.

A complete list of all proposed new projects by department is included in Exhibit A – 2004-05 Recommended Capital Improvement Program New Projects by Department, and by location in Exhibit B – 2004-05 Recommended Capital Improvement Program New Projects by Location.

Five-Year Capital Improvement Program Project List

On November 7, 2003, as part of the County Administrative Office's goal to improve long-range capital planning, county departments were requested to submit five-year projections for space needs and capital improvement projects through 2008-09.

Departments were advised that their 2004-05 CIP requests (submitted on October 30, 2003) would be year 1 of the five-year plan. Departments were requested to include the following in their responses for years 2 through 5:

1. Minimum project description
2. Project Type:
    a. Improvement or rehabilitation of existing infrastructure
    b. Construction and/or acquisition
    c. Installation of new building/facility systems
    d. Installation of new network/data systems
    e. Remodeling
    f. Rehabilitation of existing facilities
    g. Preventative maintenance
3. Justification based on:
    a. Current or expected changes to program activities
    b. Workload projections based on past or expected service levels
    c. Legislative changes impacting local programs
    d. Growth expectations based on historic trends
    e. Staff increases to meet projected service levels
4. Estimated annual operation and maintenance costs, and increment this number represents over existing costs
5. Prioritization (if more than one project is requested annually)
6. Cost estimates (if available)
7. How the project will be financed
8. A statement as to whether the request is consistent with any customer feedback the department has received or if it improves customer service.

A significant amount of data has been gathered. The list represents a preliminary assessment of estimated project needs for the next five years. Internal Services Funds and Specific Revenue Funds (such as Transportation and Solid Waste) have the ability to strategically plan and set aside funding for long-term capital projects. Project requests from general fund departments, for which local cost CIP dollars are highly limited, represent a perceived need, however, at this time, no identified funding source would enable us to implement those projects. We are continuing to evaluate the information for general fund departments to develop the requests into a coherent plan.

Table 5 provides a summary of all five-year plan requests organized by year and project type. Amounts listed as funded refer to sources separate from local cost CIP dollars that departments referenced in their project request forms.

Table 5

SUMMARY OF FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM REQUESTS								
	Improve/ Rehab Existing Facilities I/R EF	**Improve/ Rehab Existing Infrastructure I/R EI**	**Preventative Maintenance PM**	**Install New Bldg/Facility System INFS**	**Install New Data System INDS**	**Remodel/ Alteration R/A**	**Construct/ Acquire C/A**	**Total**
Year 1 (2004-05)								
Unfunded	3,475,000	0	150,000	2,207,000	830,000	900,000	268,927,000	276,489,000
Funded (See Exhibit A)	12,724,120	30,737,434	25,000	0	0	1,247,346	5,113,400	49,847,300
Sub-Total Year 1	**16,199,120**	**30,737,434**	**175,000**	**2,207,000**	**830,000**	**2,147,346**	**274,040,400**	**326,336,300**
Year 2 (2005-06)								
Unfunded	13,366,800	5,550,000	0	886,000	206,000	2,305,000	15,461,000	37,774,800
Funded	85,000	26,165,700	50,000	0	0	930,000	11,867,000	39,097,700
Sub-Total Year 2	**13,451,800**	**31,715,700**	**50,000**	**886,000**	**206,000**	**3,235,000**	**27,328,000**	**76,872,500**
Year 3 (2006-07)								
Unfunded	22,000,000	5,862,500	10,000	0	0	330,000	2,660,000	30,862,500
Funded	40,000	27,088,900	50,000	0	0	0	35,800,000	62,978,900
Sub-Total Year 3	**22,040,000**	**32,951,400**	**60,000**	**0**	**0**	**330,000**	**38,460,000**	**93,841,400**
Year 4 (2007-08)						`		
Unfunded	12,965,000	5,000,000	0	14,255,000	0	70,563,000	12,581,000	115,364,000
Funded	80,000	28,092,400	50,000	35,142,400	0	0	206,652,000	270,016,800
Sub-Total Year 4	**13,045,000**	**33,092,400**	**50,000**	**49,397,400**	**0**	**70,563,000**	**219,233,000**	**385,380,800**
Year 5 (2008-09)								
Unfunded	21,090,000	0	0	945,000	0	3,601,100	38,017,000	63,653,100
Funded	0	18,978,000	50,000	0	0	60,000	540,000	19,628,000
Sub-Total Year 5	**21,090,000**	**18,978,000**	**50,000**	**945,000**	**0**	**3,661,100**	**38,557,000**	**83,281,100**
Five Years (2004-05 thru 2008-09)								
Unfunded	72,896,800	16,412,500	160,000	18,293,000	1,036,000	77,699,100	337,646,000	524,143,400
Funded	12,929,120	131,062,434	225,000	35,142,400	0	2,237,346	259,972,400	441,568,700
TOTAL FIVE YEARS	**85,825,920**	**147,474,934**	**385,000**	**53,435,400**	**1,036,000**	**79,936,446**	**597,618,400**	**965,712,100**

Details of all requests are provided in Exhibit K – Five-Year Capital Improvement Program Project List.

EXHIBIT A

2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
General Fund - Local Cost New Projects (Fund CJV)											
1	04-177	All	Facilities Mgmt	Countywide	Various	Minor FM CIP Fund	I/R EF	400,000			400,000
2	04-107	All	Arch & Engr	Countywide	Various	ADA Improvements	R/A	150,000			150,000
Roofing Projects:											
3	04-105a	5	Arch & Engr	San Bernardino	700 E. Gilbert, Bldg. #2	Roof repairs	I/R EF	10,000			10,000
4	04-105b	5	Arch & Engr	San Bernardino	700 E. Gilbert, Bldg. #3	Roof repairs	I/R EF	10,000			10,000
5	04-105c	1	Arch & Engr	Barstow	225 E. Mt. View	Roof repairs	I/R EF	200,000			200,000
6	04-105d	1	Arch & Engr	Barstow	235 E. Mt. View	Roof repairs	I/R EF	15,000			15,000
7	04-105e	3	Arch & Engr	Redlands	2024 Orange Tree Lane	Roof repairs	I/R EF	30,000			30,000
8	04-105f	5	Arch & Engr	San Bernardino	157-175 W. 5th St.	Roof repairs	I/R EF	135,000			135,000
						Sub-Total Roofing Projects		400,000			400,000
9	04-159	5	Coroner/PA/PG	San Bernardino	175 S. Lena Road	Expand Morgue Facility 2,340 square feet	C/A	977,900			977,900
Paving Projects:											
10	04-175a	2	Arch & Engr	Devore - GHRC Multipurpose Bldgs.	18000 W. Institution Rd.	Pavement management	I/R EF	10,000			10,000
11	04-175b	2	Arch & Engr	Ontario - Preschool Services	555 W. Maple	Pavement management	I/R EF	20,000			20,000
12	04-175c	5	Arch & Engr	San Bernardino - PSD/Children's Assess.Ctr.	1499 S. Tippecanoe -	Pavement management	I/R EF	5,000			5,000
13	04-175d	5	Arch & Engr	San Bernardino	4th St. between Sierra & Mt. View	Pavement management	I/R EF	10,000			10,000
14	04-175e	5	Arch & Engr	San Bernardino	Mt. View between 4th & 5th Streets	Pavement management	I/R EF	10,000			10,000
15	04-175f	5	Arch & Engr	San Bernardino - DA	316 N. Mt. View	Pavement management	I/R EF	10,000			10,000
16	04-175g	5	Arch & Engr	San Bernardino	172 W. 3rd St.	Pavement management	I/R EF	20,000			20,000
17	04-175h	5	Arch & Engr	San Bernardino - DPW	825 E. 3rd St.	Pavement management	I/R EF	20,000			20,000
18	04-175i	5	Arch & Engr	San Bernardino - GSG	777 E. Rialto Ave.	Pavement management	I/R EF	225,000			225,000
19	04-175j	1	Arch & Engr	Needles - Sheriff	1111 E. Bailey Ave.	Pavement management	I/R EF	10,000			10,000
20	04-175k	1	Arch & Engr	Needles - Courthouse	1111 E. Bailey Ave.	Pavement management	I/R EF	5,000			5,000
21	04-175l	3	Arch & Engr	Twin Peaks - Courthouse	26010 Hwy 189	Pavement management	I/R EF	30,000			30,000
22	04-175m	3	Arch & Engr	Redlands - Courthouse	216 Brookside	Pavement management	I/R EF	20,000			20,000
23	04-175n	3	Arch & Engr	Redlands	222 Brookside	Pavement management	I/R EF	10,000			10,000
24	04-175o	3	Arch & Engr	Joshua Tree - Courthouse	6257 White Feather	Pavement management	I/R EF	50,000			50,000
25	04-175p	5	Arch & Engr	San Bernardino - ISD	670 E. Gilbert, So. Pkg Lot	Pavement management	I/R EF	40,000			40,000
						Sub-Total Paving Projects		495,000			495,000
26	04-007	5	Arch & Engr	San Bernardino - GSG	777 Rialto Ave.	Upgrade fire alarm system	I/R EF	280,000			280,000
27	04-017	5	Arch & Engr	San Bernardino - Juv. Hall	900 E. Gilbert	Upgrade fire alarm system	I/R EF	740,000			740,000
28	04-093	1	Regional Parks	Needles	Park Moabi Road	Construct new domestic water well	I/R EI	285,000			285,000
28	**Total General Fund - Local Cost New Projects (Fund CJV)**							**3,727,900**	**0**	**0**	**3,727,900**

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT A

2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-tionary Funding	Total
Discretionary Funding New Projects (Fund CJV)											
1	04-012	5	Fac. Mgmt/Fleet Mgmt.	San Bernardino	210 N. Lena Rd.	Replace air handler	I/R EF		29,300		29,300
2	04-072	1	Fleet Mgmt.	Barstow	29802 Highway 58	Construct above ground fuel tanks when underground tanks have been removed	C/A		150,000		150,000
3	04-073	1	Fleet Mgmt.	Victorville	14177 McArt Road	Add additional repair site through City of V.V. lease	C/A		7,500		7,500
4	04-074	1	Fleet Mgmt.	Barstow	29802 Highway 58	Remove underground fuel tanks	PM		25,000		25,000
4	**Sub-Total Discretionary Funding New Projects (Fund CJV)**							**0**	**211,800**	**0**	**211,800**
Non-Discretionary Funding New Projects (Fund CJV)											
1	04-169	5	ARMC	Colton	400 N. Pepper	Kidney dialysis - remodel 1,219 square foot area	R/A			550,000	550,000
2	04-171	5	ARMC	Colton	400 N. Pepper	Parking Lot #4 - 68,466 SF, Hilo parking 51,279 SF	C/A			175,000	175,000
3	04-160	5	Coroner/PA/PG	San Bernardino	777 Rialto Ave.	PAPG Warehouse Property area expansion	R/A			47,346	47,346
4	04-161	5	Coroner/PA/PG	San Bernardino	777 Rialto Ave.	Coroner/PAP Warehouse records storage expansion.	C/A			53,000	53,000
5	04-167	2	Sheriff	Devore	18000 Institution Road	Kitchen/inmate restroom	R/A			150,000	150,000
6	04-168	2	Sheriff	Devore	18000 Institution Road	Water main addition	I/R EF			45,000	45,000
7	04-177	All	Arch & Engr	Countywide	Various	Community Development Block Grant (CDBG) projects	I/R EF			350,000	350,000
7	**Sub-Total Non-Discretionary Funding New Projects (Fund CJV)**							**0**	**0**	**1,370,346**	**1,370,346**
39	**Total Recommended New Projects (Fund CJV)**							**3,727,900**	**211,800**	**1,370,346**	**5,310,046**
Airports New Projects											
1	04-109	4	Airports	Chino	7000 Merrill Avenue	Acquire land for various runway protection zones	C/A		350,000	3,150,000	3,500,000
2	04-110	4	Airports	Chino	7000 Merrill Avenue	Improve Grove Avenue Runway 21 Safety Area	I/R EF		60,000	540,000	600,000
3	04-116	4	Airports	Chino	7000 Merrill Avenue	Annual pavement replacement and rehabilitation	I/R EF		35,000		35,000
4	04-117	4	Airports	Chino	7000 Merrill Avenue	Infrastructure improvements and rehab for water system, curb and gutter additions and drainage and box culverts	I/R EF		40,000		40,000
5	04-123	1	Airports	Daggett	39500 National Trails Hwy	Demo various surplus buildings	C/A		200,000		200,000
6	04-120	I	Airports	Daggett	39500 National Trails Hwy	Annual pavement replacement and rehabilitation	I/R EF		10,000		10,000

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT A

2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Airports New Projects (Cont'd)											
7	04-121	1	Airports	Needles	711 Airport Road	Annual pavement replacement and rehabilitation	I/R EF		10,000		10,000
8	04-119	1	Airports	29 Palms	78569 29 Palms Hwy	Annual pavement replacement and rehabilitation	I/R EF		10,000		10,000
9	04-122	1	Airports	29 Palms	78569 29 Palms Hwy	Rehabilitate water system	I/R EF		7,000		7,000
9	**Sub-Total Airports New Projects**							**0**	**722,000**	**3,690,000**	**4,412,000**
Airports - Apple Valley Airport (CSA60)											
1	04-112	1	Airports	Apple Valley	21600 Corwin Road	Reconstruct existing access road	I/R EF		15,000	135,000	150,000
2	04-115	1	Airports	Apple Valley	21600 Corwin Road	Construct southwest ramp	I/R EF		30,700	276,300	307,000
3	04-118	1	Airports	Apple Valley	21600 Corwin Road	Annual pavement replacement and rehabilitation	I/R EF		25,000		25,000
4	04-124	1	Airports	Apple Valley	21600 Corwin Road	Construct 1,824 square foot storage shed	C/A		25,000		25,000
5	04-125	1	Airports	Apple Valley	21800 Corwin Road	New roof for maintenance Bldg. #2	I/R EF		50,000		50,000
6	04-126	1	Airports	Apple Valley	21600 Corwin Road	Install new parking lot	C/A		25,000		25,000
6	**Sub-Total - Airports - Apple Valley Airport (CSA60)**							**0**	**170,700**	**411,300**	**582,000**
15	**Total Airports New Projects**							**0**	**892,700**	**4,101,300**	**4,994,000**
Regional Parks New Projects											
1		1	Regional Parks	Yermo	Calico Ghost Town, 36600 Ghost Town Rd.	Design-construct visitor center	C/A			350,000	350,000
2		2	Regional Parks	San Bernardino	Glen Helen Reg. Park - 2555 Glen Helen Parkway	Construct campground hookups	C/A			300,000	300,000
3		2	Regional Parks	San Bernardino	Glen Helen Reg. Park - 2555 Glen Helen Parkway	Replace picnic shelters	C/A			400,000	400,000
4		2	Regional Parks	Crestline	Lake Gregory Reg. Park - 24171 Lake Drive	Construct new restroom/ADA rehab	C/A			180,000	180,000
5		3	Regional Parks	Yucaipa	Yucaipa Reg. Park - 33900 Oak Glen Rd.	Campground expansion/improvements	C/A			757,000	757,000
6		3	Regional Parks	Yucaipa	Yucaipa Reg. Park - 33900 Oak Glen Rd.	Construct equestrian staging area	C/A			189,000	189,000
7		4	Regional Parks	Ontario	Cucamonga-Guasti Reg. Park - 800 N. Archibald	Construct group picnic area	C/A			725,000	725,000
8		4	Regional Parks	Ontario	Cucamonga-Guasti Reg. Park - 800 N. Archibald	Rehabilitate restrooms for ADA	R/A			350,000	350,000
9		4	Regional Parks	Chino	Prado Reg. Park - 16700 S. Euclid	Upgrade campground electrical/plumbing	I/R EI			300,000	300,000

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire
INFS-Install New Fac. Sys.
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EXHIBIT A

2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Regional Parks New Projects (Cont'd)											
10		4	Regional Parks	Chino	Prado Reg. Park - 16700 S. Euclid	Replace picnic shelters	C/A			889,820	889,820
11		5	Regional Parks	Colton	Colton Reg. Park	Construct new regional park	C/A			1,000,000	1,000,000
12		5	Regional Parks	Colton	Colton Reg. Park	Acquire land for regional park	C/A			1,150,000	1,150,000
13		All	Regional Parks	Colton	Santa Ana River Trail Ph 1	Construct hiking/biking/equestrian trail	C/A			1,000,000	1,000,000
14		All	Regional Parks	Colton	Santa Ana River Trail Ph 3	Construct hiking/biking/equestrian trail	C/A			1,800,000	1,800,000
14	**Total Regional Parks New Projects**							**0**	**0**	**9,390,820**	**9,390,820**
68	**Total New Projects Administered by A&E**							**3,727,900**	**1,104,500**	**14,862,466**	**19,694,866**
Transportation New Projects											
1		1	Transportation	Phelan	Duncan Road between Beekley E/Sheep Creek	Pave dirt road	I/R EI			214,000	214,000
2		1	Transportation	Hesperia	Escondido Avenue between Ranchero St. N/Cedar St.	Pave dirt road	I/R EI			356,100	356,100
3		1	Transportation	Apple Valley	Joshua Road, .404M N, Standing Rock Road N/Cahuilla	Pave dirt road	I/R EI			75,000	75,000
4		2	Transportation	Fontana SD 2	Alder Avenue at San Bernardino Ave.	Signal installation	I/R EI			68,800	68,800
5		2	Transportation	Fontana SD 2	Jurupa Avenue at Banana Ave.	Signal installation	I/R EI			125,000	125,000
6		3	Transportation	Big Bear City	Bowles Blvd. from Aeroplane Blvd. NE/Valley Blvd.	Pave road	I/R EI			156,100	156,100
7		3	Transportation	Colton SD 3	La Cadena Dr. at Barton Road	Signal installation	I/R EI			300,000	300,000
8		4	Transportation	Various	East End Avenue	Rehabilitation	I/R EI			239,000	239,000
9		5	Transportation	Fontana SD 2	Valley Blvd. 0037M W, Alder Avenue E/Cedar Ave.	Rehabilitation	I/R EI			760,000	760,000
9	**Total Transportation New Projects**							**0**	**0**	**2,294,000**	**2,294,000**
Solid Waste Management - Technical Support New Projects (Fund EAA)											
1		All	Solid Waste Management	Countywide	Various	Active Sites Routine LFGES O&M - Colton, Mid-Valley, San Timoteo & Victorville	I/R EI			1,126,150	1,126,150
2		All	Solid Waste Management	Countywide	Various	Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo & Victorville	I/R EI			518,575	518,575

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

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INDS-Install New Data Sys.
R/A-Remodel/Alter
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EXHIBIT A

2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-tionary Funding	Total
Solid Waste Management - Technical Support New Projects (Fund EAA) (Cont'd)											
3		All	Solid Waste Management	Countywide	Various	Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow & Landers	I/R EI			3,000	3,000
4		All	Solid Waste Management	Countywide	Various	Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal)	I/R EI			389,547	389,547
5		All	Solid Waste Management	Countywide	Various	Flare Station Utilities / Fuel (includes diesel fuel for generator at Hesperia)	I/R EI			275,000	275,000
6		All	Solid Waste Management	Countywide	Various	Aerial Photography & Mapping	I/R EI			150,000	150,000
7		All	Solid Waste Management	Countywide	Various	Active Site NPDES Requirements	I/R EI			25,721	25,721
8		All	Solid Waste Management	Countywide	Various	WDR Annual Fees (Active & Inactive Sites)	I/R EI			225,600	225,600
9		All	Solid Waste Management	Countywide	Various	AQMD & Other Permit Fees/Emission Fees (Active and Inactive)	I/R EI			40,000	40,000
10		All	Solid Waste Management	Countywide	Various	Active Site CEQA / Minor RDSI Revisions / Re-permitting. Environmental Permitting/CEQA Assistance	I/R EI			300,000	300,000
11		All	Solid Waste Management	Countywide	Various	General Plan Amendment - former BLM sites (Barstow, Hesperia, Landers, Newberry, Newberry Springs, Trona, Twentynine Palms, Victorville [area] & Yermo)	I/R EI			5,000	5,000
12		All	Solid Waste Management	Countywide	Various	Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAP activities)	I/R EI			100,000	100,000
13		All	Solid Waste Management	Countywide	Various	Unforeseen Landfill Maintenance / Repairs	I/R EI			100,000	100,000
14		All	Solid Waste Management	Countywide	Various	Flood Control Permits - Annual Inspection Fees (Colton, Cooley Ranch, Plunge Creek)	I/R EI			5,000	5,000

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2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Solid Waste Management - Technical Support New Projects (Fund EAA) (Cont'd)											
15		All	Solid Waste Management	Countywide	Various	Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill: Legal Services	I/R EI			400,000	400,000
16		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley / Road Maintenance	I/R EI			200,000	200,000
16	**Sub-Total - Solid Waste Management - Technical Support New Projects (Fund EAA)**							**0**	**0**	**3,863,593**	**3,863,593**
Solid Waste Management - Site Closures and Maintenance New Projects (Fund EAB)											
1		2	Solid Waste Management	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken Final Closure Construction, Phase 3 - CM	I/R EI			230,000	230,000
2		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley South Mound [Unit 1, South and West Slopes] Final Closure Construction - Design	I/R EI			100,000	100,000
3		1	Solid Waste Management	Hinkley	Lenwood-Hinkley Sanitary Landfill - 37751 Lenwood Rd.	Lenwood-Hinkley Final Closure Construction - Full	I/R EI			2,225,000	2,225,000
4		1	Solid Waste Management	Hesperia	Hesperia Sanitary Landfill - 5500 Hesperia Dump Rd	Hesperia Closure Construction - Full	I/R EI			5,200,000	5,200,000
5		2	Solid Waste Management	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken Final Closure Construction - Phase 3	I/R EI			3,600,000	3,600,000
6		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley South Mound [Unit 1, South & West Slopes] Final Closure - Construct Retaining Wall	I/R EI			500,000	500,000
7		3	Solid Waste Management	Big Bear City	Big Bear Sanitary Landfill - 38550 Holcomb Valley Rd	Big Bear - Final Cover Material Haul	I/R EI			1,200,000	1,200,000
7	**Sub-Total - SWM - Site Closures and Maintenance New Projects (Fund EAB)**							**0**	**0**	**13,055,000**	**13,055,000**
Solid Waste Management - Site Enhancement, Expansion and Acquisition New Projects (Fund EAC)											
1		1	Solid Waste Management	Barstow	Barstow Sanitary Landfill - 3 miles So. Of Barstow on St. Rte. 247	Barstow Expansion CEQA (EIR)	I/R EI			50,000	50,000
2		1	Solid Waste Management	Victorville	Victorville Sanitary Landfill - NW of Stoddard Wells Rd.	Victorville Unit 2 Liner Construction Design/Engineering Support	I/R EI			150,000	150,000
3		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phases 3, 4 & 5 Liner Design, CQA & Engr. Support Svcs.	I/R EI			298,246	298,246
4		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phase 5 Liner Construction - CM	I/R EI			200,000	200,000

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2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-tionary Funding	Total
Solid Waste Management - Site Enhancement, Expansion and Acquisition New Projects (Fund EAC) (Cont'd)											
5		3	Solid Waste Management	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	San Timoteo Detention Basin Construction	I/R EI			500,000	500,000
6		3	Solid Waste Management	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	San Timoteo - Unit 2 Phase 3 Liner Excavation	I/R EI			2,000,000	2,000,000
7		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phase 5 Liner Construction	I/R EI			2,000,000	2,000,000
7	**Sub-Total - SWM - Site Enhance., Expansion & Acquis. New Projects (Fund EAC)**							**0**	**0**	**5,198,246**	**5,198,246**
Solid Waste Management - Ground Water Remediation New Projects (Fund EAL)											
1		3	Solid Waste Management	Running Springs	Heaps Peak LCRS Landfill - 29800 Heaps Peak	Treatment & Disposal	I/R EI			85,000	85,000
2		3	Solid Waste Management	Running Springs	Heaps Peak LCRS Landfill - 29800 Heaps Peak	Storage & Transport	I/R EI			65,000	65,000
3		All	Solid Waste Management	Countywide	Various	Inactive Sites LFGES O&M Non-Routine (Heaps Peak, Hesperia & Milliken)	I/R EI			150,000	150,000
4		All	Solid Waste Management	Countywide	Various	Inactive Sites LFGES O&M Routine (Heaps Peak, Hesperia & Milliken)	I/R EI			565,000	565,000
5		All	Solid Waste Management	Countywide	Various	SubTitle D Monitoring and Reporting	I/R EI			10,000	10,000
6		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley CAP O&M - Off Site	I/R EI			480,900	480,900
7		All	Solid Waste Management	Countywide	Various	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)	I/R EI			794,795	794,795
8		2	Solid Waste Management	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Edison License Agreement (Easements)	I/R EI			3,000	3,000
9		All	Solid Waste Management	Countywide	Various	Apple Valley, Mid-Valley & Milliken CAPs OM&M	I/R EI			200,000	200,000
10		All	Solid Waste Management	Countywide	Various	NPDES Program for Inactive Sites	I/R EI			42,600	42,600

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2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Department

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Solid Waste Management - Ground Water Remediation Projects (Fund EAL) (Cont'd)											
11		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 - Design of overall LFG	I/R EI			50,000	50,000
12		3	Solid Waste Management	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	Design of overall LFG	I/R EI			50,000	50,000
13		3, 5	Solid Waste Management	San Bernardino & Yucaipa	Cajon Disposal Site, 3605 Magnolia Ave. & Yucaipa Landfill, 33900 Oak Glen Rd.	Cajon & Yucaipa - Limited Landfill Gas Monitoring [Rule 1150.1]	I/R EI			10,300	10,300
14		All	Solid Waste Management	Countywide	Various	Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAO activities)	I/R EI			125,000	125,000
15		5	Solid Waste Management	Bloomington	Crestmore Disposal Site - Jurupa & Maple	Crestmore CIWMB Monitoring Program	I/R EI			5,000	5,000
16		3	Solid Waste Management	Yucaipa	Yucaipa Landfill, 33900 Oak Glen Road	Yucaipa - Design LFG Extraction/Treatment System & CM	I/R EI			225,000	225,000
17		1	Solid Waste Management	Apple Valley	Apple Valley Sanitary Landfill Closure - 13401 Laguna Seca Drive	Apple Valley - Design LFG Extraction/Treatment System & CM	I/R EI			225,000	225,000
18		All	Solid Waste Management	Countywide	Various	Calibration Gases for LFG monitoring of perimeter probes	I/R EI			5,000	5,000
19		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley - Groundwater Treatment System for Perchlorate and VOC's	I/R EI			1,300,000	1,300,000
20		3	Solid Waste Management	Running Springs	Heaps Peak LCRS Landfill - 29800 Heaps Peak	Heaps Peak LCRS - Construction of Treatment System	I/R EI			225,000	225,000
21		3	Solid Waste Management	Yucaipa	Yucaipa Landfill, 33900 Oak Glen Road	Yucaipa - Construction of LFG Extraction/Treatment System	I/R EI			500,000	500,000
22		1	Solid Waste Management	Apple Valley	Apple Valley Sanitary Landfill Closure - 13401 Laguna Seca Drive	Apple Valley - Construction of LFG Extraction/Treatment System	I/R EI			300,000	300,000
23		All	Solid Waste Management	Countywide	Various	Colton / Mid-Valley / San Timoteo - LFGES Modification / Expansion (VFD & Wells)	I/R EI			325,000	325,000
23	**Sub-Total - SWM - Ground Water Remediation New Projects (Fund EAL)**							**0**	**0**	**5,741,595**	**5,741,595**
53	**Total Solid Waste Management New Projects (Funds, EAA, EAB, EAC and EAL)**							**0**	**0**	**27,858,434**	**27,858,434**
62	**Total New Projects Administered by Dept. of Public Works**							**0**	**0**	**30,152,434**	**30,152,434**
130	**TOTAL 2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS**							**3,727,900**	**1,104,500**	**45,014,900**	**49,847,300**

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EXHIBIT B

2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Countywide											
1	04-107	All	Arch. & Eng.	Countywide	Various	ADA Improvements	R/A	150,000			150,000
2	04-178	All	Arch. & Eng.	Countywide	Various	Community Development Block Grant (CDBG)				350,000	350,000
3	04-177	All	Facilities Mgmt	Countywide	Various	Minor FM CIP Fund	I/R EF	400,000			400,000
4		All	Regional Parks	Colton	Santa Ana River Trail Ph 1	Construct hiking/biking/equestrian trail	C/A			1,000,000	1,000,000
5		All	Regional Parks	Colton	Santa Ana River Trail Ph 3	Construct hiking/biking/equestrian trail	C/A			1,800,000	1,800,000
6		All	Solid Waste Management	San Bernardino & Yucaipa	Cajon Disposal Site, 3605 Magnolia Ave. & Yucaipa Landfill, 33900 Oak Glen Rd.	Cajon & Yucaipa - Limited Landfill Gas Monitoring [Rule 1150.1]	I/R EI			10,300	10,300
7		All	Solid Waste Management	Countywide	Various	Active Sites Routine LFGES O&M - Colton, Mid-Valley, San Timoteo & Victorville	I/R EI			1,126,150	1,126,150
8		All	Solid Waste Management	Countywide	Various	Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo & Victorville	I/R EI			518,575	518,575
9		All	Solid Waste Management	Countywide	Various	Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow & Landers	I/R EI			3,000	3,000
10		All	Solid Waste Management	Countywide	Various	Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal)	I/R EI			389,547	389,547
11		All	Solid Waste Management	Countywide	Various	Flare Station Utilities / Fuel (includes diesel fuel for generator at Hesperia)	I/R EI			275,000	275,000
12		All	Solid Waste Management	Countywide	Various	Aerial Photography & Mapping	I/R EI			150,000	150,000
13		All	Solid Waste Management	Countywide	Various	Active Site NPDES Requirements	I/R EI			25,721	25,721
14		All	Solid Waste Management	Countywide	Various	WDR Annual Fees (Active & Inactive Sites)	I/R EI			225,600	225,600
15		All	Solid Waste Management	Countywide	Various	AQMD & OTHER Permit Fees/Emission Fees (Active and Inactive)	I/R EI			40,000	40,000
16		All	Solid Waste Management	Countywide	Various	Active Site CEQA / Minor RDSI Revisions / Re-permitting. Environmental Permitting/CEQA Assistance	I/R EI			300,000	300,000

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2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS
By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Countywide (Cont'd)											
17		All	Solid Waste Management	Countywide	Various	General Plan Amendment - former BLM sites (Barstow, Hesperia, Landers, Newberry, Newberry Springs, Trona, Twentynine Palms, Victorville [area] & Yermo	I/R EI			5,000	5,000
18		All	Solid Waste Management	Countywide	Various	Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAP activities)	I/R EI			100,000	100,000
19		All	Solid Waste Management	Countywide	Various	Unforeseen Landfill Maintenance / Repairs	I/R EI			100,000	100,000
20		All	Solid Waste Management	Countywide	Various	Flood Control Permits - Annual Inspection Fees (Colton, Cooley Ranch, Plunge Creek)	I/R EI			5,000	5,000
21		All	Solid Waste Management	Countywide	Various	Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill:	I/R EI				0
22		All	Solid Waste Management	Countywide	Various	Legal Services	I/R EI			400,000	400,000
23		All	Solid Waste Management	Countywide	Various	Inactive Sites LFGES O&M Non-Routine (Heaps Peak, Hesperia & Milliken)	I/R EI			150,000	150,000
24		All	Solid Waste Management	Countywide	Various	Inactive Sites LFGES O&M Routine (Heaps Peak, Hesperia & Milliken)	I/R EI			565,000	565,000
25		All	Solid Waste Management	Countywide	Various	SubTitle D Monitoring and Reporting	I/R EI			10,000	10,000
26		All	Solid Waste Management	Countywide	Various	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)	I/R EI			794,795	794,795
27		All	Solid Waste Management	Countywide	Various	Apple Valley, Mid-Valley & Milliken CAPs OM&M	I/R EI			200,000	200,000
28		All	Solid Waste Management	Countywide	Various	NPDES Program for Inactive Sites	I/R EI			42,600	42,600

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By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-tionary Funding	Total
Countywide (Cont'd)											
29		All	Solid Waste Management	Countywide	Various	Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAO activities)	I/R EI			125,000	125,000
30		All	Solid Waste Management	Countywide	Various	Calibration Gases for LFG monitoring of perimeter probes	I/R EI			5,000	5,000
31		All	Solid Waste Management	Countywide	Various	Colton / Mid-Valley / San Timoteo - LFGES Modification / Expansion (VFD & Wells)	I/R EI			325,000	325,000
31	**Total Countywide New Projects**							**550,000**	**0**	**9,041,288**	**9,591,288**
First District											
1	04-112	1	Airports	Apple Valley	21600 Corwin Road	Reconstruct existing access road	I/R EF		15,000	135,000	150,000
2	04-115	1	Airports	Apple Valley	21600 Corwin Road	Construct southwest ramp	I/R EF		30,700	276,300	307,000
3	04-118	1	Airports	Apple Valley	21600 Corwin Road	Annual pavement replacement and rehabilitation	I/R EF		25,000		25,000
4	04-124	1	Airports	Apple Valley	21600 Corwin Road	Construct an 1,824 SF storage shed	C/A		25,000		25,000
5	04-126	1	Airports	Apple Valley	21600 Corwin Road	Install new parking lot.	C/A		25,000		25,000
6	04-125	1	Airports	Apple Valley	21800 Corwin Road	New roof for maintenance Bldg. #2	I/R EF		50,000		50,000
7	04-123	1	Airports	Daggett	39500 National Trails Hwy	Demo various surplus buildings.	C/A		200,000		200,000
8	04-120	1	Airports	Daggett	39500 National Trails Hwy	Annual pavement replacement and rehabilitation	I/R EF		10,000		10,000
9	04-121	1	Airports	Needles	711 Airport Road	Annual pavement replacement and rehabilitation	I/R EF		10,000		10,000
10	04-119	1	Airports	29 Palms	78569 29 Palms Hwy	Annual pavement replacement and rehabilitation	I/R EF		10,000		10,000
11	04-122	1	Airports	29 Palms	78569 29 Palms Hwy	Rehabilitate water system.	I/R EF		7,000		7,000
12	04-175k	1	Arch. & Eng.	Needles - Courthouse	1111 E. Bailey Ave.	Pavement management	I/R EF	5,000			5,000
13	04-175j	1	Arch. & Eng.	Needles - Sheriff	1111 E. Bailey Ave.	Pavement management	I/R EF	10,000			10,000
14	04-105c	1	Arch. & Eng.	Barstow	225 E. Mt. View	Roof repairs	I/R EF	200,000			200,000
15	04-105d	1	Arch. & Eng.	Barstow	235 E. Mt. View	Roof repairs	I/R EF	15,000			15,000
16	04-073	1	Fleet Mgmt.	Victorville	14177 McArt Road	Add additional repair site through City of V.V. lease	C/A		7,500		7,500
17	04-072	1	Fleet Mgmt.	Barstow	29802 Highway 58	Construct above ground fuel tanks when underground tanks have been removed.	C/A		150,000		150,000

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2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
First District (Cont'd)											
18	04-074	1	Fleet Mgmt.	Barstow	29802 Highway 58	Remove underground fuel tank	PM		25,000		25,000
19		1	Regional Parks	Yermo	Calico Ghost Town, 36600 Ghost Town Rd.	Design-construct visitor center	C/A			350,000	350,000
20	04-093	1	Regional Parks	Needles	Park Moabi Road	Construct new domestic water well	I/R EI	285,000			285,000
21		1	Solid Waste Management	Apple Valley	Apple Valley Sanitary Landfill Closure - 13401 Laguna Seca Drive	Apple Valley - Design LFG Extraction/Treatment System & CM	I/R EI			225,000	225,000
22		1	Solid Waste Management	Apple Valley	Apple Valley Sanitary Landfill Closure - 13401 Laguna Seca Drive	Apple Valley - Construction of LFG Extraction/Treatment System	I/R EI			300,000	300,000
23		1	Solid Waste Management	Barstow	Barstow Sanitary Landfill - 3 miles So. Of Barstow on St. Rte. 247	Barstow Expansion CEQA (EIR)	I/R EI			50,000	50,000
24		1	Solid Waste Management	Hesperia	Hesperia Sanitary Landfill - 5500 Hesperia Dump Rd	Hesperia Closure Construction - Full	I/R EI			5,200,000	5,200,000
25		1	Solid Waste Management	Hinkley	Lenwood-Hinkley Sanitary Landfill - 37751 Lenwood Rd.	Lenwood-Hinkley Final Closure Construction - Full	I/R EI			2,225,000	2,225,000
26		1	Solid Waste Management	Victorville	Victorville Sanitary Landfill - NW of Stoddard Wells Rd.	Victorville Unit 2 Liner Construction Design/Engineering Support	I/R EI			150,000	150,000
27		1	Transportation	Phelan	Duncan Road between Beekley E/Sheet Creek	Pave dirt road	I/R EI			214,000	214,000
28		1	Transportation	Hesperia	Escondido Avenue between Ranchero St. N/Cedar St.	Pave dirt road	I/R EI			356,100	356,100
29		1	Transportation	Apple Valley	Joshua Road, .404M N, Standing Rock Road N/Cahuilla	Pave dirt road	I/R EI			75,000	75,000
29	**Total First District New Projects**							**515,000**	**590,200**	**9,556,400**	**10,661,600**
Second District											
1	04-175a	2	Arch. & Eng.	Devore - GHRC Multipurpose Bldgs.	18000 W. Institution Rd.	Pavement management	I/R EF	10,000			10,000
2	04-175b	2	Arch. & Eng.	Ontario - Preschool Services	555 W. Maple	Pavement management	I/R EF	20,000			20,000
3		2	Regional Parks	San Bernardino	Glen Helen Reg. Park - 2555 Glen Helen Parkway	Construct campground hookups	C/A			300,000	300,000

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT B

2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS

By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Second District (Cont'd)											
4		2	Regional Parks	San Bernardino	Glen Helen Reg. Park - 2555 Glen Helen Parkway	Replace picnic shelters	C/A			400,000	400,000
5		2	Regional Parks	Crestline	Lake Gregory Reg. Park - 24171 Lake Drive	Construct new restroom/ADA rehab	C/A			180,000	180,000
6	04-167	2	Sheriff	Devore	18000 Institution Road	Kitchen/inmate restroom remodel	R/A			150,000	150,000
7	04-168	2	Sheriff	Devore	18000 Institution Road	Water main addition	I/R EF			45,000	45,000
8		2	Solid Waste Management	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken Final Closure Construction, Phase 3 - CM	I/R EI			230,000	230,000
9		2	Solid Waste Management	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken Final Closure Construction - Phase 3	I/R EI			3,600,000	3,600,000
10		2	Solid Waste Management	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Edison License Agreement (Easements)	I/R EI			3,000	3,000
11		2	Transportation	Fontana SD 2	Alder Avenue at San Bernardino Ave.	Signal installation	I/R EI			68,800	68,800
12		2	Transportation	Fontana SD 2	Jurupa Avenue at Banana Ave.	Signal installation	I/R EI			125,000	125,000
12	**Total Second District New Projects**						I/R EF	**30,000**	**0**	**5,101,800**	**5,131,800**
Third District											
1	04-175m	3	Arch. & Eng.	Redlands - Courthouse	216 Brookside	Pavement management	I/R EF	20,000			20,000
2	04-175n	3	Arch. & Eng.	Redlands	222 Brookside	Pavement management	I/R EF	10,000			10,000
3	04-105e	3	Arch. & Eng.	Redlands	2024 Orange Tree Lane	Roof repairs	I/R EF	30,000			30,000
4	04-175l	3	Arch. & Eng.	Twin Peaks - Courthouse	26010 Hwy 189	Pavement management	I/R EF	30,000			30,000
5	04-175o	3	Arch. & Eng.	Joshua Tree - Courthouse	6257 White Feather	Pavement management	I/R EF	50,000			50,000
6		3	Regional Parks	Yucaipa	Yucaipa Reg. Park - 33900 Oak Glen Rd.	Campground expansion/improvements	C/A			757,000	757,000
7		3	Regional Parks	Yucaipa	Yucaipa Reg. Park - 33900 Oak Glen Rd.	Construct equestrian staging area	C/A			189,000	189,000
8		3	Solid Waste Management	Big Bear City	Big Bear Sanitary Landfill - 38550 Holcomb Valley Rd	Big Bear - Final Cover Material Haul	I/R EI			1,200,000	1,200,000
9		3	Solid Waste Management	Running Springs	Heaps Peak LCRS Landfill - 29800 Heaps	Treatment & Disposal	I/R EI			85,000	85,000
10		3	Solid Waste Management	Running Springs	Heaps Peak LCRS Landfill - 29800 Heaps	Storage & Transport	I/R EI			65,000	65,000
11		3	Solid Waste Management	Running Springs	Heaps Peak LCRS Landfill - 29800 Heaps Peak	Heaps Peak LCRS - Construction of Treatment System	I/R EI			225,000	225,000

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EXHIBIT B
2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS
By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Third District (Cont'd)											
12		3	Solid Waste Management	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	San Timoteo Detention Basin Construction	I/R EI			500,000	500,000
13		3	Solid Waste Management	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	San Timoteo - Unit 2 Phase 3 Liner Excavation	I/R EI			2,000,000	2,000,000
14		3	Solid Waste Management	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	Design of overall LFG	I/R EI			50,000	50,000
15		3	Solid Waste Management	Yucaipa	Yucaipa Landfill, 33900 Oak Glen Road	Yucaipa - Design LFG Extraction/Treatment System & CM	I/R EI			225,000	225,000
16		3	Solid Waste Management	Yucaipa	Yucaipa Landfill, 33900 Oak Glen Road	Yucaipa - Construction of LFG Extraction/Treatment System	I/R EI			500,000	500,000
17		3	Transportation	Big Bear City	Bowles Blvd. from Aeroplane Blvd. NE/Valley Blvd.	Pave road	I/R EI			156,100	156,100
18		3	Transportation	Colton SD 3	La Cadena Dr. at Barton Road	Signal installation	I/R EI			300,000	300,000
18	**Total Third District New Projects**							**140,000**	**0**	**6,252,100**	**6,392,100**
Fourth District											
1	04-109	4	Airports	Chino	7000 Merrill Avenue	Acquire land for various runway protection zones.	C/A		350,000	3,150,000	3,500,000
2	04-110	4	Airports	Chino	7000 Merrill Avenue	Improve Grove Avenue Runway 21 Safety Area	I/R EF		60,000	540,000	600,000
3	04-116	4	Airports	Chino	7000 Merrill Avenue	Annual pavement replacement and rehabilitation	I/R EF		35,000		35,000
4	04-117	4	Airports	Chino	7000 Merrill Avenue	Infrastructure improvements and rehab for water system, curb and gutter additions and drainage and box culverts	I/R EF		40,000		40,000
5		4	Regional Parks	Ontario	Cucamonga-Guasti Reg. Park - 800 N. Archibald	Construct group picnic area	C/A			725,000	725,000
6		4	Regional Parks	Ontario	Cucamonga-Guasti Reg. Park - 800 N. Archibald	Rehabilitate restrooms for ADA	R/A			350,000	350,000
7		4	Regional Parks	Chino	Prado Reg. Park - 16700 S. Euclid	Upgrade campground electrical/plumbing	I/R EI			300,000	300,000
8		4	Regional Parks	Chino	Prado Reg. Park - 16700 S. Euclid	Replace picnic shelters	C/A			889,820	889,820
9		4	Transportation	Various	East End Avenue	Rehabilitation	I/R EI			239,000	239,000
9	**Total Fourth District New Projects**							**0**	**485,000**	**6,193,820**	**6,678,820**
Fifth District											
1	04-175c	5	Arch. & Eng.	San Bernardino - PSD/Children's Assessment Ctr.	1499 S. Tippecanoe -	Pavement management	I/R EF	5,000			5,000

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EXHIBIT B
2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS
By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Fifth District (Cont'd)											
2	04-105f	5	Arch. & Eng.	San Bernardino	157-175 W. 5th St.	Roof repairs	I/R EF	135,000			135,000
3	04-175g	5	Arch. & Eng.	San Bernardino	172 W. 3rd St.	Pavement management	I/R EF	20,000			20,000
4	04-175f	5	Arch. & Eng.	San Bernardino - DA	316 N. Mt. View	Pavement management	I/R EF	10,000			10,000
5	04-175d	5	Arch. & Eng.	San Bernardino	4th St. between Sierra & Mt. View	Pavement management	I/R EF	10,000			10,000
6	04-175p	5	Arch. & Eng.	San Bernardino - ISD	670 E. Gilbert, So. Pkg Lot	Pavement management	I/R EF	40,000			40,000
7	04-105a	5	Arch. & Eng.	San Bernardino	700 E. Gilbert, Bldg. #2	Roof repairs	I/R EF	10,000			10,000
8	04-105b	5	Arch. & Eng.	San Bernardino	700 E. Gilbert, Bldg. #3	Roof repairs	I/R EF	10,000			10,000
9	04-175i	5	Arch. & Eng.	San Bernardino - GSG	777 E. Rialto Ave.	Pavement management	I/R EF	225,000			225,000
10	04-007	5	Arch. & Eng.	San Bernardino - GSG	777 Rialto Ave.	Upgrade fire alarm system	I/R EF	280,000			280,000
11	04-175h	5	Arch. & Eng.	San Bernardino - DPW	825 E. 3rd St.	Pavement management	I/R EF	20,000			20,000
12	04-017	5	Arch. & Eng.	San Bernardino - Juv. Hall	900 E. Gilbert	Upgrade fire alarm system	I/R EF	740,000			740,000
13	04-175e	5	Arch. & Eng.	San Bernardino	Mt. View between 4th & 5th	Pavement management	I/R EF	10,000			10,000
14	04-169	5	ARMC	Colton	400 N. Pepper	Kidney dialysis - remodel 1,219 Square Foot area	R/A			550,000	550,000
15	04-171	5	ARMC	Colton	400 N. Pepper	Parking Lot #4 - 68,466 SF, Hilo parking 51,279 SF	C/A			175,000	175,000
16	04-159	5	Coroner/PA/PG	San Bernardino	175 S. Lena Road	Expand Morgue Facility 2,340 SF	C/A	977,900			977,900
17	04-160	5	Coroner/PA/PG	San Bernardino	777 Rialto Ave.	PAPG Warehouse Property area expansion	R/A			47,346	47,346
18	04-161	5	Coroner/PA/PG	San Bernardino	777 Rialto Ave.	Coroner/PAP Warehouse records storage expansion	C/A			53,000	53,000
19	04-012	5	Fac. Mgmt/Fleet Mgmt.	San Bernardino	210 N. Lena Rd.	Replace air handler	I/R EF		29,300		29,300
20		5	Regional Parks	Colton	Colton Reg. Park	Construct new regional park	C/A			1,000,000	1,000,000
21		5	Regional Parks	Colton	Colton Reg. Park	Acquire land for regional park	C/A			1,150,000	1,150,000
22		5	Solid Waste Management	Bloomington	Crestmore Disposal Site - Jurupa & Maple	Crestmore CIWMB Monitoring Program	I/R EI			5,000	5,000
23		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley / Road Maintenance	I/R EI			200,000	200,000

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2004-05 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM NEW PROJECTS
By Location

# Proj.	CIP Log #	Sup. Dist.	Department	Location	Address	Description	Proj. Type	General Fund Local Cost	Other Discre-tionary Funding	Non-Discre-ionary Funding	Total
Fifth District (Cont'd)											
24		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley South Mound [Unit 1, South and West Slopes] Final Closure Construction - Design	I/R EI			100,000	100,000
25		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley South Mound [Unit 1, South & West Slopes] Final Closure - Construct Retaining Wall	I/R EI			500,000	500,000
26		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phases 3, 4 & 5 Liner Design, CQA & Engr. Support Svcs.	I/R EI			298,246	298,246
27		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phase 5 Liner Construction - CM	I/R EI			200,000	200,000
28		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phase 5 Liner Construction	I/R EI			2,000,000	2,000,000
29		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley CAP O&M - Off Site	I/R EI			480,900	480,900
30		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 - Design of overall LFG	I/R EI			50,000	50,000
31		5	Solid Waste Management	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley - Groundwater Treatment System for Perchlorate and VOC's	I/R EI			1,300,000	1,300,000
32		5	Transportation	Fontana SD 2	Valley Blvd. 0037M W, Alder Avenue E/Cedar Ave.	Rehabilitation	I/R EI			760,000	760,000
32	**Total Fifth District New Projects**							**2,492,900**	**29,300**	**8,869,492**	**11,391,692**
131	**Total New Projects by District**							**3,727,900**	**1,104,500**	**45,014,900**	**49,847,300**

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EXHIBIT C
2004-05 CARRYOVER PROJECTS
(Funds CJV and CJS)

# Proj.	CIP Log #	Proj. #	Sup. Dist.	Department	Location	Address	Description	General Fund Local Cost	Other Discre-tionary Funding	Non Discre-tionary Funding	Projected Carryover Balance	Funding Source
2003-04 Carryover Projects (Fund CJV)												
1		10120	5	Probation	San Bernardino	900 E. Gilbert	Juvenile Dependency Court		222,785		222,785	Justice Facility Reserve/HSS
2		10130	5	Facilities Mgmt	San Bernardino	777 E. Rialto Ave.	Fire system replacement	35,195			35,195	General Fund
3		10235	5	Probation	San Bernardino	900 E. Gilbert	CJH Tents/Classrooms		30,777		30,777	Justice Facility Reserve
4		10470	2	Regional Parks	Crestline	24171 Lake Drive	Dam valve replacement	119,691			119,691	General Fund
5		10830	5	Arch & Engr	San Bernardino	351 N. Arrowhead	Central Courthouse Seismic Retrofit/Remodel			26,970,400	26,970,400	FEMA Grant, Excess Fines & Forfeitures, Civil Filing Fee Surcharge
6		20045	5	Arch & Engr	Colton	400 N. Pepper	Emergency Room Remodel			300,200	300,200	CMC
7		20120	3	County Building	Big Bear	477 Summit Blvd	Office remodel	14,223			14,223	General Fund
8		20200	4	ISD	Chino Hills	800 MHZ Butterfield	Radio Tower construction		199,588		199,588	ISD Prior Year payment
9		20655	5	Sheriff	San Bernardino	630 E. Rialto Ave.	CDC Employee Parking Lot		89,847		89,847	Sheriff
10		20665	5	Sheriff	San Bernardino	630 E. Rialto Ave.	CDC Security Monitoring system		598,843		598,843	Sheriff
11		20680	ALL	Various	Countywide	Various Locations	Space study/requests	16,100			16,100	General Fund
12		20765	5	Government Ctr.	San Bernardino	385 N. Arrowhead	Security and parking improvements	339,567			339,567	General Fund
13		20795	1	Facilities Mgmt	Joshua Tree	6527 White Feather Rd	HVAC Upgrade	135,819			135,819	General Fund
14		20800	3	Museum	Redlands	2024 Orange Tree	Office space addition	77,799			77,799	General Fund
15		30050	1	Regional Parks	Victorville	18000 Yates Rd.	Mojave Narrows Reg. Pk. Weir meter		68,800		68,800	Regional Parks
16		30060	1	Courts	Victorville	14455 Civic Drive	Juvenile Court sallyport	116,078			116,078	General Fund
17		30120	4	Courts	Chino	13260 Central Ave	Remove/replace air handler & controls	423,821			423,821	General Fund
18		30140	5	Auditor/Controller	San Bernardino	222 W. Hospitality	Remodel 4th floor		162,410		162,410	Auditor-Controller/Recorder
19		30150	5	Sheriff	San Bernardino	630 East Rialto	Remove/Replace HVAC	451,311			451,311	General Fund
20		30170	5	Behavioral Health	San Bernardino	700 East Gilbert	Grounds improvements	763,955			763,955	General Fund
21		30200	5	Behavioral Health	San Bernardino	700 East Gilbert	Parking lot and road improvements	375,000			375,000	General Fund
22		30220	5	Information Svcs.	San Bernardino	670 East Gilbert	Parking lot rehab	32,848			32,848	General Fund
23		30250	5	Probation	San Bernardino	900 E. Gilbert St	Juvenile Hall electric repair/HVAC & controls	499,535			499,535	General Fund
24		30260	5	Probation	San Bernardino	900 E. Gilbert St	Perris Hill Park R/R water storage tank	440,439			440,439	General Fund
25		30270	1	Fac. Mgmt.	Needles	1111 Bailey Ave	Rehab parking lot and road	110,000			110,000	General Fund

EXHIBIT C
2004-05 CARRYOVER PROJECTS
(Funds CJV and CJS)

# Proj.	CIP Log #	Proj. #	Sup. Dist.	Department	Location	Address	Description	General Fund Local Cost	Other Discre-tionary Funding	Non Discre-tionary Funding	Projected Carryover Balance	Funding Source
2003-04 Carryover Projects (Fund CJV) (Cont'd)												
26		30280	2	Arch & Engr	Devore	Glen Helen Reg. Pk.-2555 Glen Helen Pkwy	Water system improvements - Phase II	1,175,394			1,175,394	General Fund
27		30290	3	Courts	Redlands	216 Brookside	HVAC replacement	32,696			32,696	General Fund
28		30300	4	Parks	Ontario	Cucamonga Guasti R.P.-800 N. Archibald	Pool filtration system	194,696			194,696	General Fund
29		30320	5	Fac Mgmt	San Bernardino	670 E. Gilbert St	1st and 2nd floor HVAC replacement	163,120			163,120	General Fund
30		30330	5	Arch & Engr	San Bernardino	Third St. Facilities	Parking lot/road rehab	76,700			76,700	General Fund
31		30390	3	ECD	Redlands	2024 Orange Tree	Design Hall of Paleontology			191,912	191,912	ECD
32		30510	1	Regional Parks	Needles	Park Moabi Road At I-	Fuel tank remove/replace		221,081		221,081	Regional Park Special Revenue
33		30520	5	Fleet Mgmt.	San Bernardino	777 E. Rialto Ave.	Fuel system upgrade		80,781		80,781	Fleet Management
34		30620	ALL	District Attorney	San Bernardino	Various Locations	Office Remodel	150,000			150,000	General Fund
35		30690	5	Probation	San Bernardino	900 E. Gilbert	Juvenile Hall master plan		5,000		5,000	Probation
36		30770	5	ECD	San Bernardino	9th Street	9th St. Youth Golf Academy			55,646	55,646	ECD
37		30875	5	District Attorney	San Bernardino	900 E. Gilbert St	Trailer relocation to Gilbert St.	107,000			107,000	General Fund
38		40000	ALL	Fac Mgmt	Countywide	Various Locations	Miscellaneous minor CIP projects	-			-	General Fund
39		40010	ALL	Arch & Engr	Countywide	Various Locations	Foam roof restoration	387,225			387,225	General Fund
40		40020	ALL	Arch & Engr	Countywide	Various Locations	ADA improvements	142,200			142,200	General Fund
41		40040	1	Library	Lucerne Valley	33103 Old Woman Springs Road	Library expansion			25,000	25,000	Library
42		40050	1	Regional Parks	Yermo	Calico Ghost Town - 36600 Ghost Town	Remodel upper town restrooms	260,000			260,000	General Fund
43		40060	1	Regional Parks	Victorville	Mojave Narrows Reg Pk - 18000 Yates Rd.	Design park flood control	20,000	27,000		47,000	General Fund and Flood Control
44		40070	1	Regional Parks	Victorville	Mojave Narrows Reg Pk-18000 Yates Rd.	Design Horseshoe Lake rehab	20,000			20,000	General Fund
45		40100	2	Arch & Engr	Devore	Glen Helen	Water system improvements - Phase III	500,000			500,000	General Fund
46		40110	2	Arch & Engr	Devore	Glen Helen Reg Pk - 2555 Glen Helen Rd.	Rehab campground paving	225,000			225,000	General Fund
47		40120	2	Sheriff	Devore	18000 W. Institution	Remove/replace dishwasher			50,000	50,000	Sheriff

EXHIBIT C
2004-05 CARRYOVER PROJECTS
(Funds CJV and CJS)

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2003-04 Carryover Projects (Fund CJV) (Cont'd)												
48		40130	2	Sheriff	Devore	18000 W. Institution	Modernize utility feed			40,000	40,000	Sheriff
49		40140	3	Museum	Redlands	2024 Orange Tree Lane	Install fire suppression/sprinkler system	197,000			197,000	General Fund
50		40150	3	Museum	Redlands	2024 Orange Tree	Correct code violations/deficiencies	247,000			247,000	General Fund
51		40160	4	Museum	Chino	17127 Pomona Rincon	Provide potable water	22,700			22,700	General Fund
52		40220	5	Auditor/Controller	San Bernardino	222 W. Hospitality	Remodel 1st Floor		335,000		335,000	Auditor-Controller
53		40230	5	Auditor/Controller	San Bernardino	222 W. Hospitality	Remodel 2nd Floor		72,000		72,000	Auditor-Controller
54		40240	5	ARMC	Colton	400 N. Pepper	Convert Behavioral Health beds to medical beds			1,080,000	1,080,000	ARMC Budget
55		40250	ALL	Arch & Engr	Countywide	Various Locations	Rehab hydraulic elevators	428,000			428,000	General Fund
56		40260	5	County Building	San Bernardino	172 W. Third St.	Upgrade fire alarm system	360,000			360,000	General Fund
57		40270	5	County Building	San Bernardino	351 N. Mt. View	Upgrade fire alarm system	120,000			120,000	General Fund
58		40280	ALL	Arch & Eng.	Countywide	Various Locations	Seal C\coat parking lots	60,000			60,000	General Fund
59		60314	2	Probation	Rancho Cuca.	9478 Etiwanda	Juvenile Detention Facility expansion	6,781			6,781	General Fund
60		90330	5	Arch & Engr	San Bernardino	780 E. Gilbert St.	CMC demolition and site reuse	172,170			172,170	General Fund
61		90680	ALL	Various	Countywide	Various Locations	Site assessment and remediation	452,954			452,954	General Fund
62		90780	5	Public Health	San Bernardino	351 N. Mt. View	Office Remodel		167,424		167,424	Public Health Advance Payment
63		00750	2	Public Health	Devore	19777 Shelter Wy	Animal shelter expansion	84,783			84,783	General Fund
64		00780	5	Arch & Engr	San Bernardino	385 N. Arrowhead	Board Chambers Video Upgrade		16,505		16,505	ISD Prior Year payment
65		00810	1	Regional Parks	Needles	Park Moabi Road At I-40	Water rights purchase	247,750			247,750	General Fund
65	**Total 2003-04 Carryover Projects (Fund CJV)**							**9,804,550**	**2,297,841**	**28,713,158**	**40,815,549**	
2003-04 Mid-Year Insert Carryover Projects (Fund CJV)												
1		20815	1	ECD	Running Springs	Downtown	Downtown Revitalization			104,767	104,767	ECD
2	02-45	30380	2	Sheriff	Devore	18000 W. Institution	Recreation yard		82,064		82,064	Justice Facility Reserve
3		30420	5	ECD	Bloomington	Kessler Park-corner of Linden & Jurupa	Park rehabilitation			93,000	93,000	ECD
4	02-82	30440	2	Sheriff	Devore	18000 W. Institution	Minimum Security Dorm			15,738	15,738	Inmate Welfare Fund
5	03-45	30445	2	Sheriff	Devore	18000 W. Institution	Security system master plan			2,000	2,000	Inmate Welfare Fund
6		30590	4	ECD	Ontario	215 W. C St.	YMCA parking lot rehab			68,258	68,258	ECD

EXHIBIT C
2004-05 CARRYOVER PROJECTS
(Funds CJV and CJS)

# Proj.	CIP Log #	Proj. #	Sup. Dist.	Department	Location	Address	Description	General Fund Local Cost	Other Discre-tionary Funding	Non Discre-tionary Funding	Projected Carryover Balance	Funding Source
2003-04 Mid-Year Insert Carryover Projects (Fund CJV) (Cont'd)												
7	02-64	30710	5	Sheriff	San Bernardino	200 S. Lena	SID HVAC Replacement			458,000	458,000	Inmate Welfare Fund
8		30780	5	ECD	Bloomington	18317 Valley Blvd.	Nutrition Center			69,380	69,380	ECD
9		30870	5	Fleet Mgmt.	San Bernardino	777 E. Rialto Ave.	Warehouse Replacement		9,800		9,800	Fleet Management
10	03-18	30890	2	Sheriff	Rancho Cuca.	9500 Etiwanda Ave.	Construct new commissary			68,745	68,745	Inmate Welfare Fund
11	03-74	40300	5	Transportation	Fontana	17618 Arrow	Transportation maintenance yard reconstruction		303,000		303,000	Fleet Management
12	03-52	40330	5	Information Svcs.	San Bernardino	670 E. Gilbert St.	Electrical supply repair	12,852			12,852	General Fund
13	03-69	40520	2	Probation	Rancho Cuca.	9378 Etiwanda Ave.	WVJDC Control panel installation		301,275		301,275	Probation
14	03-23	40530	5	Regional Parks	San Bernardino	777 E. Rialto Ave.	Office remodel		11,081		11,081	Regional Parks
15		40560	3	ECD	Mentone		Senior Center Reading Room		82,000	2,000,000	2,082,000	Library/ECD
16	03-66	40610	2	Sheriff	Devore	18000 Institution	GHRC Bakery addition			175,000	175,000	Inmate Welfare Fund
17	03-60	40620	3	Probation	Big Bear		Camp Heartbar electrical upgrade		78,350		78,350	Probation
18	03-85	40640	5	Information Svcs.	San Bernardino	670 E. Gilbert St.	Building reroof	130,000			130,000	General Fund
19	03-62	40680	5	Probation	San Bernardino	740 E. Gilbert	RYEF install emergency power supply		50,000		50,000	Probation
20	03-65	40690	5	District Attorney	San Bernardino	316 N. Mt. View	SB DA 3rd floor remodel		24,170		24,170	DA Budget
21	03-69	40700	5	Probation	San Bernardino	900 E. Gilbert	Move YJC from leased space to Juvenile Hall		165,000		165,000	Probation
22	02-41	40710	2	Courts	Rancho Cuca.	8303 N. Haven	WVLJC family court services move			167,805	167,805	Courts
23	03-82	40720	5	Probation	San Bernardino	700 E. Gilbert	Move ROP horticulture to 700 E. Gilbert		5,000		5,000	Probation
24	03-81	40730	5	Probation	San Bernardino	900 E. Gilbert	Remove classrooms #10 & #11		50,000		50,000	Probation
25	03-80	40740	5	Probation	San Bernardino	900 E. Gilbert	Remove tent annex at CJH		31,000		31,000	Probation
25	**Sub-Total 2003-04 Mid-Year Insert Projects**							**142,852**	**1,192,740**	**3,222,693**	**4,558,285**	
90	**Total Carryover Projects (Fund CJV)**							**9,947,402**	**3,490,581**	**31,935,851**	**45,373,834**	
Fund CJS Carryover Project												
1		10740	1	Probation	Apple Valley	Dale Evans Parkway	High Desert Juvenile Detention Facility	4,160,000			4,160,000	General Fund
1	**Total Carryover Project (Fund CJS)**							**4,160,000**			**4,160,000**	
91	**TOTAL 2004-05 CARRYOVER PROJECTS (FUNDS CJV AND CJS)**							**14,107,402**	**3,490,581**	**31,935,851**	**49,533,834**	

EXHIBIT D
2004-05 AIRPORT CARRYOVER PROJECTS
(Various Funds)

# Proj.	Sup. Dist.	Location	Address	Description	Fund	Projected Carryover Balance
Airport Carryover Projects (Various Funds)						
1	All	All Airports		Contingency (Fontana Interest Fund)	RAA	4,376,890
2	All	All Airports		Contingency (Fontana Principal)	RAW	183,705
3	All	All Airports		Contingency (Operating)	RCD	103,850
4	1	Daggett	Barstow-Daggett Airport - 39500 National	Construct Modular Office Building/Shop	REN	100,000
5	1	Daggett	Barstow-Daggett Airport - 39500 National	Perimeter Fence	RHW	375,279
6	1	Daggett	Barstow-Daggett Airport - 39500 National	Coat Interior of Water Tanks	RCW	242,892
7	1	Daggett	Barstow-Daggett Airport - 39500 National	Update Airport Layout Plan	RHR	7,602
8	1	Daggett	Barstow-Daggett Airport - 39500 National	Rehabilitate Taxiway C and West 1/2 of Taxiway A	RHO	388,581
9	1	Daggett	Barstow-Daggett Airport - 39500 National	Rehabilitate Airport Access Road	None	106,667
10	4	Chino	Chino Airport - 7000 Merrill Avenue	Taxiway D Relocation/Ramp Relocation & Light	REJ	1,927,395
11	4	Chino	Chino Airport - 7000 Merrill Avenue	Rotating Beacon; Cal Aero Drive; Windsocks; Stearman Drive	RHS	479,662
12	4	Chino	Chino Airport - 7000 Merrill Avenue	First Phase Access Rd Reconstruct Rwy 8L/26R	RHF	1,442,959
13	4	Chino	Chino Airport - 7000 Merrill Avenue	Update Master Plan	RGX	14,151
14	4	Chino	Chino Airport - 7000 Merrill Avenue	Relocate ILS	RDW	1,500,000
15	4	Chino	Chino Airport - 7000 Merrill Avenue	Test/Monitor Ground Water for PCE's & TCE's	RBS	100,718
16	4	Chino	Chino Airport - 7000 Merrill Avenue	Rwy 3-21 Threshold Relocation	RHV	2,000,000
17	4	Chino	Chino Airport - 7000 Merrill Avenue	Cal Aero Buildings - Roof Repairs	RJE	93,000
18	4	Chino	Chino Airport - 7000 Merrill Avenue	Reverted Building Improvements	RJA	50,000
19	4	Chino	Chino Airport - 7000 Merrill Avenue	Dome Hangars 1-4 Rehab & Lighting/Elect Impvmts	RJB	50,000
20	4	Chino	Chino Airport - 7000 Merrill Avenue	Demolition and Fencing - DeVries Dairy Site	RJC	68,525
21	4	Chino	Chino Airport - 7000 Merrill Avenue	Merrill Avenue Fence Line Beautification	None	15,000
22	4	Chino	Chino Airport - 7000 Merrill Avenue	Update CLUP	None	50,000
23	4	Chino	Chino Airport - 7000 Merrill Avenue	Seal/Paint Main Ramp, 8/26L & Associated Twys	None	455,000
24	1	Needles	Needles Airport - 711 Airport Rd.	Water Well	REY	80,000
25	1	Needles	Needles Airport - 711 Airport Rd.	Resurface Rwy 11-29 & Associated Twy's	RHI	1,599,829
26	1	Needles	Needles Airport - 711 Airport Rd.	Chip Seal Access Road	None	150,000
27	1	Needles	Needles Airport - 711 Airport Rd.	Taxiway Lighting	None	40,000
28	1	Needles	Needles Airport - 711 Airport Rd.	PAPI	None	45,000
29	1	29 Palms	Twentynine Palms Airport - 78569 29 Palms	Fuel Tank Remediation and Vapor Extraction	RHX	72,773
30	1	29 Palms	Twentynine Palms Airport - 78569 29 Palms	Resurface Terminal Ramp; Install Perimeter Fence	RHY	574,811
31	1	29 Palms	Twentynine Palms Airport - 78569 29 Palms	Update CLUP	None	50,000
32	1	29 Palms	Twentynine Palms Airport - 78569 29 Palms	Construct Shade Ports	None	140,000

EXHIBIT D
2004-05 AIRPORT CARRYOVER PROJECTS
(Various Funds)

# Proj.	Sup. Dist.	Location	Address	Description	Fund	Projected Carryover Balance
Airport Carryover Projects (Various Funds) (Cont'd)						
33	1	29 Palms	Twentynine Palms Airport - 78569 29 Palms	Install Taxiway Lights Parallel RWY 17-35	None	20,000
34	1	29 Palms	Twentynine Palms Airport - 78569 29 Palms	Super Unicom; Automated Weather Reporting System	None	150,000
34	**Sub-Total Airport Carryover Projects (Various Funds)**					**17,054,289**
Apple Valley Airport - County Service Area 60 (CSA 60)						
1	All	Apple Valley		Contingency (CSA 60 Special Aviation Fund)	RAI	1,825,132
2	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	Port-A-Port Reconstruction	REH	70,000
3	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	South Ramp Hangar Development	REE	2,191,262
4	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	South Ramp & Taxiway Reconstruction	REF	270,770
5	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	Public Restroom Facility	RGZ	118,577
6	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	Secondary Access Roads; Security Fence; Run-up Areas	RHU	406,011
7	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	Update Airport Layout Plan	RHT	6,107
8	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	Construct Shadeports/Hangars	RET	334,115
9	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	Terminal Roof Repair	None	55,000
10	1	Apple Valley	Apple Valley Airport - 21600 Corwin Road	Runway 8/26 Drainage Improvements	None	85,000
10	**Sub-Total Apple Valley Airport - CSA 60 - Carryover Projects**					**5,361,974**
44	**Total Airport Carryover Projects**					**22,416,263**

EXHIBIT E
2004-05 REGIONAL PARKS CARRYOVER PROJECTS
(Various Funds)

Item	Location	Address	Description	Proj. Type	Carryover Balance	Funding Source
Countywide Projects						
1	Colton	Santa Ana River Trail 1a	Construct hiking/biking/equestrian trail	C/A	100,000	Prop 40
2	Colton	Santa Ana River Trail 2	Construct hiking/biking/equestrian trail	C/A	200,000	Federal/State Grants
2	**Sub-Total Countywide Projects**				**300,000**	
First District						
1	Yermo	Calico Ghost Town - 36600 Ghost Town Rd.	Renovate/construct restaurant	C/A	595,000	Prop 40
2	Yermo	Calico Ghost Town - 36600 Ghost Town Rd.	Repair/reconstruct calico tram	C/A	850,000	Prop 40
3	Needles	Moabi Reg. Park - I-40 and Park Moabi Rd.	Construct new boat launching facility	C/A	975,000	Dept. of Boating/ Waterways
4	Needles	Moabi Reg. Park - I-40 and Park Moabi Rd.	Construct infrastructure/sewer line	I/R EI	130,000	Prop 12
5	Needles	Moabi Reg. Park - I-40 and Park Moabi Rd.	Construct new campground restroom	C/A	500,000	Prop 12
6	Victorville	Mojave Narrows Reg. Park - 18000 Yates Rd.	Construct new interpretive center	C/A	500,000	Prop 40
7	Victorville	Mojave Narrows Reg. Park - 18000 Yates Rd.	Construct new cabins for camping	C/A	150,000	Prop 40
7	**Sub-Total First District**				**3,700,000**	
Second District			None		**0**	
Third District			None		**0**	
Fourth District						
1	Chino	Prado Reg. Park - 16700 S. Euclid	Construct boundless playground	C/A	350,000	Prop 40
1	**Sub-Total Fourth District**				**350,000**	
Fifth District						
1	Colton	Colton Reg. Park	Brownfields Project - site assessment for hazardous materials	C/A	100,000	Brownfields Grant
1	**Sub-Total Fifth District**				**100,000**	
11	**TOTAL REGIONAL PARKS CARRYOVER PROJECTS**				**4,450,000**	

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT F
2004-05 TRANSPORTATION CARRYOVER PROJECTS
(Various Funds)

Item	Location	Road Name	Limits	Description	Proj. Type	Carryover Balance	Funding Source
First District							
1	Victorville	Amethyst Road	Palmdale Rd N/Seneca Rd	Road construction and signal	I/R EI	190,000	Measure I
2	Various	Central Road	Roundup Way N/.5M S, Bear Vly	Widen/turn pockets/AC overlay	I/R EI	648,500	Federal Hazard Elimination & Safety, State Gas Tax and Measure I
3	Ludlow	Crucero Road	Nat Trls Hwy N/.03M N.Nth	Rehabilitation	I/R EI	275,000	Measure I
4	Various	Custer & Trade Post	SH18	Left turn lane construction	I/R EI	140,000	Measure I
5	Ludlow	Dola Ditch Bridge	Nth, Br No 54C 285, 2.08 M E, Kelbkr	Bridge replacement	I/R EI	775,000	Federal Highway Bridge Replacement & Rehabilitation
6	Phelan	Duncan Road	Oasis Rd E/Beekley	Pave dirt road	I/R EI	1,050,000	Transportation Facilities Plan
7	Adelanto	El Mirage Road	LA COL E/0100M W, Koala Rd	Rehabilitation	I/R EI	278,500	State Gas Tax
8	Barstow	Fort Irwin Road	I-15 N/Ft Irwin Bndry	Widening/passing lane project	I/R EI	14,590,000	Federal Defense Access Road Program
9	Victorville	Hi Desert Corr Proj	SH395 E/SH 18	Preliminary engineering and environ.	I/R EI	606,100	Federal Surface Transportation Program, City of Victorville, Town of Apple Valley
10	Ludlow	Lanzit Ditch Bridge	Nth, Br No 54C 286, 2.77 E, Kelbaker	Bridge replacement	I/R EI	1,076,000	Federal Congestion Mitigation Air Quality, State Gas Tax, City
11	Hesperia	Mesquite Street	Escondido Avenue E/Maple Ave	Pave dirt road	I/R EI	586,500	Federal Surface Transportation Program
12	Oro Grande	National Trails Hwy	Mojave River (Vic CL) N 1.6M	Rehabilitation	I/R EI	620,000	Federal Surface Transportation Program
13	Oro Grande	National Trails Hwy	.75M N, Oro Grnd/o.6M S, Bryman	Widen/install passing lanes	I/R EI	1,450,000	Gas Tax, City of Victorville
14	Needles	Needles Highway	N Street N&E/State Line	Rehabilitation	I/R EI	300,000	Federal Surface Transportation Program, Federal Public Lands Highway, Congressional Disbursement
15	Phelan	Nielson Road	Beekley E/Malpaso Rd	Pave dirt road	I/R EI	510,000	State Gas Tax
16	Oak Hills	Oak Hill Road	Caliente Rd N/.03M S, Jenny St	Realignment	I/R EI	63,400	State Gas Tax
17	Phelan	Phelan Road	.25M W/.5M E, SH 395	Extend over Oro Grande Wash	I/R EI	5,000	Measure I
18	Pinon Hills	Phelan Road	At Sheep Creek Wash	Culvert Construction	I/R EI	276,500	Measure I
19	Various	Summit Valley Road	Various	Pave dirt road	I/R EI	480,000	Measure I
20	Wrightwood	Wright Mountain Rd	Zermatt Drive N/Hwy 2	Pave new road	I/R EI	55,000	Measure I
20	**Total First District**					**23,975,500**	
Second District							
1	Fontana SD 2	Arrow Route	Reseda/Redwood Avenue	Sidewalk construction	I/R EI	157,000	Measure I
2	Fontana SD 2	Arrow Route	Hickory Avenue E/Beech Avenue	Rehab/drainage/inter IMPS	I/R EI	782,600	Measure I

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PM-Prevent. Maint.

EXHIBIT F
2004-05 TRANSPORTATION CARRYOVER PROJECTS
(Various Funds)

Item	Location	Road Name	Limits	Description	Proj. Type	Carryover Balance	Funding Source
Second District (Cont'd)							
3	Fontana SD 2	Arrow Route	Redwood Avenue	Signal installation	I/R EI	187,500	Measure I
4	Upland	Central Avenue	At Arrow Route	Signal modification	I/R EI	86,200	Hazard Elimination Safety, Gas Tax
5	Upland	Central Avenue	Arrow Route/Foothill Blvd.	Cont left turn lane construction	I/R EI	332,000	Hazard Elimination Safety, Gas Tax
6	Fontana SD 2	Cherry Avenue	Whittram Avenue N/Foothill Blvd.	Widen roadway	I/R EI	275,000	San Sevaine Redevelopment Agency, Gas Tax
7	Fontana SD 2	Cherry Avenue	I-10	Improve intersection	I/R EI	1,000	San Sevaine Redevelopment Agency, Gas Tax
8	Crestline	Crest Forest Drive	SH18 (Lake Gregory Drive)	Improve intersection/realign	I/R EI	2,200,000	Measure I
9	Crestline	Crestline Park & Ride	Lake Drive	Park and ride facility	I/R EI	456,000	Federal Congestion Mitigation Air Quality, State Gas Tax
10	Fontana SD 2	Etiwanda Avenue	I-10	Design interchange reconst.	I/R EI	100,000	Federal Surface Transportation Program, Catellus Corp.
11	Fontana SD 2	Etiwanda Avenue	Interchange I-10	Construct interchange	I/R EI	450,000	Federal Surface Transportation Program, Catellus Corp.
12	Crestline	Lake Drive	At Forest Shade	Culvert Construction	I/R EI	75,000	State Gas Tax
13	Crestline	Lake Drive	.06M E, Lake Gregory W/Pioneer Cmp	Pedestrian walkway	I/R EI	830,500	State Gas Tax, Community Development Block Grant
14	Crestline	Lake Gregrory Walkwa	Walkway around Lake Gregory	Walkway construction	I/R EI	1,520,500	Federal Surface Transportation Program, Community Development Block Grant
15	Various	San Bernardino Avenu	Various intersections	Signal install and synchro.	I/R EI	1,045,000	Federal Congestion Mitigation Air Quality, Measure I
16	Crestline	San Moritz Way	Lake Drive N/San Moritz Dr.	Pave dirt road	I/R EI	50,000	Measure I
17	Fontana SD 2	Slover Avenue	At Calabash Ave/Banana Ave.	Drainage improvements	I/R EI	148,100	Measure I
18	Fontana SD 2	Valley Boulevard	Commerce Dr. E 0.53M	Realignment	I/R EI	20,000	Federal Surface Transportation Program, Catellus Corp.
19	Fontana SD 2	Valley Boulevard	Banana Ave/Almond Avenue	Left turn lane construction - contin	I/R EI	245,000	Measure I
20	Fontana SD 2	Valley Boulevard	At Live Oak	Signal installation	I/R EI	183,800	Measure I
21	Fontana SD 2	Valley Boulevard	At Oleander Ave.	Signal installation	I/R EI	183,300	Measure I
22	Fontana SD 2	Valley Boulevard	Redwood Avenue	Signal installation	I/R EI	183,800	Measure I
23	Crestline	Zurich Drive	Thousand Pines Rd. E/Lake Dr.	Realignment and slope stabilization	I/R EI	175,000	State Gas Tax
23	**Total Second District**					**9,687,300**	

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT F
2004-05 TRANSPORTATION CARRYOVER PROJECTS
(Various Funds)

Item	Location	Road Name	Limits	Description	Proj. Type	Carryover Balance	Funding Source
Third District							
1	Joshua Tree	Alta Loma Drive	Sunnyhill Rd E/1500'	Improve sight distance	I/R EI	127,200	Measure I
2	Arrowbear	Arrowbear Drive	Spillway	Guardrail/bridge widening	I/R EI	70,000	Measure I
3	Redlands	Beaumont Avenue	At San Timoteo Creek	Bridge replacement design	I/R EI	1,675,000	Fed. Hwy Bridge Replacement & Rehabilitation, State Gas Tax
4	Big Bear City	Bowles Blvd.	Aeroplane Blvd. NE/Valley Blvd.	Pave road	I/R EI	156,100	Measure I
5	Lake Arrowhead	Daley Canyon Road	SH 18	Improve Inter safety/realign	I/R EI	25,000	Measure I
6	Redlands	Garnet St. Bridge	Mill Creek, Br No. 54C 420	Bridge replacement	I/R EI	1,702,000	Fed. Hwy Bridge Replacement & Rehabilitation, State Gas Tax
7	Lake Arrowhead	Hook Creek Road	Various Locations	Drainage improvements	I/R EI	218,000	Measure I
8	Yucca Valley	Larrea Rd.	0.06M S, Quail Bush Rd. N/SH 247	Pave dirt road	I/R EI	672,000	Federal Congestion Mitigation Air Quality, State Gas Tax
9	Big Bear City	Paradise Way	SH 38	Construct signal/Improve intersection	I/R EI	260,000	Measure I
10	Yucca Valley	Reche Road	SH 247	Turnlane construction	I/R EI	150,000	Measure I
11	Joshua Tree	Sunnyhill Road	Alta Loma Rd N/0.18M	Pave dirt road	I/R EI	115,200	Measure I
12	Mentone	Wabash Avenue	At SH 38	Signal installation	I/R EI	550,000	Federal Congestion Mitigation Air Quality, State Gas Tax
12	**Total Third District**					**5,720,500**	
Fourth District							
1	Montclair	Howard Street	610' W Benson Ave/190' W, Benson	Sidewalk construction	I/R EI	160,342	State Gas Tax, Community Development Block Grant
2	Montclair	Mission Boulevard	LA COL E/.26 M E, Pipeline	Rehabilitation	I/R EI	438,500	State Gas Tax
3	Montclair	Mission Boulevard	Roswell Avenue	Install Left turn phase and video	I/R EI	94,200	State Gas Tax, Hazard Elimination and Safety
4	Chino	Pamela Drive	.04M W, Cozzens E/.12M E, Roswell	Sidewalk construction	I/R EI	154,000	State Gas Tax, Safe Routes to Schools
5	Chino	Philadelphia Avenue	Pipeline Avenue	Signal installation	I/R EI	111,750	State Gas Tax
6	Montclair	Third Street	Silicon Avenue E .17 M	Rehabilitation	I/R EI	94,000	State Gas Tax
6	**Total Fourth District**					**1,052,792**	
Fifth District							
1	Fontana SD 2	Arrow Route	Locust Avenue	Intersection modification	I/R EI	132,500	State Gas Tax
2	Fontana SD 2	Arrow Route	Locust Avenue	Signal modification	I/R EI	177,000	Federal Hazard Elimination & Safety, State Gas Tax
3	Bloomington	Cedar Avenue	At I-10	Interchange PSR/PR	I/R EI	6,000	Federal Surface Transportation Program
4	Bloomington	Cedar Avenue	Randall Avenue	Signal installation	I/R EI	232,000	Measure I
5	Bloomington	El Rivino Road	Cedar E/Agua Mansa Road	Rehabilitation	I/R EI	730,000	State Gas Tax
6	Various	Fontana Rehab	Various Roads	Rehabilitation	I/R EI	1,430,000	State Gas Tax

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire
INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT F
2004-05 TRANSPORTATION CARRYOVER PROJECTS
(Various Funds)

Item	Location	Road Name	Limits	Description	Proj. Type	Carryover Balance	Funding Source
Fifth District (Cont'd)							
7	San Bernardino	Monterey Avenue	Palm Lane E/Pedley Road	Sidewalk construction	I/R EI	220,000	State Gas Tax, Safe Routes to Schools
8	Bloomington	Pepper Street	Sixth Street N/Ninth Street	Sidewalk construction	I/R EI	162,000	General Fund
9	Colton SD 5	Stevenson Street	.15 M W, Cyprus Ave. E/Cyprus	Pave dirt road	I/R EI	67,000	State Gas Tax
10	Fontana SD 2	Valley Boulevard	Cypress Avenue	Signal installation	I/R EI	250,000	Measure I
10	**Total Fifth District**					**3,406,500**	
71	**TOTAL TRANSPORTATION CARRYOVER PROJECTS**					**43,842,592**	

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT G

2004-05 SOLID WASTE MANAGEMENT CARRYOVER PROJECTS

Non-Discretionary Funding (Funds EAA, EAB, EAC and EAL)

# Proj.	Sup. Dist.	Location	Address	Description	Proj. Type	Carryover Balance	Funding Source
Technical Support Carryover Projects (Fund EAA)							
1	All	Countywide	Various	Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo, Victorville	I/R EI	40,000	Operations Fund
2	1,3	Barstow and Landers	Barstow Sanitary Landfill - 3 miles So. Of Barstow on St. Rte. 247; and Landers Sanitary Landfill, 59200 Winter Road	Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow & Landers	I/R EI	750	Operations Fund
3	All	Countywide	Various	Active Site Re-permitting - San Timoteo CEQA / Minor permit Revisions - various landfills / Barstow Negative Declaration	I/R EI	2,031	Operations Fund
4	All	Countywide	Various	Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal)	I/R EI	25,000	Operations Fund
5	All	Countywide	Various	Active Site NPDES Requirements	I/R EI	5,000	Operations Fund
6	All	Countywide	Various	Active Site CEQA / Minor RDSI Revisions / Re-permitting. Environmental Permitting/CEQA Assistance	I/R EI	195,000	Operations Fund
7	All	Countywide	Various	Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill: Legal Services	I/R EI	50,000	Operations Fund
7	**Sub-Total Technical Support Carryover Projects (Fund EAA)**					**317,781**	
Site Closures and Maintenance Carryover Projects (Fund EAB)							
1	1	Apple Valley	Apple Valley Sanitary Landfill Closure - 13401 Laguna Seca Drive	Apple Valley - ACAP Demonstration/Negative Flux Monitoring	I/R EI	50,000	Financial Assurance Fund
2	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken - Perimeter Landscape Plan	I/R EI	15,000	Financial Assurance Fund
3	1	Hinkley	Lenwood-Hinkley Sanitary Landfill - 37751 Lenwood Rd.	Lenwood-Hinkley Final Closure Construction Re-Design/Engineering Support	I/R EI	50,000	Financial Assurance Fund
4	1	Hinkley	Lenwood-Hinkley Sanitary Landfill - 37751 Lenwood Rd.	Lenwood-Hinkley Final Closure Construction - CM & CQA	I/R EI	300,000	Financial Assurance Fund
5	1	29 Palms	Twentynine Palms Sanitary Landfill - 7501 Pinto Mountain Rd.	29 Palms Final Closure - Constr. Engineering Support, Plan Revisions	I/R EI	30,000	Financial Assurance Fund
6	1	29 Palms	Twentynine Palms Sanitary Landfill - 7501 Pinto Mountain Rd.	29 Palms Final Closure Construction - Plan Redesign	I/R EI	40,000	Financial Assurance Fund
7	1	29 Palms	Twentynine Palms Sanitary Landfill - 7501 Pinto Mountain Rd.	29 Palms Final Closure Construction - CQA and CM	I/R EI	211,684	Financial Assurance Fund
8	1	Hesperia	Hesperia Sanitary Landfill - 5500 Hesperia Dump Rd	Hesperia Final Closure Construction - Redesign/Engr. Support/FCPMP Revision	I/R EI	50,000	Financial Assurance Fund
9	1	Hesperia	Hesperia Sanitary Landfill - 5500 Hesperia Dump Rd	Hesperia Final Closure Construction - CM / CQA	I/R EI	325,000	Financial Assurance Fund
10	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken Final Closure Construction, Phase 3 - Design / Engineering Support / CQA	I/R EI	350,000	Financial Assurance Fund

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab. Exit. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT G

2004-05 SOLID WASTE MANAGEMENT CARRYOVER PROJECTS

Non-Discretionary Funding (Funds EAA, EAB, EAC and EAL)

# Proj.	Sup. Dist.	Location	Address	Description	Proj. Type	Carryover Balance	Funding Source
Site Closures and Maintenance Carryover Projects (Fund EAB) (Cont'd)							
11	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken Final Closure Construction, Phase 3 - CM	I/R EI	240,000	Financial Assurance Fund
12	1	Lucerne Valley	Lucern Valley Sanitary Landfill - 27805 Squaw Bush Rd.	Lucerne Valley Final Closure Construction - Design/Engr Support, CM & CQA	I/R EI	200,000	Financial Assurance Fund
13	1	Apple Valley	Apple Valley Sanitary Landfill Closure - 13401 Laguna Seca Drive	ACAP - Apple Valley - Annual Maintenance/Calibration	I/R EI	25,000	Financial Assurance Fund
14	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken - Engineering Design Services - Proposed Storm Drain Improvements - Dupont Ave.	I/R EI	15,000	Financial Assurance Fund
15	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken - CM - Proposed Storm Drain Improvements - Dupont Ave.	I/R EI	75,000	Financial Assurance Fund
16	5	Cotlon	Colton Sanitary Landfill - 850 Tropica Rancho Rd.	Colton - Final Closure / Post Closure Maintenance Plan	I/R EI	30,000	Financial Assurance Fund
17	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley - Purchase property West of Unit 1 [approx. 2 acres]	I/R EI	325,000	Financial Assurance Fund
18	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken - Perimeter Landscape Plan	I/R EI	400,000	Financial Assurance Fund
19	1	Hinkley	Lenwood-Hinkley Sanitary Landfill - 37751 Lenwood Rd.	Lenwood-Hinkley Final Closure Construction - Full	I/R EI	575,000	Financial Assurance Fund
20	1	29 Palms	Twentynine Palms Sanitary Landfill - 7501 Pinto Mountain Rd.	29 Palms Final Closure Construction - Full	I/R EI	2,800,000	Financial Assurance Fund
21	1	Hesperia	Hesperia Sanitary Landfill - 5500 Hesperia Dump Rd	Hesperia Closure Construction - Full	I/R EI	17,365	Financial Assurance Fund
22	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken Final Closure Construction - Material Haul	I/R EI	650,000	Financial Assurance Fund
23	3	Big Bear City	Big Bear Sanitary Landfill - 38550 Holcomb Valley Rd	Big Bear - Final Cover Material Haul	I/R EI	200,000	Financial Assurance Fund
24	1	Lucerne Valley	Lucern Valley Sanitary Landfill - 27805 Squaw Bush Rd.	Lucerne Valley Final Closure Construction - Full	I/R EI	775,000	Financial Assurance Fund
25	2	Ontario	Milliken Sanitary Landfill - 2050 S. Milliken Ave.	Milliken - Storm Drain Construction - Dupont Ave.	I/R EI	700,000	Financial Assurance Fund
25	**Sub-Total Site Closures and Maintenance Carryover Projects (Fund EAB)**					**8,449,049**	
Site Enhancement, Expansion and Acquisition Carryover Projects (Fund EAC)							
1	1	Barstow	Barstow Sanitary Landfill - 3 miles So. Of Barstow on St. Rte. 247	Barstow CUP/JTD/SWFP - Lateral Expansion	I/R EI	265,000	Financial Assurance Fund
2	1	Victorville	Victorville Sanitary Landfill - NW of Stoddard Wells Rd.	Victorville Expansion SWFP/WDRs	I/R EI	75,000	Financial Assurance Fund
3	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Design/Engineering Support	I/R EI	75,000	Financial Assurance Fund

Legend: Proj. Type
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INFS-Install New Fac. Sys.
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R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT G

2004-05 SOLID WASTE MANAGEMENT CARRYOVER PROJECTS

Non-Discretionary Funding (Funds EAA, EAB, EAC and EAL)

# Proj.	Sup. Dist.	Location	Address	Description	Proj. Type	Carryover Balance	Funding Source
Site Enhancement, Expansion and Acquisition Carryover Projects (Fund EAC) (Cont'd)							
4	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction Management	I/R EI	75,000	Financial Assurance Fund
5	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction	I/R EI	355,487	Financial Assurance Fund
6	3	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	San Timoteo Detention Basin Design, CEQA and CM	I/R EI	150,000	Financial Assurance Fund
7	1	Barstow	Barstow Sanitary Landfill - 3 miles So. Of Barstow on St. Rte. 247	Barstow Expansion CEQA (EIR)	I/R EI	203,000	Financial Assurance Fund
8	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phase 2 Liner Design, Engineering Support, CQA	I/R EI	50,000	Financial Assurance Fund
9	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phase 2 Liner Construction - CM	I/R EI	50,000	Financial Assurance Fund
10	3	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	San Timoteo Unit 2 Phase 3 Expansion Liner Design & Engineering Support	I/R EI	200,000	Financial Assurance Fund
11	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phases 3, 4 & 5 Liner Design, CQA & Engr. Support Svcs.	I/R EI	150,000	Financial Assurance Fund
12	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phases 3 & 4 Liner Construction - CM	I/R EI	100,000	Financial Assurance Fund
13	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Environmental Permitting	I/R EI	40,000	Financial Assurance Fund
14	5	Fontana		Baseline/Alder - Settlement to Property Owner [damages/easement]	I/R EI	165,321	Financial Assurance Fund
15	1	Barstow		BLM - Barstow Land Transfer Project	I/R EI	10,000	Financial Assurance Fund
16	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 Phases 3 & 4 Liner Construction	I/R EI	6,000,000	Financial Assurance Fund
16	**Sub-Total Site Enhancement, Expansion and Acquisition Carryover Projects (Fund EAC)**					**7,963,808**	
Groundwater Remediation Carryover Projects (Fund EAL)							
1	3	Running Springs	Heaps Peak Landfill - 29800 Heaps Peak Rd.	Heaps Peak LCRS Treatment & Disposal - RSWD	I/R EI	20,000	Expansion Bond 2001 Series A
2	All	Countywide	Various	Inactive Sites LFGES O&M Routine (Heaps Peak, Hesperia & Milliken)	I/R EI	25,000	Expansion Bond 2001 Series A
3	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley CAP O&M - Off Site	I/R EI	40,000	Expansion Bond 2001 Series A

Legend: Proj. Type
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C/A-Construct/Acquire

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R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT G

2004-05 SOLID WASTE MANAGEMENT CARRYOVER PROJECTS

Non-Discretionary Funding (Funds EAA, EAB, EAC and EAL)

# Proj.	Sup. Dist.	Location	Address	Description	Proj. Type	Carryover Balance	Funding Source
Groundwater Remediation Carryover Projects (Fund EAL) (Cont'd)							
4	All	Countywide	Various	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)	I/R EI	50,000	Expansion Bond 2001 Series A
5	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Perchlorate Issues: Implementation of Perchlorate Investigation Work Plan	I/R EI	200,000	Expansion Bond 2001 Series A
6	All	Countywide	Various	Apple Valley, Mid-Valley & Milliken CAPs OM&M	I/R EI	20,000	Expansion Bond 2001
7	All	Countywide	Various	NPDES Program for Inactive Sites	I/R EI	5,000	Expansion Bond 2001
8	1	Victorville	Victorville Sanitary Landfill - NW of Stoddard Wells Rd.	Victorville EMP	I/R EI	50,000	Expansion Bond 2001 Series A
9	1	Adelanto	Adelanto Sanitary Landfill - W. of US Rte. 395 five miles N. of Adelanto	Adelanto EFS for CAP	I/R EI	50,000	Expansion Bond 2001 Series A
10	5	Crestmore	Creatmore Disposal Site - Jurupa & Maple	Crestmore EFS for CAP	I/R EI	50,000	Expansion Bond 2001
11	3	Yucaipa	Yucaipa Landfill - 33900 Oak Glen Rd.	Yucaipa EFS	I/R EI	40,000	Expansion Bond 2001
12	1	Hinkley	Lenwood-Hinkley Sanitary Landfill - 37751 Lenwood Rd.	Lenwood-Hinkley EFS / CAP	I/R EI	75,000	Expansion Bond 2001 Series A
13	1	Baker	Baker Transfer Station - S. side of Kelbaker Rd., S. of I-15	Baker EFS	I/R EI	75,000	Expansion Bond 2001 Series A
14	All	Countywide	Various	Perimeter LFG Migration Probe Replacements - Various Sites	I/R EI	100,000	Expansion Bond 2001 Series A
15	1	Apple Valley	Apple Valley Sanitary Landfill Closure - 13401 Laguna Seca Drive	Apple Valley EFS for CAP Design	I/R EI	75,000	Expansion Bond 2001 Series A
16	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley - Groundwater Treatment System for Perchlorate and VOC's	I/R EI	2,143,053	Expansion Bond 2001 Series A
17	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Perchlorate Issues - Installation of 24 Temporary & 6 Permanent Groundwater Monitoring Wells	I/R EI	100,000	Expansion Bond 2001 Series A
18	5	Rialto	Mid-Valley Sanitary Landfill - 30 Bohnert Ave.	Mid-Valley Unit 3 - Installation of Horizontal LFG Wells	I/R EI	150,000	Expansion Bond 2001 Series A
19	3	Redlands	San Timoteo Sanitary Landfill - 31 Refuse Rd.	San Timoteo Unit 2 - Installation of Horizontal LFG Wells	I/R EI	100,000	Expansion Bond 2001 Series A
19	**Sub-Total Groundwater Remediation Carryover Projects (Fund EAL)**					**3,368,053**	
67	**TOTAL SOLID WASTE MANAGEMENT CARRYOVER PROJECTS (Funds EAA, EAB, EAC, and EAL)**					**20,098,691**	

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab. Exit. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT H
2003-04 COMPLETED PROJECTS
(Fund CJV)

# Proj.	Proj. #	Sup. Dist.	Department	Location	Address	Description	Original Budget	Source of Remaining Balance: General Fund Local Cost	Other Discretionary Funding	Non-Discretionary Funding	Projected Carryover Balance
2003-04 Completed Projects - General Fund Local Cost (Fund CJV)											
1	00490	1	Courts	Victorville	15505 Civic Dr.	Courtroom expansion	1,857,000	39,903			39,903
2	20060	1	Arch & Engr	Barstow	301 E. Mt. View	Office remodel	95,291	-			-
3	20110	2	Sheriff	Rancho Cucamonga	9500 Etiwanda Avenue	Repair hypalon roof	650,000	-			-
4	20580	3	Museum	Redlands	2024 Orange Tree	Chiller replacement	827,411	-			-
5	20590	5	Central Detention Center	San Bernardino	630 E. Rialto	HVAC controls replacement	670,150	-			-
6	20610	2	County Building	Fontana	17830 Arrow Blvd	Chiller Replacements	1,398,350	-			-
7	20820	2	Sheriff	Upland	2419 Euclid Ave	Modular office trailer installation	198,115	6,379			6,379
8	30000	ALL	Arch & Eng.	Countywide	Various	ADA improvements	150,000	-			-
9	30010	ALL	Arch & Eng.	Countywide	Various	Form roof restoration	100,000	-			-
10	30030	ALL	Fac Mgmt	Countywide	Various	Miscellaneous minor CIP projects	400,000	-			-
11	30310	5	Fac Mgmt	San Bernardino	157-175 W. Fifth	Slurry seal parking lot	80,000	-			-
12	30820	5	Arch & Engr	San Bernardino	777 E. Rialto Ave.	Building reroof	333,000	152,100			152,100
13	30824	5	Fac Mgmt	San Bernardino	630 E. Rialto Av.	Mechanical building reroof	48,000	-			-
14	30825	4	Arch & Engr	Chino	Yorba Slaughter	Roof repair	110,000	32,155			32,155
15	40000	ALL	Fac Mgmt	Countywide	Various	Miscellaneous minor CIP projects	400,000	-			-
29	10270	1	Regional Parks	Yermo	36600 Ghost Town Rd.	Calico restroom renovation	250,123	6,401			6,401
30	20140	3	Regional Parks	Yucaipa	33900 Oak Glen Rd.	Regional Park irrig. pumps	283,815	30,467			30,467
31	20150	4	Museum	Chino	17127 Pomona-Rincon Rd.	Post Office Rehab	75,000	20,494			20,494
32	20210	5	Arch & Engr	San Bernardino	825 E. 3rd	Building reroof	102,500	3,970			3,970
33	30040	5	Arch & Engr	Victorville	14555 Civic Dr.	Parking lot expansion	497,000	101,228			101,228
34	30110	4	Public Health	Chino	13260 Central Ave	Office remodel	100,000	5,941			5,941
35	30824	5	Fac Mgmt	Fontana	17830 Arrow Bl.	Mechanical building reroof	32,000	500			500
35	**Sub-Total 2003-04 Completed Projects - General Fund Local Cost**						**8,657,755**	**399,538**	**-**	**-**	**399,538**
2003-04 Completed Projects - Other Discretionary and Non-Discretionary Funding											
1	90660	5	Behavioral Health	San Bernardino	700 E. Gilbert St.	Phoenix Project	4,354,192				-
2	10230	5	Probation	San Bernardino	900 E. Gilbert St.	Juvenile Hall improvements	1,134,000				-
3	90720	5	Probation	San Bernardino	900 E. Gilbert St.	Ward B remodel	3,444,510				-
4	10700	5	Sheriff	Fontana	17780 Arrow	Sub-station expansion	2,100,000		442,653		442,653
5	10960	5	Public Defender	San Bernardino	900 E. Gilbert St.	Bldg. 5 interior remodel	80,000		21,400		21,400

EXHIBIT H
2003-04 COMPLETED PROJECTS
(Fund CJV)

# Proj.	Proj. #	Sup. Dist.	Department	Location	Address	Description	Original Budget	Source of Remaining Balance: General Fund Local Cost	Other Discretionary Funding	Non-Discretionary Funding	Projected Carryover Balance
2003-04 Completed Projects - Other Discretionary and Non-Discretionary Funding (Cont'd)											
6	20755	5	Reg. Of Voters	San Bernardino	777 E. Rialto Ave.	Office remodel	100,000		13,272		13,272
7	20770	2	Sheriff	Rancho Cuca.	9500 Etiwanda Ave.	FLJC Program Logic Control Replacement	250,000				-
8	20290	2	Sheriff	Rancho Cuca.	9500 Etiwanda Ave.	WVDC recreation yard	247,418		18,844		18,844
9	20740	2	Sheriff	Devore	18000 W. Institution	GHRC loading dock	119,744				-
10	20185	3	Library	Big Bear	41930 Garstin	Siding replacement	130,000			16,222	16,222
11	20335	4	Airports	Chino	7000 Merrill Ave.	Hangar replacement	455,000			19,016	19,016
12	30160	5	Treas/Tax Coll.	San Bernardino	172 W. 3rd	Office remodel	250,000				-
13	30240	5	Behavioral Health	San Bernardino	760 E. Gilbert St.	Abate asbestos/remodel	2,100,000		970,218		970,218
14	20790	5	Sheriff	Rialto	1771 Miro Way	Sheriff/Confire facility expansion	931,000			10,667	10,667
15	30430	5	ARMC	Colton	400 N. Pepper	Employee parking lot fence	200,000			5,120	5,120
16	30480	5	Assessor/Courts	San Bernardino	172 W. 3rd	Office remodel	48,200			25,061	25,061
17	30610	2	Sheriff	Rancho Cuca.	9500 Etiwanda Ave.	Kitchen drainline repair	50,000		2,897		2,897
18	30680	1	Sheriff	Victorville	14455 Civic Dr.	Inmate shelter	50,000		1,731		1,731
19	40030	ALL	Arch & Engr	Countywide	Various	ECD Projects	350,000				-
20	30470	4	Arch & Engr	Montclair	OPARC	Parking Lot Improvement	132,000			10,000	10,000
21	30700	5	Information Svcs	San Bernardino	670 E. Gilbert St.	2nd Floor remodel	107,000		16,003		16,003
22	30230	5	Behavioral Health	San Bernardino	Gilbert St.	Construct 50,000 SF Office Bldg. (cancelled)	9,006,000		9,006,000		9,006,000
22	**Sub-Total 2003-04 Completed Projects-Other Discretionary & Non-Discretionary Funding**						**25,639,064**	**-**	**10,493,018**	**86,086**	**10,579,104**
57	**TOTAL COMPLETED PROJECTS**						**34,296,819**	**399,538**	**10,493,018**	**86,086**	**10,978,642**

EXHIBIT I

COUNTY OF SAN BERNARDINO

RATING SHEET FOR REVIEWING LOCAL COST DEPARTMENTAL CIP REQUESTS

Department	Address	Project Description	Log #	Dept. Priority
Date Reviewed			Proj. Type	Cost

	Factor (Total Possible Points)	Sub-Factor	Range	Points	Total Score per factor
1	Impact on Strategic Plan Objectives (20)	Magnitude of impact (8)	From no impact = 0 to High impact = 8	0	0
		Cost (6)	From high cost = 0 to Low cost = 6	0	
		Existing v. New strategy (6)	New strategy = 3 to Existing strategy = 6	0	
2	Service Impact (10)		From a new, expanded or improved service = 3	0	0
			To maintain existing services Up to 10		
			No significant impact = 0		
3	Customer Spending Preferences (10)		Up to 10, based on spending level preference and customer rating of department services as Very Important, and adjusting for differences between internal service department surveys and line department surveys (see formula attached).	N/A	0
4	Customer Confidence in Performance (10)	Value for the dollar (5)	Up to 5, based on % of customers rating Department's services as a good/excellent value, adjusting for differences between internal department surveys and telephone surveys (see formula on back)	0	0
		Quality (5)	Up to 5, based on % of customers rating Department's services as a good/excellent quality, adjusting for differences between internal department surveys and telephone surveys (see formula on back)	N/A	
5	Increases Productivity, Reduces Operation and Maintenance Costs, Avoids costs, or Generates New Revenue)15)	Return on Investment (ROI) over 3 years	From 15% increase on ROI = 1 to 75%+ = 15	0	0
	Increases On-Going Costs		Deduct from 1 - 15 points for increases in on-going costs	0	
6	Specific Federal/State mandates, Health/Safety Liability/Risk Issues or Prior	Consequences of non-compliance (10)	From none = 0 to High = 10	0	0
		Cost of Compliance (5)	From high cost = 0 to Low cost = 5		
7	Other General Fund or Other Funding Source (10)		100% Local Cost = 0	0	0
			Funding covers up to 35% of total cost = 3		
			Funding covers 36-74% of total cost = 6		
			Funding covers >75% = 10		
8	Departmental Priority (10)		Departmental's top ranked requested item = 10 points 2nd ranked = 7, 3rd = 4, 4th = 1	0	0
	Total Score (Total Possible = 100)				0

EXHIBIT I

RATING SHEET (Cont'd)

Purpose: The purpose of this form is to provide the CIP Review Team with a means for prioritizing Department CIP requests using explicit criteria. These criteria are made known to Departments prior to the submission of their requests to the CIP Review Team.

Guidelines:

1. The forms will be used for evaluating CIP requests for local funding of projects in excess of $5,000.
2. The highest possible score for each request that is evaluated with these forms is 100. The higher the individual score, the higher it ranks in competing for available resources.
3. The CIP Review Team will not prepare a rating form for requests that are fully funded from other funding sources.

Summary of the Formulas Used for Two Factors Used As Criteria For Reviewing Department CIP Requests

Customer Spending Preferences

Step 1: Compute the percentage difference between the averages of the telephone survey and the internal point of service survey in order to equalize surveys.

Step 2: On the survey response for the Department relative to Importance of the Services, multiply the Department's percentage for "Very Important" times the Department's percentage on the "Spend more, or the same..." survey question. The factor used from the "Spend more, or the same..." question is the sum of the percentage scores the Department received for "Spend More" plus "Spend the Same".

Step 3: The product which is the result in Step 2 is then multiplied by 10, which is the point maximum for this question. This product becomes the total score for the Customer Spending Preference factor.

Customer Confidence in Performance

Value for the Dollar

Step 1: Compute the percentage difference between the averages of the telephone survey and the internal point of service survey in order to equalize surveys.

Step 2: On the survey response for the Department relative to "Value of the Service", multiply the sum of the Department's percentages for "Good" plus "Excellent" times by 5, which is the point maximum for this question. This product becomes the total score for the Value for the Dollar factor.

Quality

From the point of service survey, multiply the sum of the Department's percentages for "Good" plus "Excellent" times 5, which is the maximum for this question. This product becomes the total score for the Quality factor.

EXHIBIT J

2004-05 SHORT-LIST

General Fund - Local Cost

# Proj.	CIP Log #	Dept. Priority	Supv. Dist.	Department	Address	Location	Description	Proj. Type	General Fund Local Cost	Score
Short-List - General Fund - Local Cost										
1	04-177	1	All	Facilities Mgmt	Various	Countywide	Minor FM CIP Fund	I/R EF	400,000	81
2	04-107	4	All	Arch. & Eng.	Various	Countywide	ADA Improvements	R/A	150,000	75
3	04-105	1	All	Arch. & Eng.	Various	Countywide	Roof repairs	I/R EF	400,000	74
4	04-159	1	5	Coroner/ PA/PG	175 S. Lena Road	San Bernardino	Expand Morgue Facility 2,340 SF	C/A	977,900	69
5	04-175	3	All	Arch. & Eng.	Various	Countywide	Pavement Management	I/R EI	495,000	68
6	04-007	2	5	Facilities Mgmt	777 Rialto - GSG	San Bernardino	Upgrade fire alarm system	I/R EF	280,000	66
7	04-017	1	5	Facilities Mgmt	900 E. Gilbert St. - CJH	San Bernardino	Fire alarm upgrades	I/R EF	740,000	65
8	04-093	1	1	Regional Parks	Park Moabi Road	Needles	Construct new domestic water well	I/R EI	285,000	62
Sub-Total - General Fund - Local Cost - Projects Recommended for Funding									**3,727,900**	
9	04-145	2	2	Sheriff	9500 Etiwanda Ave.	Rancho Cuca.	Replace fire alarm system	I/R EF	1,040,000	57
10	04-009	3	5	Facilities Mgmt	655 E. Third St. - Sheriff	San Bernardino	Upgrade fire alarm system	I/R EF	250,000	57
11	04-091	1	2	Arch. & Eng.	9500 Etiwanda Ave.	Rancho Cuca.	Storm Drain System Improvements	I/R EI	600,000	56
12	04-138	1	1	County Fire	Baker Blvd.	Baker	Construct 6,500 SF 3-bay fire station as per approved plans and bid specs	C/A	1,750,000	54
13	04-131	2	3	Museums	2024 Orange Tree Lane	Redlands	Replace 30,000 SF of carpet with tile or wood	I/R EF	390,000	51
14	04-011	6	1,3	Facilities Mgmt	2024 Orange Tree Lane; 235 Mt. View	Redlands and Barstow	Elevator hydraulic ram replacement	I/R EF	140,000	48
15	04-010	4	5	Facilities Mgmt	670 E. Gilbert St. - ISD	San Bernardino	Upgrade fire alarm system	I/R EF	380,000	47
16	04-127	1	3	Library	12040 5th Street	Yucaipa	Pave 15,400 SF of vacant land for 46 parking spaces.	C/A	60,000	45
17	04-141	1	5	Probation	900 E. Gilbert Street - CJH	San Bernardino	Remodel to relocate Medical Services within the complex to accommodate moving the Youth Justice Center to Gilbert Street from leased space.	R/A	2,000,000	43
18	04-144	1	5	Sheriff	1771 Miro Way	Rialto	Install (3) cameras at security gates.	INDS	30,000	43
19	04-172	5	5	Probation	900 E. Gilbert Street	San Bernardino	Video Security Enhancement	INFS	460,000	41
20	04-008	5	5	Facilities Mgmt	200 S. Lena Rd.	San Bernardino	Install fire alarm	INFS	290,000	40
21	04-134	5	3	Museums	2024 Orange Tree Lane; 32183 Kentucky St. (Yucaipa Adobe)	Redlands, Yucaipa	Security improvements.	INFS	247,000	40
22	04-142	2	5	Probation	900 E. Gilbert Street - Central Juvenile Hall	San Bernardino	Relocate Youth Justice Center from San Bernardino International Airport leased space from the City of San Bernardino and remodel space previously occupied by RYEF Administration at CJH.	R/A	1,395,000	40
23	04-147	4	5	Sheriff	655 E. Third St.	San Bernardino	Replace carpet and repaint Technical Services area on second floor	I/R EF	40,000	39

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT J

2004-05 SHORT-LIST

General Fund - Local Cost

# Proj.	CIP Log #	Dept. Priority	Supv. Dist.	Department	Address	Location	Description	Proj. Type	General Fund Local Cost	Score
Short-List - General Fund - Local Cost (Cont'd)										
24	04-132	3	3	Museums	2024 Orange Tree Lane	Redlands	Additional funding for Admin and Educ building - Demo residential structure and construct 6,500 SF building for admin staff and educ programs. Design completed. $85,000 in carryover available for total project cost of $830,000.	C/A	745,000	39
25	04-137	1	5	Registrar of Voters	777 E. Rialto Ave.	San Bernardino	Remodel to improve customer service	R/A	250,000	38
26	04-104	10	2	Arch. & Eng.	8303 Haven Avenue	Rancho Cuca.	Skylight replacement - phase III	I/R EF	200,000	36
27	04-001	1	5	District Attorney	316 N. Mt. View Avenue	San Bernardino	Relocate and consolidate (4) SB Offices and (2) storage facilities to 45,863 SF.	C/A	0	35
28	04-095	3	1,3	Regional Parks	Various (Lk Gregory, Yucaipa, M.	Countywide	Regional trails system master plan	INDS	450,000	35
29	04-096	4	2	Regional Parks	24171 Lake Drive - Lake Gregory	Crestline	Houston Creek and Settling Basin Drainage Improvements	I/R EI	280,500	31
30	04-098	6	4	Regional Parks	16700 S. Euclid Ave. - Prado	Chino	Parking lot & roadway rehab/expansion	I/R EI	382,500	30
31	04-013	9	5	Facilities Mgmt	172 W. 3rd St. - Old Hall of Records	San Bernardino	Electrical needs for upper floors	I/R EF	500,000	27
32	04-002	2	2	District Attorney	8303 Haven Ave.	Rancho Cuca.	Paint/carpet 4th floor.	I/R EF	0	26
33	04-003	3	5	District Attorney	316 N. Mt. View Ave.	San Bernardino	Partial remodel of file room for IT staff offices	R/A	50,000	22
34	04-004	4	1	District Attorney	14455 Civic Drive	Victorville	Paint/carpet 9,354 SF	I/R EF	55000	21
35	04-016	10	5	Facilities Mgmt	900 E. Gilbert St.-CJH	San Bernardino	Electrical code requirement issues	I/R EF	0	19
TOTAL SHORT-LIST - GENERAL FUND - LOCAL COST									**15,712,900**	

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EXHIBIT K-1
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST
Year 1 (2004-05) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded Year 1 (2004-05)
Improve/Rehab Existing Facilities (I/R EF)						
Administrative/Executive Group						
1	Information Services	3	SB - 670 E. Gilbert	Resurface south parking lot and add security	I/R EF	250,000
Economic Development/Public Services Group						
2	County Museum	1	Rancho Cucamonga - 8810 Hemlock	Re-roof Rains House and mitigate water damage.	I/R EF	120,000
3		2	Redlands - 2024 Orange Tree Lane	Replace 30,000 SF of carpet with tile or wood	I/R EF	390,000
4	Pubic Works Dept.-Regional Parks	1	Needles - Park Moabi - Pk Moabi Rd	Construct new domestic water well	I/R EI	285,000
Law and Justice Group						
5	County Trial Courts	2	San Bernardino - 351 N. Arrowhead	Add hot water to Old Courthouse	I/R EI	0
6		5	Countywide	Replace/repair facility roofs-See A&E Roofing	I/R EI	0
7		6	Countywide	Repave/repair parking lots-See A&E Pave Mgmt.	I/R EI	0
8		8	Countywide	Replace carpet, paint and tile	I/R EF	1,200,000
9		11	San Bernardino - 900 E. Gilbert St.	Repair/replace electrical and HVAC in Juvenile Court	I/R EF	130,000
10		18	Rancho Cucamonga - 8303 Haven	Paint exterior	I/R EF	215,000
11		19	Fontana - 17780 Arrow Blvd.	Paint exterior	I/R EF	0
12		21	Rancho Cucamonga - 8303 Haven Avenue	Repair HVAC system	I/R EF	0
13		28	San Bernardino - 900 E. Gilbert St.	Install rain gutters around Juvenile Court bldg.	I/R EF	10,000
14		30	Fontana - 17780 Arrow Blvd.	Complete repaving of court parking lot	I/R EF	150,000
15		31	San Bernardino - 900 E. Gilbert St.	Remove playground equipment	I/R EF	10,000
16		34	Twin Peaks - 26010 Hwy 189	Repair/replace broken parking lot light	I/R EF	100,000
17		40	San Bernardino - 780 E. Gilbert	Paint residency housing buildings 7, 9, and 11	I/R EF	0
18		46	Victorville - 14455 Civic Drive	Repair laminate counter tops in three restrooms	I/R EF	0
19		49	Rancho Cucamonga - 8303 Haven	Resurface elevator	I/R EF	0
20		47	Victorville - 14455 Civic Drive	Install drain system in parking lot	I/R EI	0
21	District Attorney	1	Rancho Cucamonga - 8303 N. Haven	Paint /Carpet 4th Floor	I/R EF	0
22	Sheriff	2	Rancho Cucamonga - 9500 Etiwanda Avenue	Fire Alarm System Replacement - West Valley Detention Center - Phase I	I/R EF	550,000
23		3	Joshua Tree - 6527 White Feather Rd.	Replace 2000 sq. ft. of carpet and paint.	I/R EF	10,000
24		4	San Bernardino - 655 E. 3rd St.	Replace carpet and repaint 2nd floor areas recently occupied by Technical Services.	I/R EF	40,000
25		5	Twin Peaks - 26010 Hwy 189	Replace carpet	I/R EF	15,000
25	**Sub-Total Improve/Rehab Existing Facilities (I/R EF)**					**3,475,000**

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EXHIBIT K-1
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST
Year 1 (2004-05) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded Year 1 (2004-05)
Preventative Maintenance (PM)						
Administrative/Executive Group						
1	Information Services	2	SB - 670 E. Gilbert	Install Data Center Backup Generator	PM	150,000
Law and Justice Group						
2	County Trial Courts	13	Twin Peaks - 26010 Hwy 189; Big Bear - 477 Summit Blvd.	Install roof drain gutters to divert melting snow from building entries.	PM	0
3		44	Chino - 13260 Central Ave.	Install patio cover to prevent leaves from clogging drainage system.	PM	0
4		45	Victorville - 14455 Civic Drive	Install headboards in jury boxes	PM	0
5		50	Rancho Cucamonga - 8303 Haven	Tint windows	PM	0
5	**Sub-Total Preventative Maintenance (PM)**					**150,000**
Install New Facility System (INFS)						
Economic Development/Public Services Group						
1	County Museum	4	Redlands - 2024 Orange Tree Lane; Yucaipa - 32183 Kentucky St.	Security improvements.	INFS	247,000
Law and Justice Group						
2	County Trial Courts	2	San Bernardino - 351 N. Arrowhead	Add monitored fire alarms-Duplicate-See A&E-Life/Safety	INFS	0
3		20	San Bernardino - 900 E. Gilbert St.	Install emergency generator	INFS	500,000
4		21	San Bernardino - 351 N. Arrowhead	Install additional elevator - annex building	INFS	1,000,000
5		22	San Bernardino - 351 N. Arrowhead	Install air conditioning	INFS	0
6		'	Chino - 13260 Central Ave.	Install additional elevator	INFS	0
7	Probation	3	San Bernardino - 900 E. Gilbert Street	Video Security Enhancement	INFS	460,000
7	**Sub-Total - Install New Facility System (INFS)**					**2,207,000**
Install New Data System (INDS)						
Economic Development/Public Services Group						
1	Public Works Dept.-Regional Parks	2	Countywide	Web-based reservation system.	INDS	350,000
2		3	Countywide	Regional Trails System Master Plan (L. Gregory; Yucaipa; M. Narrows)	INDS	450,000
Law and Justice Group						
3	Sheriff	1	Rialto - 1771 Miro Way	Install security cameras at entrances to Valley	INDS	30,000
3	**Sub-Total - Install New Data System (INDS)**					**830,000**

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EXHIBIT K-1
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST
Year 1 (2004-05) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded Year 1 (2004-05)
Remodel/Alteration (R/A)						
Administrative/Executive Group						
	Board of Supervisors					
1	First District	1	Victorville - Various Offices	Consolidate general fund departments from leased	R/A	0
2	Second District	1	Crestline	Address deferred maintenance and ADA access	R/A	0
3	Third District	1	SB - 385 N. Arrowhead, 5th Floor	Convert storage and copy room to cubicles	R/A	0
4	Registrar of Voters	1	SB - 777 E. Rialto Ave.	Remodel to improve customer services	R/A	50,000
Fiscal Group						
5	Treasurer/Tax Collector	1	SB - 172 W. Third St.	Remodel 1st floor restrooms to be ADA compliant	R/A	0
Law and Justice Group						
6	County Trial Courts	7	Fontana - 17780 Arrow Blvd.	Remodel 2nd floor to add (2) new courtrooms and chambers.	R/A	400,000
7		9	Countywide	Remodel public service counters to meet ergonomic and ADA standards	R/A	0
8		12	Countywide	Remodel courtroom clerks' stations	R/A	400,000
9		14	San Bernardino - 351 N. Arrowhead Avenue	Replace doors in breezeway between annex and old courthouse for security and ADA	R/A	25,000
10		16	Countywide	Replace spectator seating benches	R/A	0
11		17	San Bernardino - 900 E. Gilbert St.	Remodel front entrance of Juvenile Court lobby to add metal detector and x-ray machine and make entrance ADA accessible.	R/A	0
12		18	Countywide	Remodel public restrooms to comply with ADA regulations - all courts except Rancho and	R/A	0
13		25	San Bernardino - 351 N. Arrowhead	Install awning over sidewalk outside jury assembly room and front entrance	R/A	0
14		27	Countywide	Replace signage	R/A	0
15		28	Victorville - 14455 Civic Drive	Replace formica/laminate in courtrooms	R/A	0
16		33	San Bernardino - 900 E. Gilbert St.	Install awning, seating and concrete to playground	R/A	0
17		34	Big Bear - 477 Summit Blvd.	Install security glass at Clerk's Office counter	R/A	0
18		38	Barstow - 235 E. Mt. View	Install security door	R/A	0
19		42	Fontana - 17780 Arrow Blvd.	Install exhaust fans in public restrooms	R/A	5,000
20		44	Chino - 13260 Central Ave.	Install exhaust fans in public restrooms	R/A	0
21		49	Twin Peaks - 26010 State Hwy 189	Remodel to add Atty/Client Conf Room	R/A	0
22		52	Rancho Cucamonga - 8303 Haven	Remove wall dividers	R/A	0
23	District Attorney	2	Victorville - 14455 Civic Drive	Convert copy room to office	R/A	20,000
23	**Sub-Total - Remodel/Alteration (R/A)**					**900,000**

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EXHIBIT K-1
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST
Year 1 (2004-05) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded Year 1 (2004-05)
Construct/Acquire (C/A)						
Economic Development/Public Services Group						
1	County Fire	1	Baker - Baker Blvd.	Construct 6,500 SF 3-bay fire station as per approved plans and specs.	C/A	1,750,000
2	County Library	1	Yucaipa - 12040 5th	Pave 15,400 SF of vacant land for 46 parking spaces.	C/A	60,000
3	County Museum	3	Redlands - 2024 Orange Tree Lane	Additional funding for Admin and Educ building - Demo residential structure and construct 6,500 SF building for admin staff and educ programs. Design completed. $85,000 in carryover available for total project cost of $830,000.	C/A	745,000
4		6	Redlands - 2022 Orange Tree Lane	Construct 15,000 SF warehouse space. Terminate lease for annual savings of $87k.	C/A	1,500,000
Law and Justice Group						
5	County Trial Courts	1	San Bernardino	New Central Courthouse	C/A	250,000,000
6		4	San Bernardino	Construct new Juvenile Court complex	C/A	11,000,000
7		22	Rancho Cucamonga - 8303 Haven Avenue	Pave vacant northeast lot	C/A	500,000
8		30	Redlands	Construct new courthouse for Redlands	C/A	7,000
9		36	Joshua Tree - 6527 Whitefeather Rd.	Expand Superior Court Clerk's Office 3,500 SF	C/A	1,000,000
10		37	Joshua Tree - 6527 Whitefeather Rd.	Construct new courtroom, chambers and deliberation	C/A	1,500,000
11		38	Joshua Tree - 6527 Whitefeather Rd.	Parking lot for expansion of courthouse	C/A	0
12	Probation	4	San Bernardino - 900 E. Gilbert Street	Resurface south parking lot at CJH	C/A	45,000
13	Public Administrator/ Guardian/ Conserv/Coroner	4	San Bernardino - 777 Rialto Avenue	Construct 3,220 SF expansion	C/A	755,000
14		5	San Bernardino - 175 S. Lena Road	Expand parking lot to add 12 stalls	C/A	65,000
14	**Sub-Total - Construct/Acquire (C/A)**					**268,927,000**
77	**TOTAL UNFUNDED YEAR 1 (2004-05)**					**276,489,000**

Legend: Proj. Type
I/R EF-Impv/Rehab Exist. Fac.
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C/A-Construct/Acquire

INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT K-2

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST

Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Improve/Rehab Existing Facilities (I/R EF)								
Administrative/Executive Group								
1	Information Services	1	SB - 670 E. Gilbert	Replace 2nd floor carpet	I/R EF	50,000		
Economic Development/Public Services Group								
2	County Museum	6	Daggett - Museum	Stabilize Daggett Stone Hotel	I/R EF	31,000		
Fiscal Group								
3	Auditor/Controller-Recorder	1	SB - 222 W. Hospitality Lane	Upgrade parking lot lights and trim trees.	I/R EF		0	Department budget.
4	Treasurer/Tax Collector	2	SB - 172 W. Third St.	Remodel basement with new carpet, paint and shelving. Replace electrical service with dedicated source and bring up to code.	I/R EF	75,000		
Internal Services Group								
	Architecture and Engineering (A&E) - Roofing			Roofing Projects - Total annual funding of $400,000	I/R EF			
5		8	San Bernardino - 351 N. Arrowhead - T-Wing			70,000		
6		9	San Bernardino - Sheriff Scientific Investigations - 200 S. Lena Rd.			40,000		
7		10	Redlands - Courthouse - 216 Brookside			80,000		
8		11	San Bernardino - Old Hall of Records - 172 W. 3rd St.			35,000		
9		12	Rialto - Sheriff's Dispatch - 1771 Miro Way			15,000		
10		13	Rancho Cucamonga - Museum - Raines House - 8810 Hemlock			125,000		
11		14	Fontana - Courthouse - 17780 Arrow Blvd.,			30,000		
	A&E - HVAC		Countywide	HVAC Projects:	I/R EF			
12		1	San Bernardino - Library - 104 W. 4th			40,800		
13		2	San Bernardino - 157-175 W. 5th St.			1,900,000		
14		3	San Bernardino - PWG Bldg. - 825 E. 3rd			1,300,000		

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
R/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

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INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT K-2
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Improve/Rehab Existing Facilities (I/R EF) (Cont'd)								
15	A&E - HVAC (Cont'd)	4	San Bernardino - Fleet Management - 210 N. Lena Rd., Bldg. 1			60,000		
	A&E - Pavement Management		Countywide	Paving Projects: Annual funding of $500,000	I/R EF			
16		23	Yucaipa - Sheriff - 34282 Yucaipa Blvd.			20,000		
17		24	San Bernardino - CJDAC - 900 E. Gilbert			230,000		
18		25	29 Palms - Library - 6078 Adobe Rd.			10,000		
19		26	San Bernardino - CDC - 630 E. Rialto Ave.			30,000		
20		27	Big Bear - Library 41930 Garstin Dr.			20,000		
21		28	Big Bear - Courthouse - 477 Summit Blvd.			30,000		
22		29	Devore - Sheriff Academy West End Institution			25,000		
23		30	Devore - GHRC - 18000 W. Institution Rd.			60,000		
	A&E - Electrical Power Modernization		Countywide	Electrical Power Modernization Program - Various locations countywide.	I/R EF			
24		1	San Bernardino - 670 E. Gilbert			700,000		
25		2	Fontana - Arrow Blvd.			1,100,000		
26		3	San Bernardino - 825 E. 3rd			1,100,000		
	A&E - Infrastructure Replacement		Countywide	Infrastructure Replacement Program - Includes elevators, plumbing/irrigation, bldg. Exteriors, lighting, and walkways	I/R EF			
27		1	San Bernardino - 351 N. Mt. View			75,000		
28		2	Fontana - 17780 Arrow			75,000		
29		3	Fontana - 17830 Arrow			75,000		
30		4	Big Bear - 477 Summit Blvd.			75,000		
31		5	San Bernardino - 157-175 W. 5th	Elevators		500,000		

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
R/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

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R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT K-2
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Improve/Rehab Existing Facilities (I/R EF) (Cont'd)								
32	A&E - Infrastructure Replacement (Cont'd)	6	Barstow - 235 E. Mt. View	Elevators		100,000		
33		7	Redlands - 2024 Orange Tree Ln.	Elevators		100,000		
34		8	Rancho Cucamonga - WVDC - 9500 Etiwanda Avenue	Temporary utility protection at flood control channel		600,000		
35		9	San Bernardino - 385 N. Arrowhead	Caulk exterior panel joints		300,000		
36		10	San Bernardino - 351 N. Arrowhead	Sallyport		200,000		
37		11	Rancho Cucamonga - 8303 Haven Avenue	Skylight replacement		200,000		
	A&E - Seismic Retrofit		Countywide	Seismic Retrofit Program	I/R EF			
38		1	San Bernardino - 172 W. 3rd St.			3,300,000		
39	Fleet Management	Yr. 2-1	SB - 210 N. Lena Rd.	Expand Motor Pool storefront	I/R EF		25,000	Retained earnings
40		Yr. 2-3	SB - 210 N. Lena Road	Repave Lot F	I/R EF		40,000	Retained earnings
41		Yr. 2-4	SB - 210 N. Lena Road	Repave Lot H	I/R EF		20,000	Retained earnings
Law and Justice Group								
42	Public Defender	Yr. 2-8	Victorville - 14455 Civic Drive	Paint and recarpet.	I/R EF	5,000		
43	Sheriff	Yr. 2-1	Rancho Cucamonga - 9500 Etiwanda Avenue	Fire Alarm System Replacement - West Valley Detention Center - Phase II	I/R EF	550,000		
44		Yr. 2-3	Joshua Tree - 6527 White Feather Rd.	Expand parking area 11,250 sq. ft.	I/R EF	35,000		
44	**Sub-Total Improve/Rehab Existing Facilities (I/R EF)**					**13,366,800**	**85,000**	
Improve/Rehab Existing Infrastructure (I/R EI)								
Economic Development/Public Services Group								
1	Airport	1	Needles Airport	Construct connecting Taxiway between Runway 02 threshold and Taxiway B.	I/R EI		100,000	FAA 90%, County Airport Funds RAA 5%, potential State 5%
2		3	Chino Airport	Construct Taxiway M south of Runway 8R-26L including Phase II perimeter fence.	I/R EI		3,950,000	FAA 90%, County Airport Funds RAA 5%, potential State 5%
3		4	Apple Valley Airport	Reconstruct Taxiway A and connecting Taxiways A-1 through A-7	I/R EI		445,000	FAA 90%; CSA 60 5%, Potential State Funds 5%
4		5	Barstow-Daggett Airport	Rehabilitate airport access road.	I/R EI		180,000	FAA 90%, County Airport Funds RAA 5%, potential State 5%
5		6	Needles Airport	Rehabilitate airport access road.	I/R EI		170,000	FAA 90%, County Airport Funds RAA 5%, potential State 5%

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I/R EF-Imprv/Rehab Exist. Fac.
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C/A-Construct/Acquire

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EXHIBIT K-2
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
6	County Museum	3	Redlands - Asistencia	Resurface parking lot.	I/R EI	50,000		
7	Dept. of Public Works (DPW) - Regional Parks	1	Crestline - Lake Gregory	Houston Creek and settling basin drainage improvements	I/R EI			
8		2	Devore - Glen Helen	Campground RV utility hook-ups	I/R EI	500,000		
9	DPW - Transportation - Road Fund	19	Fontana - San Bernardino Ave., Live Oak, Beech, Hemlock, Redwood	Signal installation & synchronization	I/R EI		2,405,000	Federal Congestion Mitigation Air Quality and Measure I
10		20	Fontana - Valley Blvd. - 0037M W. of Alder Ave. E. to Spruce Ave.	Rehabilitate roadway	I/R EI		750,000	State Gas Tax
11	DPW - Transportation - Measure I North Desert Arterials	2	Ludlow - National Trails Hwy - Crucero Rd. E to 5.69M E of Main St. (E Leg)	Rehabilitate roadway	I/R EI		705,500	Measure I
12	DPW - Transportation - Measure I Morongo Basin Arterials	3	Joshua Tree - Alta Loma Dr., @ Sunny Vista Rd.	Widen roadway, construct turn pocket	I/R EI		350,000	Measure I
13		3	Yucca Valley - La Contenta Rd., Yucca Tr. N to SH62	Widen roadway	I/R EI		275,000	Measure I
14	DPW - Transportation - Measure I Victor Valley Arterials	5	Wrightwood - Wright Mountain Rd., Zermatt Dr. N to Hwy 2	Pave new road	I/R EI		930,000	Measure I
15		6	Phelan - Sheep Creek Rd., .8M N of Smoke Tree Rd	Construct culvert	I/R EI		159,000	Measure I
16		7	Wrightwood - SH 2 @ Sheep Creek Dr.	Left turn lane	I/R EI		95,000	Measure I
17	DPW - Transportation - Measure I San Bernardino Valley Local	13	Bloomington - Cedar Ave. @ Randall Ave.	Signal installation	I/R EI		240,000	Measure I
18		14	Fontana - Valley Blvd. @ Cypress Ave.	Signal installation	I/R EI		250,000	Measure I
19		15	Bloomington - Bloomington Ave., @ Larch	Signal installation	I/R EI		250,000	Measure I
20		16	Bloomington - Cedar Avenue @ Jurupa	Signal installation	I/R EI		250,000	Measure I

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EXHIBIT K-2
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
21	DPW - Transportation - Measure I San Bernardino Valley Local (Cont'd)	17	Del Rosa - Marshall Blvd., N side .1M E of Sterling Avenue	Drain improvements/curb and gutter, S/W, widen	I/R EI		135,000	Measure I
22		18	Fontana - Santa Avenue Ave., Mulberry Ave E to .12M E of Redwood (FTA	Widen roadway	I/R EI		134,600	Measure I
23		19	Del Rosa - Mountain Avenue, Lynwood Dr. N to .02M N of Glenmare St.	Rehabilitate roadway.	I/R EI		57,100	Measure I
24	DPW - Solid Waste Management (SWM) - Closures - 1995 Solid Waste Strategy Implementation Plan	5	Mid-Valley Sanitary Landfill - 30 Bohnert Ave., Rialto	Partial closure of a sanitary landfill	I/R EI		1,750,000	Financial Assurance Fund (EAN-SWM)
25		6	Apple Valley Sanitary Landfill - 13401 Laguna Seca Dr., Apple Valley	Final closure of inactive landfill	I/R EI		100,000	Financial Assurance Fund (EAN-SWM)
26		1	Mid-Valley Sanitary Landfill - 30 Bohnert Ave., Rialto	Expansion of Unit 3 Cell	I/R EI		306,500	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
27		3	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Expansion of Unit 2 Cell	I/R EI		4,750,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
28		4	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Expansion of Unit 2 Cell and construction of Unit 3 Cell	I/R EI		2,450,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
29		5	Barstow Sanitary Landfill - 3 miles So. Of Barstow on SH 247, Barstow	Design and construction of Unit 2 Cell	I/R EI		250,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
30		6	Landers Sanitary Landfill - 59200 Winter Rd., Landers	Design and construction of third septic pond.	I/R EI		2,000,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
31	DPW - SWM - Groundwater and Landfill Gas Construction and Maintenance	1	Barstow Sanitary Landfill - 3 miles So. of Barstow on SH 247, Barstow	Groundwater and landfill gas monitoring	I/R EI		1,300,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)

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EXHIBIT K-2
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
32	DPW - SWM - Groundwater and Landfill Gas Construction and Maintenance (Cont'd)	2	Colton Sanitary Landfill - 850 Tropica Rancho Road, Colton	Groundwater and landfill Gas Monitoring	I/R EI		50,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
33		3	Mid-Valley Sanitary Landfill - 30 Bohnert Ave., Rialto	Groundwater and landfill gas monitoring	I/R EI		1,100,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
34		4	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Groundwater and Landfill gas monitoring	I/R EI		103,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
35		5	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Groundwater and landfill gas monitoring	I/R EI		175,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
Law and Justice Group								
36	Sheriff	Yr. 2-5	Devore - Training Academy - 18000 W. Institution Rd.	Remediation and various other projects	I/R EI	5,000,000		
36	**Sub-Total Improve/Rehab Existing Infrastructure (I/R EI)**					**5,550,000**	**26,165,700**	
Preventative Maintenance (PM)								
Economic Development/Public Services Group								
1	Airport	7	Chino Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
2		8	29 Palms Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
3		9	Barstow-Daggett Airport	Annual pavement maintenance.	PM		10,000	County Airport Funds RAW 100%
4		10	Needles Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
5		11	Apple Valley Airport	Annual pavement maintenance	PM		10,000	FAA 90%; CSA 60 5%, Potential State Funds 5%
5	**Sub-Total Preventative Maintenance (PM)**					**0**	**50,000**	
Install New Bldg/Facility System (INFS)								
Economic Development/Public Services Group								
1	County Museum	2	Redlands - 2024 Orange Tree Lane	Install museum-quality compact storage system for historic and cultural artifact preservation	INFS	80,000		

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EXHIBIT K-2

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST

Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Install New Bldg/Facility System (INFS) (Cont'd)								
Internal Services Group								
	A&E - Life Safety		Countywide	Life Safety Modernization - Various locations countywide. Includes fire sprinklers, fire/smoke alarms, security.	INFS			
2		1	San Bernardino - CJDAC - 900 E. Gilbert			750,000		
Law and Justice Group								
3	Probation	Yr. 2-1	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Install main switchboard and disconnect each building.	INFS	56,000		
3	**Sub-Total Install New Bldg/Facility System (INFS)**					**886,000**	**0**	
Install New Data System (INDS)								
Economic Development/Public Services Group								
1	County Museum	4	Redlands - 2024 Orange Tree Lane	Upgrade technology infrastructure.	INDS	46,000		
Law and Justice Group								
2	PAPG	Yr. 2-2	San Bernardino - 175 S. Lena Road	Install new computer system refreshment program	INDS	150,000		
3		Yr. 2-3	San Bernardino - 175 S. Lena Road	Replace/upgrade network server.	INDS	10,000		
3	**Sub-Total Install New Data System (INDS)**					**206,000**	**0**	
Remodel/Alteration (R/A)								
Human Services Group								
1	Arrowhead Regional Medical Center	Yr. 2-1	Colton - 400 N. Pepper	Provide additional funding to convert psychiatric care units to acute care services.	R/A		920,000	
2	Veteran's Affairs	1	San Bernardino - 175 W. 5th St., 2nd Floor	Remodel reception/clerical area.	R/A		10,000	Department budget.
Internal Services Group								
3	A&E - ADA		Countywide	American's with Disabilities Act (ADA) - programmed remodeling of facilities to meet Federal mandate to comply with ADA standards for programs and facilities. Annual funding of $150,000.	R/A	150,000		

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FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Remodel/Alteration (R/A) (Cont'd)								
Law and Justice Group								
4	District Attorney	Yr. 2-1	SB - 316 N. Mt. View Avenue	Partial remodel of file room for IT staff offices	R/A	50,000		
5		Yr. 2-2	Barstow - 235 E. Mt. View	Install permanent wall in library area for privacy	R/A	10,000		
6	Probation	Yr. 2-2	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Kitchen relocation and remodel (re-therm)	R/A	1,965,000		
7	Public Defender	Yr. 2-1	SB - 364 N. Mt. View Ave.	Install fire system with subflooring to prevent water damage to stored files.	R/A	20,000		
8		Yr. 2-2	Fontana - 17830 Arrow Blvd.	Provide space for growing file needs.	R/A	35,000		
9		Yr. 2-4	San Bernardino - 900 E. Gilbert St. - Juvenile Court	Modify existing space to accommodate attorney-juvenile interview rooms.	R/A	10,000		
10		Yr. 2-5	Victorville - 14455 Civic Drive - Juvenile -	Modify existing space to accommodate attorney-juvenile interview rooms.	R/A	10,000		
11	Sheriff	Yr. 2-2	Twin Peaks - 26010 Hwy 189	Construct floor-to-ceiling wall with bullet-resistant interior to enclose office area from the public lobby	R/A	25,000		
12		Yr. 2-4	San Bernardino - 655 E. 3rd St.	Remodel Technical Services Area.	R/A	30,000		
12	**Sub-Total Remodel/Alteration (R/A)**					**2,305,000**	**930,000**	
Construct/Acquire (C/A)								
Economic Development/Public Services Group								
1	Airport	2	29 Palms Airport	Construct connecting taxiway between Runway 17 threshold and Taxiway B. Remove Taxiway B-1	C/A		100,000	FAA 90%, County Airport Funds RAA 5%, potential State 5%
2	County Library		Hesperia	Construct 20000 sq. ft. facility to replace leased 4,800 sq. ft. building	C/A		6,600,000	State Bond Act - $4,420,000; City, balance
3			Mentone	7000 sq. ft. reading room in conjunction with senior center to replace existing 1,300 sq. ft. leased facility	C/A		1,100,000	Community Development Block Grant Funds
4			Chino - Preserve S. of Kimball Avenue	Construct 5,500 sq. ft. joint-use library with Chino Unified School District and City of Chino.	C/A		0	Lewis Operating Corp, Chino Unified School District, City of Chino

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EXHIBIT K-2
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Construct/Acquire (C/A) (Cont'd)								
5	County Museum	1	Redlands - 2024 Orange Tree Lane	Additional funding for Hall of Paleontology construction - Total project cost $2.5 million. $469,406 was received through federal EDI grants with $220k remaining. Design is complete. Request is for $500k add'l matching funds to $1m in matching funds already set aside by Board.	C/A	500,000		
6		5	Redlands - 2024 Orange Tree Lane	Install covered aluminum pavilion for group functions.	C/A	16,000		
7	DPW - Regional Parks	3	Devore - Glen Helen	Swim area renovation	C/A	350,000		
Fiscal Group								
8	Assessor	1	Victorville	Relocate from 4200 SF to ? SF of leased space on 15456 Sage St.	C/A		0	
9		2	Fontana	Relocate from 3,240 SF to ? SF of leased space.	C/A		0	
Human Services System								
10	Aging and Adult Services	1	San Bernardino	Consolidate three leased sites consisting of 29,597 SF into one location.	C/A		615,000	90% federal and state, 10% local share. Local share is funded approximately 52% realignment and 48% local cost.
11	Preschool Services	1	Countywide	Add Preschool leased locations to be determined by need.	C/A		0	100% Federal funding
12	Transitional Assistance Department	1	Fontana	Consolidate two leased facilities consisting of 59,999 SF to 60,000 SF	C/A		1,225,000	90% federal and state funded. 10% local share funded 52% realignment and 48% local cost.
13	Public Health	1	Countywide	Add Women, Infants, Children leased locations to be determined by need.	C/A		0	100% Federal USDA funding
Internal Services Group								
	A&E - Building/Facility Replacement / Expansion		Countywide	Building/Facility Replacement/Expansion	C/A			
14		1	Gilbert Street Campus	60,000 Square Feet		12,000,000		
15	Fleet Management	Yr. 2-2	Barstow - 29802 Highway 58	Demolish house as part of MOU occupancy agreement with Trans/Flood	C/A		12,000	Retained earnings

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FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST
Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Construct/Acquire (C/A) (Cont'd)								
Law and Justice Group								
	County Trial Courts		The Court submitted its master plan in response to the CIP five-year plan. The Court's master plan encompasses a 20-year period. Phase I occurs during the planning period 2005-2011. In 2007, there is a proposal to add 22 JPE's to the court, bringing the total from a current 84 JPEs to 106. All construction is expected to be completed by 2011.					
16		Yr. 2-1	Needles - 1111 Bailey	Design and Construct Needles City Hall Addition and Renovation. Adds 1 courtroom in City-owned building consisting of 9,161 SF	C/A		2,215,000	Trial Court Funding
17		Yr. 2-2	San Bernardino	Design and construct New San Bernardino Courthouse Phase I. Adds 20 courtrooms on CalTrans site consisting of 229,241 SF. Would absorb all felony, family law, juvenile delinquency, and some civil caseload from Twin Peaks, Redlands, Joshua Tree and Fontana. Court will vacate 172 W. 3rd, 401 N. Arrowhead and Juvenile court at 900 E. Gilbert Street as well as 8 temporary courtrooms occupied as part of the renovation and seismic upgrade of the Central Courthouse and T-Wing. Traffic cases will be consolidate in Fontana upon completion of the new courthouse, Twin Peaks will be vacated (2010). Cost shown on Court's Year 1 request.	C/A		0	Trial Court Funding
18	Probation	Yr. 2-3	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Construct Laundry	C/A	430,000		
19		Yr. 2-4	Victorville - 15505 Civic Drive	Lease land for parking adjacent to leased county building.	C/A	150,000		
20	Public Administrator/ Guardian/ Conserv/Coroner (PA/PG)	Yr. 2-1	San Bernardino - 175 S. Lena Road	Construct warehouse and vehicle storage lot.	C/A	2,000,000		
21	Public Defender	Yr. 2-3	Victorville - 14455 Civic Drive	Add space in county-owned building or in leased space to house additional staff.	C/A	15,000		

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EXHIBIT K-2

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM L PROJECT LIST

Year 2 (2005-06) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Unfunded (2005-06)	Funded (2005-06)	Funding Source
Construct/Acquire (C/A) (Cont'd)								
22	Public Defender (Cont'd)	Yr. 2-5	San Bernardino - 316 N. Mt. View Ave.	Relocate Adult Division into larger quarters.	C/A	0		
23		Yr. 2-6	Fontana - 17830 Arrow Blvd.	Provide additional workspace for staffing growth.	C/A	0		
23	**Sub-Total Construct/Acquire (C/A)**					**15,461,000**	**11,867,000**	
126	**TOTAL YEAR 2 (2005-06)**					**37,774,800**	**39,097,700**	

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EXHIBIT K-3

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Improve/Rehab Existing Facilities (I/R EF)								
Administrative/Executive Group								
1	Information Services	Yr. 3-1	SB - 670 E. Gilbert	Replace cubicles 1st and 2nd floors	I/R EF	550,000		
Fiscal Group								
2	Auditor/Controller-Recorder	2	SB - 222 W. Hospitality Lane	Fence employee parking lot and control access by card key system.	I/R EF		0	Department budget.
Internal Services Group								
	Architecture and Engineering (A&E) - Roofing		Countywide	Roofing Projects - Total annual funding of $400,000	I/R EF			
3		15	Fontana - Office Bldg. - 17830 Arrow Blvd.			75,000		
4		16	San Bernardino - No. Court Annex - 401 N. Arrowhead			15,000		
5		17	Barstow - Office Bldg. - 301 E. Mt. View Ave.			65,000		
6		18	Barstow - Public Health Bldg. - 285 E. Mt. View			35,000		
7		19	Devore - Sheriff Academy - 18000 W. Institution			80,000		
8		20	Joshua Tree - Courthouse - 6527 Whitefeather			5,000		
9		21	San Bernardino - Hall of Records - 222 W. Hospitality Ln.			10,000		
10		22	San Bernardino - Courthouse - 351 N.			15,000		
11		23	San Bernardino - DBH Bldg. #4 - 700 E. Gilbert			25,000		
	A&E - HVAC		Countywide	HVAC Projects:	I/R EF			
12		5	San Bernardino - 655 E. 3rd St.			1,500,000		
13		6	San Bernardino - Public Health - 351 N. Mt. View			550,000		
14		7	San Bernardino - 172 W. 3rd			1,250,000		

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EXHIBIT K-3

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Improve/Rehab Existing Facilities (I/R EF) (Cont'd)								
	A&E - Pavement Management		Countywide	Paving Projects: Annual funding of $500,000	I/R EF			
15		31	Fontana - Courthouse - 17780 Arrow Hwy			160,000		
16		32	Fontana - Office Bldg. - 17830 Arrow Hwy			160,000		
17		33	Barstow - Sheriff - 200 E. Buena Vista			5,000		
18		34	Rialto - Sheriff's Comm. Ctr. - 1771 Miro Way			20,000		
19		35	San Bernardino - Garden Ofc. Pkg. Lot - 780 E. Gilbert St.			25,000		
20		36	Trona - Library - 82085 Mt. View St.			10,000		
21		37	Trona - Sheriff - 13205 Market Ave.			5,000		
22		38	Victorville - Courthouse - 14455 Civic Dr.			60,000		
23		39	Yucaipa - Library - 12040 5th St.			10,000		
	A&E - Infrastructure Replacement		Countywide	Infrastructure Replacement Program - Various Locations countywide - Includes elevators, plumbing/irrigation, bldg. Exteriors, lighting, and walkways	I/R EF			
24		8	San Bernardino - CJDAC - 900 E. Gilbert	Replace gas & water distribution		2,400,000		
25		9	Rancho Cucamonga - 8303 Haven Avenue	Rehabilitate building exterior		300,000		
26		10	Barstow - County Complex - Mt. View Avenue	General exterior improvements		250,000		
27		11	Redlands - 222 Brookside	Plumbing		150,000		
28		12	San Bernardino - 157-175 W. 5th	Plumbing		750,000		
29		13	San Bernardino - 900 E. Gilbert St.	CJH emergency generator		500,000		
30		14	Redlands - 222 Brookside	Plumbing		150,000		

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EXHIBIT K-3

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Improve/Rehab Existing Facilities (I/R EF) (Cont'd)								
	A&E - Seismic Retrofit		Countywide	Seismic Retrofit Program	I/R EF			
25		2	San Bernardino - CCB - 157-175 W. 5th St.			6,500,000		
26		3	Barstow - 235 E. Mt. View			2,050,000		
27		4	Chino - 13260 Central Ave.			2,430,000		
28		5	Fontana - 17780 Arrow			1,800,000		
	A&E - Building/Facility Replacement / Expansion		Countywide	Building/Facility Replacement/Expansion				
29	Fleet Management	Yr. 3-1	SB - 210 N. Lena Road	Repave Lot I	I/R EF		20,000	Retained earnings
30		Yr. 3-2	SB - 210 N. Lena Road	Repave Lot J	I/R EF		20,000	Retained earnings
Law and Justice Group								
31	District Attorney	Yr. 3-1	Victorville - 14455 Civic Drive	Paint/carpet 9,354 SF	I/R EF	55,000		
32	Sheriff	Yr. 3-1	Yucaipa - 34282 Yucaipa Blvd.	Expand rear parking lot by removing berm and re-paving	I/R EF	15,000		
33		Yr. 3-4	Needles - Colorado River Station. - 1111 Bailey	Clean and rezone HVAC vents to improve temperature control	I/R EF	20,000		
33	**Sub-Total Improve/Rehab Existing Facilities (I/R EF)**					**22,000,000**	**40,000**	
Improve/Rehab Existing Infrastructure (I/R EI)								
1	Airport	Yr. 3-2	Barstow-Daggett Airport	Construct airport storage hangars	I/R EI		335,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
2		Yr. 3-3	Needles Airport	Resurface runway 2-20, parallel Taxiway B and connecting taxiways	I/R EI		370,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
3		Yr. 3-4	Apple Valley Airport	Rejuvenate and repaint runway 18-36 and associated taxiways	I/R EI		75,000	FAA 90%; CSA 60 5%, Potential State Funds 5%
4		Yr. 3-10	Needles Airport	Install precision approach path indicator (PAPI) on Runway 2-20	I/R EI		45,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
5	Dept. of Public Works (DPW) - Regional Parks	Yr. 3-1	Chino - Prado	Parking lot & roadway rehab/expansion	I/R EI	382,500		
6		Yr. 3-2	Victorville - Mojave Narrows	Roadway and parking lot rehab	I/R EI	480,000		
7	DPW - Transportation - Road Fund	21	Fontana - Cherry Avenue - Whittram Ave. No. to Foothill Blvd.	Widen roadway	I/R EI		2,225,000	San Sevaine Redevelopment Agency and Gas Tax

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
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EXHIBIT K-3

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
8	DPW - Transportation - Road Fund (Cont'd)	22	Redlands - Garnet St. Bridge - Mill Creek, Bridge No. 54C 420	Bridge replacement	I/R EI		1,702,000	Federal Highway Bridge Replacement & Rehabilitation and State Gas Tax
9		23	Ludlow - Dola Ditch Bridge, No. of Bridge No. 54C 285, 2.08M E. of Kelbaker	Bridge replacement	I/R EI		775,000	Federal Highway Bridge Replacement & Rehabilitation and State Gas Tax
10		24	Ludlow - Lanzit Ditch Bridge - No. of Bridge No. 54C 286, 2.77 E of Kelbaker	Bridge replacement	I/R EI		1,076,000	Federal Highway Bridge Replacement & Rehabilitation and State Gas Tax
11	DPW - Transportation - Measure I North Desert Arterials	2	Newberry Springs - Newberry Rd., Various sections	Rehabilitate roadway	I/R EI		200,000	Measure I
12	DPW -Transportation - Measure I San Bernardino Mountains Local	6	Crestline - Crest Forest Dr., @ SH 18 (Lake Gregory Dr)	Intersection realignment	I/R EI		2,830,000	Measure I
13	DPW -Transportation - Measure I Victor Valley Arterials	8	Apple Valley - Joshua Rd., Standing Rock Rd N to Waalew Rd	Widen roadway, AC overlay	I/R EI		177,500	Measure I
14		9	Apple Valley - Tussing Ranch Rd., Deep Creek Rd E to Kiowa Rd.	Pave dirt road	I/R EI		274,600	Measure I
15	DPW -Transportation - Measure I Victor Valley Local	1	Apple Valley - Wren St., Joshua Rd E to Valley Vista Ave OMIP	Pave dirt road	I/R EI		115,000	Measure I
16	DPW - Transportation - Measure I San Bernardino Valley Local	20	Mentone - Garnet St @ SH38	Realign intersection	I/R EI		282,500	Measure I
17		21	Fontana - Alder Ave. @ Marygold Ave. -	Signal installation.	I/R EI		250,000	Measure I
18		22	Del Rosa - Del Rosa Avenue, Carpenter St. to Foothill Dr.	Rehabilitate roadway	I/R EI		329,400	Measure I
19		23	Fontana - Valley Blvd. @ Spruce Avenue	Signal installation	I/R EI		250,000	Measure I

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Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
20	DPW - Transportation - Measure I San Bernardino Valley Local (Cont'd)	24	Mentone - Colton Avenue, Wabash E to Opal Ave.	Widen roadway, drainage improvements, pave	I/R EI		220,000	Measure I
21		25	Fontana - Slover Ave. @ Locust Ave.	Signal installation.	I/R EI		250,000	Measure I
22	DPW - Solid Waste Management (SWM) - Closures - 1995 Solid Waste Strategy Implementation Plan	6	Apple Valley Sanitary Landfill - 13401 Laguna Seca Dr., Apple Valley	Final closure of inactive landfill	I/R EI		3,010,000	Financial Assurance Fund (EAN-SWM)
23		8	Big Bear Sanitary Landfill - 38550 Holcomb Valley Rd. - Big Bear City	Final closure of inactive landfill	I/R EI		150,000	Financial Assurance Fund (EAN-SWM)
24		9	Newberry Sanitary Landfill - 46300 Yukon Rd., Newberry Springs	Final closure of a sanitary landfill	I/R EI		275,000	Financial Assurance Fund (EAN-SWM)
25		10	Phelan Sanitary Landfill - 10130 Buckwheat Rd., Phelan	Final closure of a sanitary landfill	I/R EI		100,000	Financial Assurance Fund (EAN-SWM)
26		11	Yermo Sanitary Landfill - 40950 Minneola Rd., Yermo	Final closure of a sanitary landfill	I/R EI		100,000	Financial Assurance Fund (EAN-SWM)
27	DPW - SWM - Expansions - 1995 Solid Waste Strategy Implementation Plan	1	Mid-Valley Sanitary Landfill - 30 Bohnert Ave., Rialto	Expansion of Unit 3 Cell	I/R EI		600,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
28		3	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Expansion of Unit 2 Cell	I/R EI		3,200,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
29		4	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Expansion of Unit 2 Cell and construction of Unit 3 Cell	I/R EI		2,350,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
30		5	Barstow Sanitary Landfill - 3 miles So. Of Barstow on SH 247, Barstow	Design and construction of Unit 2 Cell	I/R EI		3,500,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
31	DPW - SWM - Groundwater and Landfill Gas Construction & Maintenance	1	Barstow Sanitary Landfill - 3 miles So. of Barstow on SH 247, Barstow	Groundwater and landfill gas monitoring	I/R EI		650,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
32		2	Colton Sanitary Landfill - 850 Tropica Rancho Road, Colton	Groundwater and landfill Gas Monitoring	I/R EI		50,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)

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EXHIBIT K-3

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
33	DPW - SWM - Groundwater and Landfill Gas Construction & Maintenance (Cont'd)	3	Mid-Valley Sanitary Landfill - 30 Bohnert Ave., Rialto	Groundwater and landfill gas monitoring	I/R EI		1,115,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
34		4	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Groundwater and Landfill gas monitoring	I/R EI		106,900	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
35		5	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Groundwater and landfill gas monitoring	I/R EI		100,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
Law and Justice Group								
36	Sheriff	Yr. 3-5	Devore - Sheriff Academy - 18000 W. Institution	Remediation and various other projects	I/R EI	5,000,000		
36	**Sub-Total Improve/Rehab Existing Infrastructure (I/R EI)**					**5,862,500**	**27,088,900**	
Preventative Maintenance (PM)								
Economic Development/Public Services Group								
1	Airport	Yr. 3-5	Chino Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
2		Yr. 3-6	29 Palms Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
3		Yr. 3-7	Needles Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
4		Yr. 3-8	Barstow-Daggett Airport	Annual pavement maintenance.	PM		10,000	County Airport Funds RAW 100%
5		Yr. 3-9	Apple Valley Airport	Annual pavement maintenance	PM		10,000	CSA 60 Funds RAI 100%
6	County Museum	Yr. 3-4	Redlands - 2024 Orange Tree Lane	Paint exterior	PM	10,000		
6	**Sub-Total Preventative Maintenance (PM)**					**10,000**	**50,000**	
Remodel/Alteration (R/A)								
Economic Development/Public Services Group								
1	County Museum	Yr. 3-3	Redlands - 2024 Orange Tree Lane	Construct and equip a paleontology laboratory in the lower level of the museum.	R/A	50,000		
2		Yr. 3-5	Redlands - 2024 Orange Tree Lane	Develop children's museum facility.	R/A	25,000		

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FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Remodel/Alteration (R/A) (Cont'd)								
Fiscal Group								
3	Treasurer/Tax Collector	3	SB - 157 W. 5th St., 3rd Floor	Expand Office space 2,750 sq. ft. to accommodate addition of 5-10 collectors.	R/A	140,000		
Law and Justice Group								
4	Sheriff	Yr. 3-2	Joshua Tree - 6527 White Feather Rd.	Add toilets and showers and expand locker rooms to accommodate increased number of staff.	R/A	110,000		
5		Yr. 3-3	Needles - Colorado River Station	Replace existing wood door with new metal door and frame	R/A	5,000		
5	**Sub-Total Remodel/Alteration (R/A)**					**330,000**	**0**	
Construct/Acquire (C/A)								
Economic Development/Public Services Group								
1	Airport	Yr. 3-1	29 Palms Airport	Construct Airport storage hangars	C/A		170,000	FAA 90%, County Airport Funds RAA 5%, potential State 5%
2	County Library	Yr. 3	Running Springs	Construct 6,700 sq. ft. facility to replace current 789 sq. ft. leased facility	C/A		2,830,000	State Bond Act - $1,838,000; Local, balance
3		Yr. 3	Highland - Central Avenue	Construct 30000 sq. ft. library and environmental learning center to replace aging 10,000 sq. ft. county-owned facility	C/A		8,000,000	State Bond Act - $5,400,000; Balance Federal and local funds.
4		Yr. 3	Bloomington - Corner of Cedar and Slover -	Construct 12,600 sq. ft. library to replace a 4,000 sq. ft. leased facility	C/A		3,600,000	State Library Bond Act (2/3), local contributions (1/3)
5		Yr. 3	Fontana - Summit Ave.	Construct joint public-school library.	C/A	0		
6	County Museum	Yr. 3-1	Redlands - 2024 Orange Tree Lane	Fabricate permanent exhibits based on existing construction drawings.	C/A	810,000		
7		Yr. 3-2	Redlands - 2024 Orange Tree Lane	Construct collections storage center.	C/A	1,500,000		
8		Yr. 3-3	Ontario - Guasti	Picnic shelter replacement	C/A	350,000		
Human Services System								
9	Preschool Services	1	Countywide	Add Preschool leased locations to be determined by need.	C/A		0	100% Federal funding

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FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 3 (2006-07) CIP Requests

Group	Department	Dept. Priority	Location	Description	Project Type	Year 3 Unfunded (2006-07)	Year 3 Funded (2006-07)	Funding Source
Construct/Acquire (C/A) (Cont'd)								
10	Public Health	1	Countywide	Add Women, Infants, Children leased locations to be determined by need.	C/A		0	100% Federal USDA funding
Law and Justice Group								
11	County Trial Courts		The Court submitted its master plan in response to the CIP five-year plan. The Court's master plan encompasses a 20-year period. Phase I occurs during the planning period 2005-2011. In 2007, there is a proposal to add 22 JPE's to the court, bringing the total from a current 84 JPEs to 106. All construction is expected to be completed by 2011.					
12		Yr. 3-1	Rancho Cucamonga	Design and construct Rancho Cucamonga Addition Phase I. Adds 6 courtrooms by remodeling space currently occupied by DA, PD, and Probation and a new addition added to the south of the building.	C/A		21,200,000	Trial Court Funding
12	**Sub-Total Construct/Acquire (C/A)**					**2,660,000**	**35,800,000**	
92	**TOTAL YEAR 3 (2006-07)**					**30,862,500**	**62,978,900**	

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EXHIBIT K-4

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 4 (2007-08) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Improve/Rehab Existing Facilities (I/R EF)								
Economic Development/Public Services Group								
1	County Museum	Yr. 4-2	Redlands - 2024 Orange Tree Lane	Renovate kitchen	I/R EF	20,000		
Internal Services Group								
	Architecture and Engineering (A&E) - Roofing		Countywide	Roofing Projects - Total annual funding of $400,000	I/R EF			
2		24	San Bernardino - DBH Bldg. #6 - 700 E. Gilbert			10,000		
3		25	Yucaipa - Sheriff - 34282 Yucaipa Blvd.			100,000		
4		26	San Bernardino - Public Health - 351 N. Mt. View			80,000		
5		27	Redlands - County Office Bldg. - 222 Brookside			50,000		
6		28	Needles - County Office Complex - 1111 Bailey			150,000		
	A&E - HVAC		Countywide	HVAC Projects:	I/R EF			
7		8	San Bernardino - Sheriff - 655 W. 3rd			1,500,000		
8		9	Big Bear - 477 Summit Blvd.			300,000		
	A&E - Pavement Management		Countywide	Paving Projects: Annual funding of $500,000	I/R EF			
9		40	San Bernardino - 172 W. 3rd St.			600,000		
10	A&E - ADA		Countywide	American's with Disabilities Act (ADA) - programmed remodeling of facilities to meet Federal mandate to comply with ADA standards for programs and facilities. Annual funding of $150,000.	R/A	150,000		
	A&E - Electrical Power Modernization		Countywide	Electrical Power Modernization Program - Various locations countywide.	I/R EF			
11		5	San Bernardino - 157-175 W. 5th			1,450,000		
12		6	Redlands - 216 Brookside			120,000		
13		7	Redlands - 222 Brookside			80,000		
14		8	Barstow - Courthouse - 235 Mt. View			680,000		

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EXHIBIT K-4

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 4 (2007-08) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Improve/Rehab Existing Facilities (I/R EF) (Cont'd)								
	A&E - Infrastructure Replacement		Countywide	Infrastructure Replacement Program - Various Locations countywide - Includes elevators, plumbing/irrigation, bldg. Exteriors, lighting, and walkways	I/R EF			
15		13	San Bernardino - 825 E. 3rd	Plumbing		800,000		
16		14	San Bernardino - 825 E. 3rd	Ceilings and communications		450,000		
17		15	San Bernardino - 351 N. Mt. View	Entrance stairs		50,000		
18		16	Rancho Cucamonga - 8303 Haven Avenue	Café security gate		100,000		
19		17	Devore - GH Reg. Park - 2555 Glen Helen Pkwy	Fill line to lake		40,000		
20		18	San Bernardino - 385 N. Arrowhead	Repair/replace exterior lighting - low voltage		100,000		
21		19	San Bernardino - 351 N. Mt. View	Abate floor tiles		100,000		
22		20	San Bernardino - 172 W. 3rd	Abate floor tiles		200,000		
23		21	San Bernardino - 172 W. 3rd	Plumbing		1,000,000		
	A&E - Seismic Retrofit		Countywide	Seismic Retrofit Program - Countywide	I/R EF			
24		6	San Bernardino - 351 N. Mt. View			1,100,000		
25		7	San Bernardino - 316 N. Mt. View Avenue			1,000,000		
26		8	San Bernardino - 222 W. Hospitality Lane			2,600,000		
27	Fleet Management	Yr. 4-1	SB - 210 N. Lena Road	Repave Lot B	I/R EF		60,000	Retained earnings
28		Yr. 4-3	SB - 210 N. Lena Road	Repave Lot A	I/R EF		20,000	Retained earnings
Law and Justice Group								
29	Probation	Yr. 4-2	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	HVAC ductwork replacement, plumbing upgrade, and electrical systems upgrade Units 2, 10-14.	I/R EF	135,000		
29	**Sub-Total Improve/Rehab Existing Facilities (I/R EF)**					**12,965,000**	**80,000**	
Improve/Rehab Existing Infrastructure (I/R EI)								
Economic Development/Public Services Group								
1	Airport	Yr. 4-2	Chino Airport	Rejuvenate and repaint runway 8R-26L, associated taxiways and itinerate ramp.	I/R EI		470,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%

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Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
2	Airport (cont'd)	Yr. 4-3	Needles Airport	Construct perimeter fence	I/R EI		170,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
3		Yr. 4-4	Barstow-Daggett Airport	Rejuvenate and repaint runway 8-26, Runway 4-22 and associated taxiways.	I/R EI		75,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
4		Yr. 4-5	29 Palms Airport	Rejuvenate and repaint runway 8-26 and associated taxiways.	I/R EI		40,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
5		Yr. 4-11	Apple Valley Airport	Install obstruction lights on approach to each end of Runway 8-26	I/R EI		10,000	FAA 90%; CSA 60 5%, Potential State Funds 5%
6	DPW - Transportation - Measure I San Bernardino Mountains Local	7	Running Springs - Soutar Dr., @ SH18	AC overlay, improve sight distance	I/R EI		200,000	Measure I
7	DPW - Transportation - Measure I Colorado River Arterials	1	Havasu - Havasu Lake Rd., Various locations	Drainage improvements	I/R EI		70,000	Measure I
8	DPW - Transportation - Measure I Victor Valley Arterials	10	Phelan - Sheep Creek Rd., .1M N of Neilson Rd	Construct culvert	I/R EI		150,000	Measure I
9	DPW - Transportation - Measure I San Bernardino Valley Local	26	Fontana - Valley Blvd. @ Poplar Ave.	Signal installation.	I/R EI		235,000	Measure I
10		27	San Bernardino - 3rd St. @ Palm Ln.	Signal installation	I/R EI		225,000	Measure I
11		28	Lytle Creek - Lytle Creek Rd., .32M S of Sierra Avenue	Guardrail installation	I/R EI		15,000	Measure I
12		29	Del Rosa - Mountain Avenue, .07M S of Eureka St. N .05M	Rehabilitate roadway	I/R EI		14,800	Measure I
13		30	Rialto - Lilac Avenue, Jurupa Ave. N .11M	Rehabilitate roadway	I/R EI		32,600	Measure I
14	DPW - SWM - Closures - 1995 Solid Waste Strategy Implementation Plan	7	Colton Sanitary Landfill - 850 Tropica Rancho Road, Colton	Final closure of inactive landfill	I/R EI		6,290,000	Financial Assurance Fund (EAN-SWM)
15		8	Big Bear Sanitary Landfill - 38550 Holcomb Valley Rd. - Big Bear City	Final closure of inactive landfill	I/R EI		2,900,000	Financial Assurance Fund (EAN-SWM)
16		9	Newberry Sanitary Landfill - 46300 Yukon Rd., Newberry Springs	Final closure of a sanitary landfill	I/R EI		650,000	Financial Assurance Fund (EAN-SWM)

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Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
17	DPW - SWM - Closures - 1995 Solid Waste Strategy Implementation Plan (Cont'd)	10	Phelan Sanitary Landfill - 10130 Buckwheat Rd., Phelan	Final closure of a sanitary landfill	I/R EI		3,500,000	Financial Assurance Fund (EAN-SWM)
18		11	Yermo Sanitary Landfill - 40950 Minneola Rd., Yermo	Final closure of a sanitary landfill	I/R EI		1,320,000	Financial Assurance Fund (EAN-SWM)
19	DPW - SWM - Expansions - 1995 Solid Waste Strategy Implementation Plan	1	Mid-Valley Sanitary Landfill - 30 Bohnert Ave., Rialto	Expansion of Unit 3 Cell	I/R EI		1,975,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
20		3	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Expansion of Unit 2 Cell	I/R EI		2,800,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
21		4	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Expansion of Unit 2 Cell and construction of Unit 3 Cell	I/R EI		5,360,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
22		5	Barstow Sanitary Landfill - 3 miles So. Of Barstow on SH 247, Barstow	Design and construction of Unit 2 Cell	I/R EI		250,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
23	DPW - SWM - Groundwater and Landfill Gas Construction and Maintenance	3	Mid-Valley Sanitary Landfill - 30 Bohnert Ave., Rialto	Groundwater and landfill gas monitoring	I/R EI		1,130,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
24		4	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Groundwater and Landfill gas monitoring	I/R EI		110,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
25		5	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Groundwater and landfill gas monitoring	I/R EI		100,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
Law and Justice Group								
26	Sheriff	Yr. 4-5	Devore - Sheriff Academy - 18000 W. Institution	Remediation and various other projects	I/R EI	5,000,000		
26	**Sub-Total Improve/Rehab Existing Infrastructure (I/R EI)**					**5,000,000**	**28,092,400**	
Preventative Maintenance (PM)								
Economic Development/Public Services Group								
1	Airport	Yr. 4-6	Apple Valley Airport	Annual pavement maintenance	PM		10,000	CSA 60 Funds RAI 100%
2		Yr. 4-7	Chino Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW
3		Yr. 4-8	Barstow-Daggett Airport	Annual pavement maintenance.	PM		10,000	County Airport Funds RAW

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire

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R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT K-4

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 4 (2007-08) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Preventative Maintenance (PM) (Cont'd)								
4	Airport (cont'd)	Yr. 4-9	Needles Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW
5		Yr. 4-10	29 Palms Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW
5	**Sub-Total Preventative Maintenance (PM)**					**0**	**50,000**	
Install New Bldg/Facility System (INFS)								
Internal Services Group								
	A&E - Life Safety		Countywide	Life Safety Modernization - Various locations countywide. Includes fire sprinklers, fire/smoke alarms, security	INFS			
1		6	San Bernardino - Public Health - 351 N. Mt. View			570,000		
2		7	San Bernardino - FM - 200 S. Lena Rd.			195,000		
3		8	San Bernardino - CCB-157-175 W. 5th St.			720,000		
4		9	San Bernardino - PWG - 825 E. 3rd			650,000		
Law and Justice Group								
5	Probation	Yr. 4-1	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Back up generators. Install two-300 KW engines with conduits and automatic transfer switches.	INFS	450,000		
6		Yr. 4-3	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Install new roof plumbing and electrical system, Units 1 & 4.	INFS	1,670,000		
6	**Sub-Total Install New Bldg/Facility System (INFS)**					**14,255,000**	**35,142,400**	
Remodel/Alteration (R/A)								
Administrative/Executive Group								
1	County Administrative Office		San Bernardino	Implement San Bernardino Master Space Plan.				
2		Yr. 4		Align general funded departments to owned space (190,000 SF); move reimbursed departments to leased space (125,000 SF) and restack space to improve quality, consistency and efficiency (move from 315/SF/Person to 275/SF/Person) - 2007 - 448,000 SF).	R/A	71,575,000		

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EXHIBIT K-4

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 4 (2007-08) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Remodel/Alteration (R/A) (Cont'd)								
3	County Administrative Office (Cont'd)	Yr. 4		Sell properties that can generate revenue and are not in line with portfolio goals (125,000 SF); demolish facilities in very poor condition (Gilbert Street trailers)	R/A	-1,412,000		
Economic Development/Public Services Group								
4	County Museum	Yr. 4-1	Redlands - 2024 Orange Tree Lane	Refurbish permanent exhibits.	R/A	65,000		
5		Yr. 4-3	Redlands - 2024 Orange Tree Lane	Enlarge museum store.	R/A	25,000		
6		Yr. 4-4	Redlands - 2024 Orange Tree Lane	Modify loading dock	R/A	0		
7		Yr. 4-5	Redlands - 2024 Orange Tree Lane	Create a multi-disciplinary center for integrative studies	R/A	10,000		
Law and Justice Group								
8	Sheriff	Yr. 4-2	Big Bear Lake - 477 Summit Blvd.	Remodel expansion area into an inmate worker dormitory	R/A	300,000		
8	**Sub-Total Remodel/Alteration (R/A)**					**70,563,000**	**0**	
Construct/Acquire (C/A)								
Economic Development/Public Services Group								
1	Airport	Yr. 4-1	Chino Airport	Land acquisition for precision runway protection zone for runway 26L.	C/A		8,200,000	FAA 90%; CSA 60 5%, Potential State Funds 5%
2	County Library	Yr. 4	Fontana - Sierra Avenue -	Construct 84,000 sq. ft. library to replace current 13000 sq. ft. facility built in 1967	C/A		34,750,000	State Bond Act - $14,900,000; balance - City
3		Yr. 4	Loma Linda - 25581 Barton Road	Construct 8,500 sq. ft. expansion of existing library facility	C/A		3,800,000	State Bond Act - $2,465,000; Balance - City
4	Dept. of Public Works (DPW) - Regional Parks	Yr. 4-1	Yermo - Calico	Campground restroom renovation	C/A	415,000		
Human Services System								
5	Aging and Adult Services	2	Victorville	Relocate from leased building consisting of 12,678 SF to 25,000 SF	C/A		540,000	90% federal and state, 10% local share. Local share is funded 52% realignment and 48% local cost.
6	Preschool Services	1	Countywide	Add Preschool leased locations to be determined by need.	C/A		0	100% Federal funding
7	Public Health	1	Countywide	Add Women, Infants, Children leased locations to be determined by need.	C/A		0	100% Federal USDA funding

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EXHIBIT K-4

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 4 (2007-08) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Construct/Acquire (C/A) (Cont'd)								
Internal Services Group								
	A&E - Building/Facility Replacement / Expansion		Countywide	Building/Facility Replacement/Expansion - Various Locations countywide	C/A			
8		2	High Desert - VV/Barstow	60,000 Square Feet		12,000,000		
9	Fleet Management	Yr. 4-2	SB - 210 N. Lena Road	Build outside ventilated storage	C/A		40,000	Retained earnings
Law and Justice Group								
	County Trial Courts		The Court submitted its master plan in response to the CIP five-year plan. The Court's master plan encompasses a 20-year period. Phase i occurs during the planning period 2005-2011. In 2007, there is a proposal to add 22 JPE's to the court, bringing the total from a current 84 JPEs to 106. All construction is expected to be completed by 2011.					
10		Yr. 4-1	Joshua Tree	Design and construct Joshua Tree Addition and Renovation. Adds 2 courtrooms by constructing a 21,000 SF addition on the east side of the existing building.	C/A		7,205,000	Trial Court Funding
11		Yr. 4-2	San Bernardino - Gilbert Street	Design and construct Juvenile Dependency Court Addition. Adds 8 courtrooms consisting of 56,728 SF	C/A		2,117,000	Trial Court Funding
12	District Attorney	Yr. 4-1	San Bernardino	Relocate and consolidate (4) SB offices and (2) Storage facilities to 45,863 SF	C/A	0		
13	Probation	Yr. 4-4	Victorville - 15505 Civic Drive	Construct office expansion	C/A	0		
14	Public Defender	Yr. 4-1	Rancho Cucamonga - 10565 Civic Center Drive	Construct and/or acquire additional space for staffing growth	C/A	15,000		
15		Yr. 4-2	Victorville - 13911 Park Avenue, Suite 104 -	Construct and/or acquire additional space to accommodate staffing growth.	C/A	9,000		
16		Yr. 4-3	SB - 900 E. Gilbert Street	Construct and/or acquire additional space to accommodate staffing growth.	C/A	4,000		
17		Yr. 4-4	Redlands	Relocate leased space in Redlands to accommodate staffing growth.	C/A	18,000		
18		Yr. 4-5	Rancho Cucamonga - 8303 Haven Avenue	Add space to accommodate staffing growth.	C/A	0		
19		Yr. 4-6	Victorville - 14455 Civic Drive	Add space to accommodate staffing growth	C/A	0		

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EXHIBIT K-4

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 4 (2007-08) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 4 Unfunded (2007-08)	Year 4 Funded (2007-08)	Funding Source
Construct/Acquire (C/A) (Cont'd)								
20	Sheriff/Fire/CONFIRE JPA	Yr. 4-1	San Bernardino International Airport	Sheriff, Fire and CONFIRE JPA project to construct a new public safety operations center at San Bernardino International Airport	C/A		150,000,000	Grants
21	Sheriff	Yr. 4-1	Baker - 56755 Park Avenue	Construct 24' x 32' garage and fence perimeter of property.	C/A	40,000		
22		Yr. 4-3	Joshua Tree - 6527 White Feather Rd.	Install 1,200 sq. ft. of fencing, 2 motorized gates and two walk-thru gates.	C/A	70,000		
23		Yr. 4-4	Needles - 1111 Bailey St. - Colorado River Station	Construct storage-type shed as weapons cleaning area.	C/A	10,000		
23	**Sub-Total Construct/Acquire (C/A)**					**12,581,000**	**206,652,000**	
97	**TOTAL YEAR 4 (2007-08)**					**115,364,000**	**270,016,800**	

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EXHIBIT K-5

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 5 (2008-09) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 5 Unfunded (2008-09)	Year 5 Funded (2008-09)	Funding Source
Improve/Rehab Existing Facilities (I/R EF)								
Economic Development/Public Services Group								
1	County Museum	Yr. 5-2	Redlands - 2024 Orange Tree Lane	Refurbish front entrance.	I/R EF	5,000		
Internal Services Group								
	Architecture and Engineering (A&E) - Roofing		Countywide	Roofing Projects - Total annual funding of $400,000	I/R EF			
2		29	San Bernardino - CGC - 385 N. Arrowhead			265,000		
3	A&E - HVAC		Countywide	HVAC Projects:	I/R EF			
4		10	San Bernardino - GSG - 777 E. Rialto Ave.			2,100,000		
5		11	San Bernardino - CGC - 385 N. Arrowhead			2,000,000		
6		12	Redlands - 222 Brookside			100,000		
7		13	Needles - 1111 Bailey			300,000		
8		14	Barstow - 235 E. Mt. View			550,000		
9		15	Barstow - Search & Rescue - 200 E. Buena Vista			90,000		
10		16	Rancho Cucamonga - 8303 Haven Ave.			1,400,000		
	A&E - Pavement Management		Countywide	Paving Projects: Annual funding of $500,000	I/R EF			
11		40	San Bernardino - 172 W. 3rd St.			175,000		
	A&E - Infrastructure Replacement		Countywide	Infrastructure Replacement Program - Various Locations countywide - Includes elevators, plumbing/irrigation, bldg. Exteriors, lighting, and walkways	I/R EF			
12		22	San Bernardino - 351 N. Mt. View	Plumbing		350,000		
13		23	San Bernardino - 157-175 W. 5th	Plumbing		1,250,000		
14		24	San Bernardino - 316 N. Mt. View Avenu	Plumbing		350,000		
15		25	San Bernardino - Library - 104 W. 4th	Plumbing		450,000		

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EXHIBIT K-5

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 5 (2008-09) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 5 Unfunded (2008-09)	Year 5 Funded (2008-09)	Funding Source
Improve/Rehab Existing Facilities (I/R EF) (Cont'd)								
16	A&E - Infrastructure Replacement (Cont'd)	26	Devore - GH Reg. Park - 2555 Glen Helen Pkwy	Repair/replace water line to maintenance yard.		50,000		
17		27	San Bernardino - 351 N. Arrowhead	Irrigation		100,000		
18		28	San Bernardino - 385 N. Arrowhead	Restore Chambers		100,000		
19		29	Colton - Agua Mansa Cemetery	Irrigation		30,000		
20		30	Redlands - Asistencia	Irrigation		30,000		
21		31	Colton - Agua Mansa Cemetery	Sewer connect		50,000		
	A&E - Seismic Retrofit		Countywide	Seismic Retrofit Program	I/R EF			
22		9	San Bernardino - 385 N. Arrowhead			3,900,000		
23		10	San Bernardino - 670 E. Gilbert			1,750,000		
24		11	San Bernardino - 825 E. 3rd			1,800,000		
25		12	San Bernardino - 401 N. Arrowhead Avenue			550,000		
	A&E - Electrical Power Modernization		Countywide	Electrical Power Modernization Program	I/R EF			
26		9	San Bernardino - 172 W. 3rd			950,000		
27		10	San Bernardino - 351 N. Mt. View			460,000		
28		11	San Bernardino - 385 N. Arrowhead			1,000,000		
29		12	San Bernardino - Library - 104 W. 4th			400,000		
30		13	Chino - 13260 Central Ave.			450,000		
31	Sheriff	Yr. 5-4	Needles - 1111 Bailey St. - Colorado River Station	Repave employee and county vehicle parking lot	I/R EF	85,000		
31	**Sub-Total Improve/Rehab Existing Facilities (I/R EF)**					**21,090,000**	**0**	
Improve/Rehab Existing Infrastructure (I/R EI)								
Economic Development/Public Services Group								
1	Airport	Yr. 5-1	Chino Airport	Construct Taxiway F between Taxiway N and northwest apron.	I/R EI		850,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%

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FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 5 (2008-09) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 5 Unfunded (2008-09)	Year 5 Funded (2008-09)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
2	Airport (Cont'd)	Yr. 5-2	Chino Airport	Relocate fire storage ponds	I/R EI		50,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
3		Yr. 5-3	29 Palms Airport	Rejuvenate and repaint runway 17-35, associated taxiways and ramps.	I/R EI		39,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
4		Yr. 5-4	Barstow-Daggett Airport	Rejuvenate and repaint runway 8-26, Runway 4-22 and associated taxiways.	I/R EI		74,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
5		Yr. 5-5	Apple Valley Airport	Rejuvenate and repaint runway 8-26 and associated taxiways	I/R EI		75,000	FAA 90%; CSA 60 5%, Potential State Funds 5%
6		Yr. 5-11	Needles Airport	Install taxiway lights on both parallel taxiways; taxiway A and B	I/R EI		40,000	FAA 90%; County Airport Funds RAA 5%; potential state 5%
7	DPW - Transportation - Road Fund	25	Needles - Needles Hwy, N St., N. and E. to stateline	Rehabilitate roadway	I/R EI		8,300,000	Federal Surface Transportation Program, Federal Public Lands HIG, and Congressional disbursement
8	DPW -Transportation - Measure I North Desert Arterials	3	Barstow - First St., .46 M NE of Irwin Rd. N to SH58	Widen to 4 lanes	I/R EI		600,000	Measure I
9		4	Barstow - Telescope Ave., California to Sage	Rehabilitate roadway	I/R EI		150,000	Measure I
10	DPW - Transportation - Measure I Morongo Basin Arterials	4	Morongo Valley, Pioneertown Rd., Skyline Ranch S. 2.5 miles	Widen roadway and resurface	I/R EI		400,000	Measure I
11	DPW - Transportation - Measure I Morongo Basin Local	4	Morongo Valley - Mojave Dr.., Juniper E to Hess	Construct road	I/R EI		600,000	Measure I
12		5	Morongo Valley - Indian Trail @ Lear Ave.	Reconstruct intersection	I/R EI		190,000	Measure I
13	DPW - Transportation - Measure I San Bernardino Mountains Local	4	Lake Arrowhead, Club House Dr., Boulder Ln. S .5 miles	Reconstruct road	I/R EI		200,000	Measure I
14		5	Lake Arrowhead - Emerald Drive, @ SH 173	Regrade and pave	I/R EI		300,000	Measure I
15	DPW - Transportation - Measure I Victor Valley Arterials	11	Pinion Hills - Various roads, Phelan and Pinon Hills Area	Rehabilitate roadway	I/R EI		600,000	Measure I
16		12	Apple Valley - Joshua Rd., Various locations	Rehabilitate roadway	I/R EI		600,000	Measure I

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EXHIBIT K-5

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 5 (2008-09) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 5 Unfunded (2008-09)	Year 5 Funded (2008-09)	Funding Source
Improve/Rehab Existing Infrastructure (I/R EI) (Cont'd)								
17	DPW - Transportation - Measure I Victor Valley Local	2	Apple Valley - Various Roads	Rehabilitate roadway	I/R EI		570,000	Measure I
18	DPW - Transportation - Measure I San Bernardino Valley Local	31	Devore - Various Roads	Rehabilitate roadway	I/R EI		800,000	Measure I
19		32	Highland - Various roads	Rehabilitate roadway	I/R EI		800,000	Measure I
20		33	Mentone - Various roads	Rehabilitate roadway	I/R EI		600,000	Measure I
20	DPW - SWM - Expansions - 1995 Solid Waste Strategy Implementation Plan	3	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Expansion of Unit 2 Cell	I/R EI		1,350,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
21		4	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Expansion of Unit 2 Cell and construction of Unit 3 Cell	I/R EI		250,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
22		5	Barstow Sanitary Landfill - 3 miles So. Of Barstow on SH 247, Barstow	Design and construction of Unit 2 Cell	I/R EI		175,000	Expansion Bond 2001 Series A (EAC-SWM) and Operating Funds (EAA-SWM)
23	DPW - SWM - Groundwater and Landfill Gas Construction and Maintenance	3	Mid-Valley Sanitary Landfill 30 Bohnert Ave., Rialto	Groundwater and landfill gas monitoring	I/R EI		1,150,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
24		4	San Timoteo Sanitary Landfill - 31 Refuse Rd., Redlands	Groundwater and Landfill gas monitoring	I/R EI		115,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
25		5	Victorville Sanitary Landfill - NW of Stoddard Wells Rd., Victorville	Groundwater and landfill gas monitoring	I/R EI		100,000	Groundwater and Landfill Gas Maintenance (EAA-SWM, Object 2445)
25	**Sub-Total Improve/Rehab Existing Infrastructure (I/R EI)**					**0**	**18,978,000**	
Preventative Maintenance (PM)								
Economic Development/Public Services Group								
1	Airport	Yr. 5-6	Chino Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
2		Yr. 5-7	Barstow-Daggett Airport	Annual pavement maintenance.	PM		10,000	County Airport Funds RAW 100%
3		Yr. 5-8	29 Palms Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
4		Yr. 5-9	Needles Airport	Annual pavement maintenance	PM		10,000	County Airport Funds RAW 100%
5	Airport	Yr. 5-10	Apple Valley Airport	Annual pavement maintenance	PM		10,000	CSA 60 Funds RAI 100%
5	**Sub-Total Preventative Maintenance (PM)**					**0**	**50,000**	

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FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 5 (2008-09) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 5 Unfunded (2008-09)	Year 5 Funded (2008-09)	Funding Source
Install New Bldg/Facility System (INFS)								
Internal Services Group								
	A&E - Life Safety		Countywide	Life Safety Modernization - Various locations countywide. Includes fire sprinklers, fire/smoke alarms, security	INFS			
1		10	San Bernardino - Sheriff - 655 E. 3rd			230,000		
2		11	San Bernardino - CGC - 385 N. Arrowhead			390,000		
3		12	Rialto - Sheriff - 1771 Miro Way			50,000		
4		13	San Bernardino - Library - 104 W. 4th			110,000		
5		14	Big Bear - 477 Summit Blvd.			65,000		
6		15	Twin Peaks - Courthouse - 26010 Hwy 189			100,000		
6	**Sub-Total Install New Bldg/Facility System (INFS)**					**945,000**	**0**	
Remodel/Alteration (R/A)								
Economic Development/Public Services Group								
1	County Museum	Yr. 5-3	Redlands - 2024 Orange Tree Lane	Remodel lobby	R/A	6,100		
Internal Services Group								
2	A&E - ADA		Countywide	American's with Disabilities Act (ADA) - programmed remodeling of facilities to meet Federal mandate to comply with ADA standards for programs and facilities. Annual funding of $150,000.	R/A	150,000		
3	Fleet Management	Yr. 5-1	SB - 210 N. Lena Road	Construct shop offices	R/A		60,000	Retained earnings
Law and Justice Group								
4	Probation	Yr. 5-3	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Relocate youth justice center.	R/A	1,395,000		
5		Yr. 5-4	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Remodel administration/nurse space.	R/A	2,000,000		
6	Sheriff	Yr. 5-5	Needles - 1111 Bailey St. - Colorado River Station	Remodel jail kitchen.	R/A	50,000		
6	**Sub-Total Remodel/Alteration (R/A)**					**3,601,100**	**60,000**	

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INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

EXHIBIT K-5

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LIST

Year 5 (2008-09) CIP Requests

Group # Proj.	Department	Dept. Priority	Location	Description	Project Type	Year 5 Unfunded (2008-09)	Year 5 Funded (2008-09)	Funding Source
Construct/Acquire (C/A)								
Economic Development/Public Services Group								
1	County Library	Yr. 5	Victorville - Circle Drive	Construct expansion and renovation of existing library facility.	C/A		0	city
2		Yr. 5	Chino Hills - Peyton Drive (Grand & Eucalyptus)	Construct 30,000 sq. ft. addition to existing 8,500 sq. ft. building	C/A		0	
3	County Museum	Yr. 5-1	Redlands - 2024 Orange Tree Lane	Enclose patio/garden café	C/A	52,000		
4	Dept. of Public Works (DPW) - Regional Parks	Yr. 4-1	Yermo - Calico	Campground restroom renovation	C/A			
Human Services System								
5	Aging and Adult Services	3	Ontario	Relocate leased space to 25,000 SF in a centralized location to serve Fontana/Rialto.	C/A		540,000	90% federal and state, 10% local share. Local share is funded approximately 52% realignment and 48% local cost.
6	Preschool Services	1	Countywide	Add Preschool leased locations to be determined by need.	C/A		0	100% Federal funding
7	Public Health	1	Countywide	Add Women, Infants, Children leased locations to be determined by need.	C/A		0	100% Federal USDA funding
8	A&E - Building/Facility Replacement / Expansion			Building/Facility Replacement/Expansion - Various Locations countywide	C/A			
9		3	Joshua Tree - Morongo	60,000 Square Feet		12,000,000		
Law and Justice Group								
10	Probation	Yr. 5-1	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Demo Units 5-9	C/A	0		
11		Yr. 5-2	San Bernardino - 900 E. Gilbert Street - Central Juvenile Hall	Replace units 5-9 with two new living units.	C/A	14,000,000		
12	Sheriff	Yr. 5-1	San Bernardino - 18000 W. Institution Rd.	Construct 6' high fencing around perimeter of shooting ranges.	C/A	100,000		
13		Yr. 5-2	San Bernardino - 200 S. Lena Road	Expand crime lab building 15,300 sq. ft.	C/A	3,350,000		
14		Yr. 5-3	San Bernardino - 18000 W. Institution Rd.	Add 192-bed, 2-story housing unit.	C/A	8,500,000		
15		Yr. 5-6	Needles - 1111 Bailey St. - Colorado River Station	Construct carport shades in parking lot.	C/A	15,000		
15	**Sub-Total Construct/Acquire (C/A)**					**38,017,000**	**540,000**	
88	**TOTAL YEAR 5 (2008-09)**					**63,653,100**	**19,628,000**	

Legend: Proj. Type
I/R EF-Imprv/Rehab Exist. Fac.
I/R EI-Imprv/Rehab Exist. Infrastr.
C/A-Construct/Acquire
INFS-Install New Fac. Sys.
INDS-Install New Data Sys.
R/A-Remodel/Alter
PM-Prevent. Maint.

INTERNAL SERVICES GROUP
SUMMARY

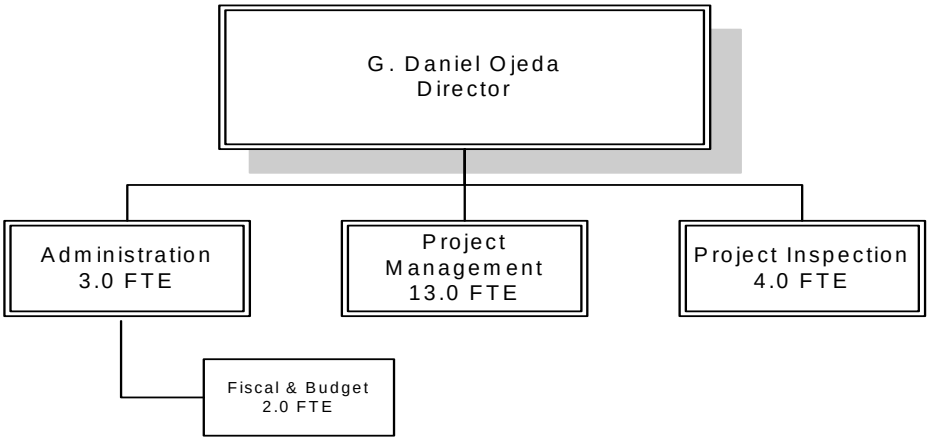
	Page #	Approp	Revenue	Local Cost
GENERAL FUND				
ARCHITECTURE AND ENGINEERING	3-1-1	566,758	-	566,758
FACILITIES MANAGEMENT:				
ADMINISTRATION	3-2-1	407,397	-	407,397
CUSTODIAL DIVISION	3-2-5	3,200,343	1,657,556	1,542,787
GROUNDS DIVISION	3-2-9	1,283,962	614,736	669,226
HOME REPAIR PROGRAM	3-2-13	-	-	-
MAINTENANCE DIVISION	3-2-15	6,855,504	3,300,000	3,555,504
UTILITIES	3-2-19	16,326,547	-	16,326,547
PURCHASING	3-4-1	1,073,018	35,000	1,038,018
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	3-5-1	2,213,960	1,549,650	664,310
RENTS AND LEASES	3-5-5	208,652	-	208,652
TOTAL GENERAL FUND		32,136,141	7,156,942	24,979,199
SPECIAL REVENUE FUND		**Approp**	**Revenue**	**Fund Balance**
REAL ESTATE SERVICES:				
CHINO AGRICULTURAL PRESERVE	3-5-7	4,172,092	825,700	3,346,392
INTERNAL SERVICES FUNDS		**Operating Expense**	**Revenue/ Financing Sources**	**Revenue Over (Under) Exp**
FLEET MANAGEMENT:				
GARAGE AND WAREHOUSE	3-3-1	9,953,923	10,520,000	566,077
MOTOR POOL	3-3-6	8,519,141	10,265,000	1,745,859
PURCHASING:				
CENTRAL STORES	3-4-5	7,271,067	7,444,140	173,073
MAIL AND COURIER SERVICES	3-4-9	7,478,661	7,648,362	169,701
PRINTING SERVICES	3-4-12	2,352,272	2,422,958	70,686
TOTAL INTERNAL SERVICES FUNDS		35,575,064	38,300,460	2,725,396

ARCHITECTURE & ENGINEERING
G. Daniel Ojeda

MISSION STATEMENT

The mission of the Architecture and Engineering Department is to plan and administer the design and construction of the projects in the County's Capital Improvement Program; and in so doing provide top quality improvements for certain County Departments and the citizens of San Bernardino.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

Architecture & Engineering is responsible for the planning, design, estimating and administrating of the projects in 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 management services through completion of the project. Project costs are reimbursed from departments and the general fund where appropriate.

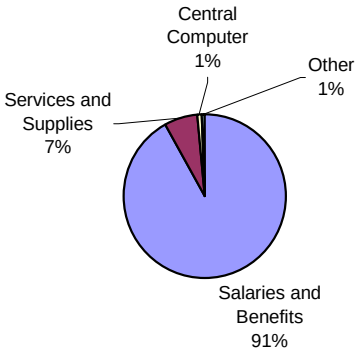
The vision of the Architecture & Engineering Department is to be a competitive public service organization dedicated to delivering projects and services for San Bernardino County in a timely and cost effective manner, which establishes us as the provider of choice to our customers. The Department has developed a motto which is "Quality Improvements Today for a Better Tomorrow". It will use this idea to guide it through any activities that it will perform in aligning itself with the County's strategic directions and organizational priorities.

BUDGET AND WORKLOAD HISTORY

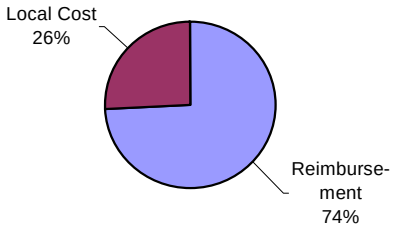
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	618,205	634,174	587,961	566,758
Departmental Revenue	10,462	-	-	-
Local Cost	607,743	634,174	587,961	566,758
Budgeted Staffing		23.0		23.0
Workload Indicators				
Construction Contracts Awarded	94	-	-	-
Consultant Agreements	84	-	-	-
Projects Managed	-	149	159	161
Inspections Performed	-	1,804	1,924	1,924
Construction Estimates Completed	-	120	91	90

New workload indicators were established in 2003-04 to reflect a more concise measurement of functions performed.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Architecture & Engineering
FUND: General

BUDGET UNIT: AAA ANE
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	2,000,088	2,077,491	133,341	-	-	2,210,832	12,389	2,223,221
Services and Supplies	150,632	195,173	6,187	(44,500)	-	156,860	4,995	161,855
Central Computer	13,730	13,730	5,046	-	-	18,776	-	18,776
Transfers	11,932	11,932	-	-	-	11,932	1,876	13,808
Total Exp Authority	2,176,382	2,298,326	144,574	(44,500)	-	2,398,400	19,260	2,417,660
Reimbursements	(1,588,421)	(1,664,152)	(111,321)	-	(56,169)	(1,831,642)	(19,260)	(1,850,902)
Total Appropriation	587,961	634,174	33,253	(44,500)	(56,169)	566,758	-	566,758
Local Cost	587,961	634,174	33,253	(44,500)	(56,169)	566,758	-	566,758
Budgeted Staffing		23.0	-	-	-	23.0	-	23.0

DEPARTMENT: Architecture & Engineering
FUND: General
BUDGET UNIT: AAA ANE

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**23.0**	**634,174**	**-**	**634,174**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	30,669	-	30,669
Internal Service Fund Adjustments	-	2,584	-	2,584
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**33,253**	**-**	**33,253**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(44,500)	-	(44,500)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(44,500)**	**-**	**(44,500)**
Impacts Due to State Budget Cuts	**-**	**(56,169)**	**-**	**(56,169)**
TOTAL BASE BUDGET	**23.0**	**566,758**	**-**	**566,758**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**23.0**	**566,758**	**-**	**566,758**

SCHEDULE B

DEPARTMENT: Architecture & Engineering
FUND: General
BUDGET UNIT: AAA ANE

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increase in Reimbursements	-	(56,169)	-	(56,169)
Managing more projects as a result of contracting for project management services to augment county staff will increase reimbursements.				
Total	-	(56,169)	-	(56,169)

SCHEDULE C

DEPARTMENT: Architecture & Engineering
FUND: General
BUDGET UNIT: AAA ANE

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

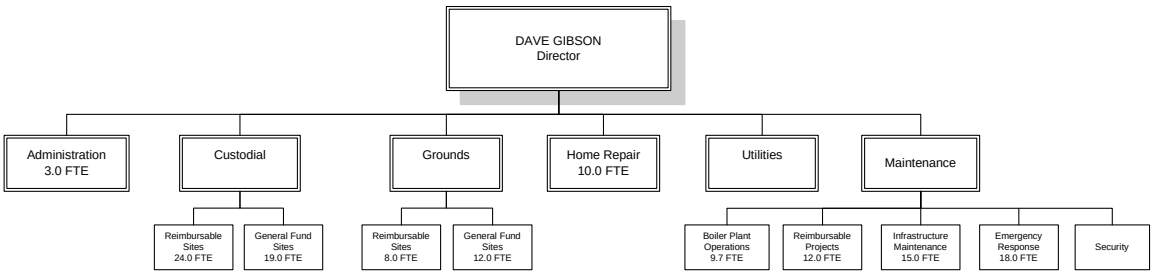
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries & Benefits	-	12,389	-	12,389
	Increase due to step increases, workers compensation and benefits for contracted inspector.				
2.	Services & Supplies	-	4,995	-	4,995
	Additional cost due to increase in Risk Management premiums.				
3.	Transfers	-	1,876	-	1,876
	Increase due to additional cost of payroll services provided by Public Works				
4.	Reimbursements	-	(19,260)	-	(19,260)
	Increase department's fringe benefit/overhead rate charged to construction projects from 62% to 67%.				
	Total	-	-	-	-

FACILITIES MANAGEMENT DEPARTMENT
Dave S. Gibson

MISSION STATEMENT

Our Mission is to serve the public by providing quality services enabling County Departments and Staff to effectively meet the expectations of their customers.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05			
	Appropriation	Revenue	Local Cost	Staffing
Administration	407,397		407,397	4.0
Custodial	3,200,343	1,657,556	1,542,787	43.0
Grounds	1,283,962	614,736	669,226	20.0
Home Repair				10.0
Maintenance	6,855,504	3,300,000	3,555,504	54.7
Utilties	16,326,547		16,326,547	
TOTAL	28,073,753	5,572,292	22,501,461	131.7

Administration

DESCRIPTION OF MAJOR SERVICES

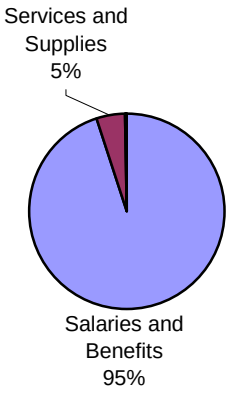
The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair, and Maintenance) and monitors the San Bernardino County utilities budget.

The Administration Division develops internal policies and procedures to ensure all divisions deliver quality service to their customers. The division establishes goals to assure adherence to the department's mission.

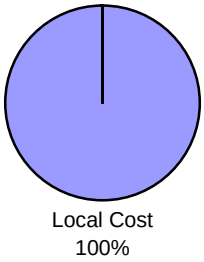
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	346,576	385,060	326,192	407,397
Departmental Revenue	284	-	-	-
Local Cost	346,292	385,060	326,192	407,397
Budgeted Staffing		4.0		4.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: Administration

BUDGET UNIT: AAA FMD FMT
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	307,500	360,220	21,830	-	(37,087)	344,963	42,302	387,265
Services and Supplies	17,999	24,147	1,568	-	-	25,715	(6,347)	19,368
Transfers	693	693	-	-	-	693	71	764
Total Appropriation	326,192	385,060	23,398	-	(37,087)	371,371	36,026	407,397
Local Cost	326,192	385,060	23,398	-	(37,087)	371,371	36,026	407,397
Budgeted Staffing		4.0	-	-	(0.5)	3.5	0.5	4.0

DEPARTMENT: Facilities Management
FUND: Administration
BUDGET UNIT: AAA FMD FMT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**4.0**	**385,060**	**-**	**385,060**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	21,830	-	21,830
Internal Service Fund Adjustments	-	1,568	-	1,568
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**23,398**	**-**	**23,398**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(0.5)**	**(37,087)**	**-**	**(37,087)**
TOTAL BASE BUDGET	**3.5**	**371,371**	**-**	**371,371**
Department Recommended Funded Adjustments	**0.5**	**36,026**	**-**	**36,026**
TOTAL 2004-05 PROPOSED BUDGET	**4.0**	**407,397**	**-**	**407,397**

SCHEDULE B

DEPARTMENT: Facilities Management
FUND: Administration
BUDGET UNIT: AAA FMD FMT

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduce partial year funding of Staff Analyst II (position #6327)	(0.5)	(37,087)	-	(37,087)
Reduction in expenses to meet state budget impacts . This reduction will be restored in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets .				
Total	(0.5)	(37,087)	-	(37,087)

SCHEDULE C

DEPARTMENT: Facilities Management
FUND: Administration
BUDGET UNIT: AAA FMD FMT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	-	5,215	-	5,215
	Increase to cover step increases.				
2.	Services and Supplies	-	(6,347)	-	(6,347)
	Reduction in phone costs per ISD estimates.				
3.	Transfers	-	71	-	71
	Increase in charges for EHAP, EAP, CEHW				
4.	Salaries and Benefits	0.5	37,087	-	37,087
	Restoration to provide full year funding of a Staff Analyst II (position #6327) previously reduced to meet state budget impacts.				
	Total	0.5	36,026	-	36,026

Custodial

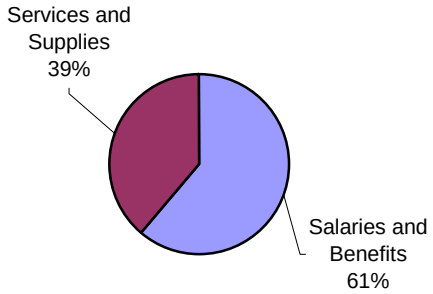
DESCRIPTION OF MAJOR SERVICES

The Custodial Division is responsible for custodial services provided to county owned and some leased facilities. Services are performed with a combination of county employees and contract custodial service providers. This division provides pest control services, window washing, carpet cleaning, air duct cleaning, and mold remediation as well as routine and emergency general custodial services. The primary goal of the Custodial Division is to provide a clean environment in county facilities for customers and employees.

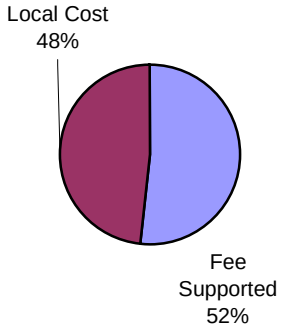
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	3,106,554	3,161,526	2,798,375	3,200,343
Departmental Revenue	1,573,048	1,706,888	1,548,040	1,657,556
Local Cost	1,533,506	1,454,638	1,250,335	1,542,787
Budgeted Staffing		47.5		43.0
Workload Indicators				
In House (sq. ft.)	1,101,943	1,304,314	1,304,314	1,304,314
Contracted (sq. ft.)	950,044	837,843	860,156	938,156

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: Custodial

BUDGET UNIT: AAA FMD FMC
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,719,804	1,940,238	153,834	(173,888)	(67,596)	1,852,588	99,357	1,951,945
Services and Supplies	1,067,649	1,210,366	58,009	(28,560)	(65,336)	1,174,479	64,864	1,239,343
Central Computer	-	-	17,832	-	-	17,832	(17,832)	-
Transfers	10,922	10,922	-	-	-	10,922	(1,867)	9,055
Total Appropriation	2,798,375	3,161,526	229,675	(202,448)	(132,932)	3,055,821	144,522	3,200,343
Departmental Revenue								
Current Services	1,548,040	1,706,888	-	-	-	1,706,888	(49,332)	1,657,556
Total Revenue	1,548,040	1,706,888	-	-	-	1,706,888	(49,332)	1,657,556
Local Cost	1,250,335	1,454,638	229,675	(202,448)	(132,932)	1,348,933	193,854	1,542,787
Budgeted Staffing		47.5	-	(3.0)	(1.5)	43.0	-	43.0

DEPARTMENT: Facilities Management
FUND: Custodial
BUDGET UNIT: AAA FMD FMC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**47.5**	**3,161,526**	**1,706,888**	**1,454,638**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	153,834	-	153,834
Internal Service Fund Adjustments	-	30,241	-	30,241
Prop 172	-	-	-	-
Other Required Adjustments	-	45,600	-	45,600
Subtotal	**-**	**229,675**	**-**	**229,675**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(3.0)	(202,448)	-	(202,448)
Mid-Year Board Items	-	-	-	-
Subtotal	**(3.0)**	**(202,448)**	**-**	**(202,448)**
Impacts Due to State Budget Cuts	**(1.5)**	**(132,932)**	**-**	**(132,932)**
TOTAL BASE BUDGET	**43.0**	**3,055,821**	**1,706,888**	**1,348,933**
Department Recommended Funded Adjustments	**-**	**144,522**	**(49,332)**	**193,854**
TOTAL 2004-05 PROPOSED BUDGET	**43.0**	**3,200,343**	**1,657,556**	**1,542,787**

SCHEDULE B

DEPARTMENT: Facilities Management
FUND: Custodial
BUDGET UNIT: AAA FMD FMC

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Delete 1.0 Supervising Custodian (Position #1094)	(1.0)	(46,107)	-	(46,107)
Deletion of position will decrease the inspection frequency at contracted facilities.				
Delete 0.5 Custodian I (Position #99195)	(0.5)	(21,489)	-	(21,489)
This deleted position is a part time extra help position that served as a day porter at county facilities.				
General Household Supplies (2836)		(65,336)	-	(65,336)
Reduction in expenses to meet state budget impacts . This reduction will be restored in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets .				
Total	(1.5)	(132,932)	-	(132,932)

SCHEDULE C

DEPARTMENT: Facilities Management
FUND: Custodial
BUDGET UNIT: AAA FMD FMC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Workers Comp - Exp Mod	-	70,731	-	70,731
Increase in charges to Workers Compensation - Exp Mod Charges				
2. Salaries and Benefits	-	28,626	-	28,626
Additional costs for step increases as well as budgeting for administrative leave cash out.				
3. Contract Custodial Services	-	(472)	-	(472)
Increase in contract Custodial service costs.				
4. Central Computer Charges	-	(17,832)	-	(17,832)
Decrease in central computer charges per budget instructions.				
5. Transfers	-	(1,867)	-	(1,867)
Decrease in charges for EHAP, EAP, CEHW				
6. Revenue	-	-	(49,332)	49,332
Decrease is a result of a reduction in services.				
7 Services and Supplies	-	65,336	-	65,336
Restoration of state budget impacts to purchase cleaning and paper products.				
Total	-	144,522	(49,332)	193,854

SCHEDULE D

DEPARTMENT: Facilities Management
FUND: Custodial
BUDGET UNIT: AAA FMD FMC

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Custodian I	4.0	136,000	-	136,000
	Deletion of vacant positions in 2003-04 resulted in the reduction of 15.5 general funded custodial positions. This resulted in the reduction of services from five days to one day per week for thorough cleaning of restrooms and trash pick up of office areas. Also, vacuuming in major traffic areas was reduced from once a week to an "as needed basis." Based on current staffing levels, there is one Custodian per 66,000 square feet. The industry standard is one per 24,000 square feet. The addition of four Custodian I's will increase thorough cleaning of restrooms to three times per week and vacuuming of major traffic areas to once per week. Additional positions will also reduce the square footage per Custodian I to 52,100.				
	Total	4.0	136,000	-	136,000

Grounds

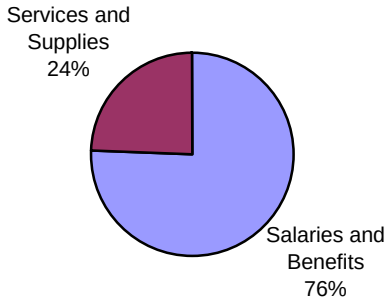
DESCRIPTION OF MAJOR SERVICES

The Grounds Division is responsible for the grounds maintenance services provided to county owned and some leased facilities. Services are performed with a combination of county employees and private contractors. This division provides landscaping design and maintenance services, as well as tree trimming, parking lot sweeping, snow removal, fountain maintenance and indoor-plant care. The primary goal of the Grounds Division is to provide well-maintained building exterior areas for customers and employees.

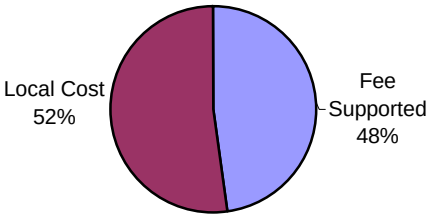
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,439,226	1,456,154	1,261,219	1,283,962
Departmental Revenue	906,693	639,000	574,736	614,736
Local Cost	532,533	817,154	686,483	669,226
Budgeted Staffing		23.7		20.0
Workload Indicators				
Acres Maintained	720	720	720	725

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: Grounds

BUDGET UNIT: AAA FMD FMG
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	931,933	1,050,034	87,005	(98,579)	(81,887)	956,573	10,182	966,755
Services and Supplies	322,931	400,371	21,466	(37,253)	10,262	394,846	(83,112)	311,734
Central Computer	1,500	894	-	-	-	894	62	956
Transfers	4,855	4,855	-	-	-	4,855	(338)	4,517
Total Appropriation	1,261,219	1,456,154	108,471	(135,832)	(71,625)	1,357,168	(73,206)	1,283,962
Departmental Revenue								
Current Services	574,736	639,000	-	-	-	639,000	(24,264)	614,736
Total Revenue	574,736	639,000	-	-	-	639,000	(24,264)	614,736
Local Cost	686,483	817,154	108,471	(135,832)	(71,625)	718,168	(48,942)	669,226
Budgeted Staffing		23.7	-	(2.7)	(1.0)	20.0	-	20.0

DEPARTMENT: Facilities Management
FUND: Grounds
BUDGET UNIT: AAA FMD FMG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**23.7**	**1,456,154**	**639,000**	**817,154**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	87,005	-	87,005
Internal Service Fund Adjustments	-	3,466	-	3,466
Prop 172	-	-	-	-
Other Required Adjustments	-	18,000	-	18,000
Subtotal	**-**	**108,471**	**-**	**108,471**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(2.7)	(135,832)	-	(135,832)
Mid-Year Board Items	-	-	-	-
Subtotal	**(2.7)**	**(135,832)**	**-**	**(135,832)**
Impacts Due to State Budget Cuts	**(1.0)**	**(71,625)**	**-**	**(71,625)**
TOTAL BASE BUDGET	**20.0**	**1,357,168**	**639,000**	**718,168**
Department Recommended Funded Adjustments	**-**	**(73,206)**	**(24,264)**	**(48,942)**
TOTAL 2004-05 PROPOSED BUDGET	**20.0**	**1,283,962**	**614,736**	**669,226**

SCHEDULE B

DEPARTMENT: **Facilities Management**
FUND: **Grounds**
BUDGET UNIT: **AAA FMD FMG**

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Defund Grounds Services Superintendent (Position #2368)	(1.0)	(81,887)	-	(81,887)
Management for the Grounds Division will be shared by Building Maintenance Superintendent and Facilities Management Division Manager.				
Services And Supplies	-	10,262	-	10,262
Increase in expenses to meet state budget impacts. This increase will be reduced in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets .				

SCHEDULE C

DEPARTMENT: **Facilities Management**
FUND: **Grounds Division**
BUDGET UNIT: **AAA FMD FMG**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	-	10,182	-	10,182
	Additional costs for step increases as well as budgeting for administrative leave cash out.				
2.	Contract Grounds Services	-	(72,850)	-	(72,850)
	Budget reduced in contract grounds services to reflect actual contracts and purchase orders currently in place.				
3	Services and Supplies		(10,262)		(10,262)
	Reduction as a result of adjustments in local cost targets .				
4	Central Computer	-	62	-	62
	Increase in central computer charges per budget instructions.				
5	Transfers	-	(338)	-	(338)
	Decrease in charges for EHAP, EAP, CEHW				
6	Revenue	-	-	(24,264)	24,264
	Adjusted to more accurately reflect anticipated revenue in 2004-05.				
	Total	-	(73,206)	(24,264)	(48,942)

SCHEDULE D

DEPARTMENT: Facilities Management
FUND: Grounds
BUDGET UNIT: AAA FMD FMG

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Grounds Caretaker I	2.0	80,690	-	80,690
	The Grounds Division currently has 20 full time employees who are responsible for the grounds at all county facilities, including supervision and monitoring of contracted services. Since fiscal year 2000-01 staffing has been reduced by 7.0 FTE's and new sites such as Gilbert Street Complex, West Valley Juvenile Hall and now High Desert Juvenile Hall have been added. The addition of 2.0 Grounds Caretaker II's will allow for better overall care and monitoring of the county grounds.				
	Total	2.0	80,690	-	80,690

Home Repair

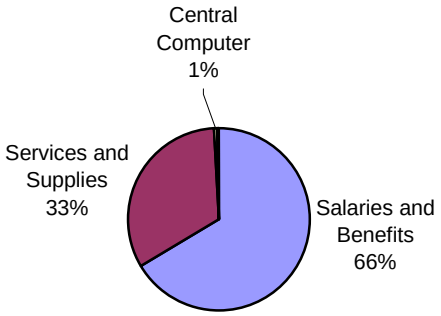
DESCRIPTION OF MAJOR SERVICES

The Home Repair Program is a federally funded program that is administered by Facilities Management. Through the program, minor repairs are performed for eligible candidates as determined by Economic and Community Development Department (ECD). ECD reimburses the costs incurred by the program with federal funds.

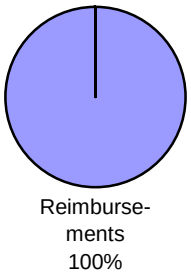
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	59,217	-	-	-
Departmental Revenue	-	-	-	-
Local Cost	59,217	-	-	-
Budgeted Staffing		12.0		10.0
Workload Indicators				
Jobs Completed	309	341	296	284

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: AAA FMD FMH

BUDGET UNIT: Home Repair Division
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	550,500	619,163	51,122	-	-	670,285	(97,692)	572,593
Services and Supplies	242,879	242,879	1,472	-	-	244,351	39,419	283,770
Central Computer	-	-	-	-	-	-	5,471	5,471
Transfers	2,080	2,080	-	-	-	2,080	208	2,288
Total Exp Authority	795,459	864,122	52,594	-	-	916,716	(52,594)	864,122
Reimbursements	(795,459)	(864,122)	(52,594)	-	-	(916,716)	52,594	(864,122)
Total Appropriation	-	-	-	-	-	-	-	-
Local Cost	-	-	-	-	-	-	-	-
Budgeted Staffing		12.0	-	-	-	12.0	(2.0)	10.0

SCHEDULE C

DEPARTMENT: Facilities Management
FUND: Home Repair
BUDGET UNIT: AAA FMD FMH

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Delete 2.0 Housing Repair Worker III positions	(2.0)	(97,692)	-	(97,692)
	Deletion of these two vacant positions are necessary since ECD did not increase funding. Current funding levels were required to cover MOU and operational costs.				
2.	Services and Supplies	-	39,419	-	39,419
	This increase is mainly due to a $39,077 increase in COWCAP charges.				
3.	Central Computer	-	5,471	-	5,471
	Central computer charges as indicated in budget package.				
4.	Transfers	-	208	-	208
	Increase in charges for EHAP, EAP, CEHW				
5.	Reimbursements	-	52,594	-	52,594
	There is no increase in funding from ECD. Budget adjustments to cover MOU and operational cost.				
	Total	(2.0)	-	-	-

Maintenance

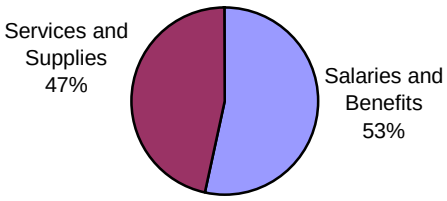
DESCRIPTION OF MAJOR SERVICES

The Maintenance Division is responsible for maintaining county owned and some leased facilities. Services are performed with a combination of county employees and contractors. This division operates boiler plants, performs routine infrastructure maintenance, oversees fiscal aspect of security services, manages the minor remodel and maintenance portion of the county capital improvement program, and responds to emergency building issues 24 hours per day, 7 days per week. The primary goal of the Maintenance Division is to provide safe and well-maintained facilities for customers and employees.

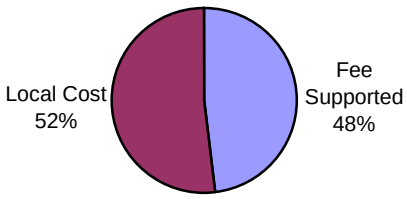
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	7,066,665	7,107,828	6,918,131	6,855,504
Departmental Revenue	3,370,525	3,300,000	3,300,000	3,300,000
Local Cost	3,696,140	3,807,828	3,618,131	3,555,504
Budgeted Staffing		56.0		54.7
Workload Indicators				
Square Feet Maintained	4,285,000	4,285,000	4,311,000	4,425,000
Maintenance Trouble Calls	10,645	10,500	9,500	11,000
Maintenance Requisitions	815	800	750	700

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: Maintenance

BUDGET UNIT: AAA FMD FMM
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,386,240	3,450,598	398,766	-	(261,001)	3,588,363	52,213	3,640,576
Services and Supplies	3,501,014	3,625,353	21,775	(104,500)	(111,596)	3,431,032	(245,612)	3,185,420
Central Computer	20,301	20,301	(14,830)	-	-	5,471	12,361	17,832
Transfers	10,576	11,576	-	-	-	11,576	100	11,676
Total Appropriation	6,918,131	7,107,828	405,711	(104,500)	(372,597)	7,036,442	(180,938)	6,855,504
Departmental Revenue								
Current Services	3,300,000	3,300,000	-	-	-	3,300,000	-	3,300,000
Total Revenue	3,300,000	3,300,000	-	-	-	3,300,000	-	3,300,000
Local Cost	3,618,131	3,807,828	405,711	(104,500)	(372,597)	3,736,442	(180,938)	3,555,504
Budgeted Staffing		56.0	2.0	-	(4.0)	54.0	0.7	54.7

DEPARTMENT: Facilities Management
FUND: AAA FMD FMM
BUDGET UNIT: Maintenance Division

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**56.0**	**7,107,828**	**3,300,000**	**3,807,828**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	277,182	-	277,182
Internal Service Fund Adjustments	-	6,945	-	6,945
Prop 172	-	-	-	-
Other Required Adjustments	2.0	121,584	-	121,584
Subtotal	**2.0**	**405,711**	**-**	**405,711**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(104,500)	-	(104,500)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(104,500)**	**-**	**(104,500)**
Impacts Due to State Budget Cuts	**(4.0)**	**(372,597)**	**-**	**(372,597)**
TOTAL BASE BUDGET	**54.0**	**7,036,442**	**3,300,000**	**3,736,442**
Department Recommended Funded Adjustments	**0.7**	**(180,938)**	**-**	**(180,938)**
TOTAL 2004-05 PROPOSED BUDGET	**54.7**	**6,855,504**	**3,300,000**	**3,555,504**

SCHEDULE B

DEPARTMENT: Facilities Management
FUND: Maintenance Division
BUDGET UNIT: AAA FMD FMM

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Defund General Maintenance Worker (Position #3449)	(1.0)	(57,289)	-	(57,289)
Reduction of services necessitates defunding of this position.				
Defund Maintenance Supervisor (Position #4174)	(1.0)	(87,215)	-	(87,215)
Reduction of services necessitates defunding of this position.				
Defund Locksmith positions (Position #2354)	(1.0)	(64,646)	-	(64,646)
Reduction of services necessitates defunding of this position.				
Reduce Services and Supplies Costs	-	(111,596)	-	(111,596)
Staff will reduce purchases of non-emergency parts and equipment. Expenses further reduced to meet state budget impacts. Additional reductions will be reflected in Department Recommended Funded Adjustments as a result of an overall department adjustment of local cost targets.				
Defund General Maintenance Worker (Position #2197)	(1.0)	(51,851)	-	(51,851)
Reduction of services necessitates defunding of this position.				
Total	(4.0)	(372,597)	-	(372,597)

SCHEDULE C

DEPARTMENT: Facilities Management
FUND: Maintenance Division
BUDGET UNIT: AAA FMD FMM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits	0.7	52,213	-	52,213
Additional costs for step increases, administrative leave cash out, and .7 FTE for overtime pay for Building Plant Operator I's.				
2. Services and Supplies	-	(245,612)	-	(245,612)
Reduction in building maintenance costs due primarily to projected savings of the new elevator service contracts. Additional reductions include adjustment of local cost targets.				
3. Central Computer	-	12,361	-	12,361
Increase in central computer charges per budget instructions.				
4. Transfers	-	100	-	100
Increase in charges for EHAP, EAP, CEHW				
Total	0.7	(180,938)	-	(180,938)

SCHEDULE D

DEPARTMENT: Facilities Management
FUND: Maintenance
BUDGET UNIT: AAA FMD FMM

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Maintenance Mechanic	2.0	131,590	-	131,590
	In 2003-04, 2.0 vacant Maintenance Mechanic positions were deleted that were to be assigned to West Valley Juvenile Detention Center. This facility has been maintained by existing Facilities Management (FMD) staff. Moreover, staffing reductions in the 2004-05 proposed budget due to the State budget cuts has effectively erased the two positions approved by the Board on February 3, 2004, item # 44, to serve the new High Desert Juvenile Detention Center. The requested two additional mechanic positions will help abate these losses and allow FMD to provide seven day coverage as requested by Probation to both sites. Services and Supplies costs include an additional vehicle, as well as other miscellaneous costs associated with the positions. If this is not approved, existing resources will have to be shifted to serve the high desert as it opens, reducing the service levels throughout the county.				
	Total	2.0	131,590	-	131,590

Utilities

DESCRIPTION OF MAJOR SERVICES

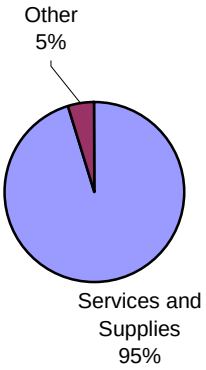
The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities. .

There is no staffing associated with this budget unit

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	15,990,429	15,730,303	13,823,742	16,326,547
Departmental Revenue	-	-	-	-
Local Cost	15,990,429	15,730,303	13,823,742	16,326,547
Budgeted Staffing		-		-
Workload Indicators				
Electric	11,134,047	11,691,100	9,398,078	10,500,000
Gas	746,930	820,200	878,383	900,000
Water	1,469,687	1,515,884	1,565,596	1,600,000
Sewer	752,645	795,520	459,376	475,000
Disposal	887,670	899,700	930,731	950,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE

GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: Utilities

BUDGET UNIT: AAA UTL
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	13,682,742	15,726,351	607,124	-	-	16,333,475	(776,426)	15,557,049
Transfers	470,000	470,000	-	-	-	470,000	-	470,000
Contingencies	-	-	-	-	-	-	679,498	679,498
Total Exp Authority	14,152,742	16,196,351	607,124	-	-	16,803,475	(96,928)	16,706,547
Reimbursements	(329,000)	(466,048)	(10,880)	-	-	(476,928)	96,928	(380,000)
Total Appropriation	13,823,742	15,730,303	596,244	-	-	16,326,547	-	16,326,547
Local Cost	13,823,742	15,730,303	596,244	-	-	16,326,547	-	16,326,547

DEPARTMENT: Facilities Management
FUND: Utilities
BUDGET UNIT: AAA UTL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**15,730,303**	**-**	**15,730,303**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	596,244	-	596,244
Subtotal	**-**	**596,244**	**-**	**596,244**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**16,326,547**	**-**	**16,326,547**
Department Recommended Funded Adjustments	**-**	**-**	**-**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**16,326,547**	**-**	**16,326,547**

SCHEDULE C

DEPARTMENT: Facilities Management
FUND: Utilities
BUDGET UNIT: AAA UTL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Utility Savings and Contingencies	-	-	-	-
	Anticipated savings of $776,426 due to a 9% decrease in Edison rates; a more accurate reflection of costs within a 12 month period (July-June); a budget analysis conducted by MCG Consulting; and other savings projected for 2003-04. This savings is offset by a reduction in reimbursements of $96,928 from County Schools and contingencies of $679,498.				
	Total	-	-	-	-

SCHEDULE D

DEPARTMENT: Facilities Management
FUND: Utilities
BUDGET UNIT: AAA UTL

POLICY ITEM REQUESTS

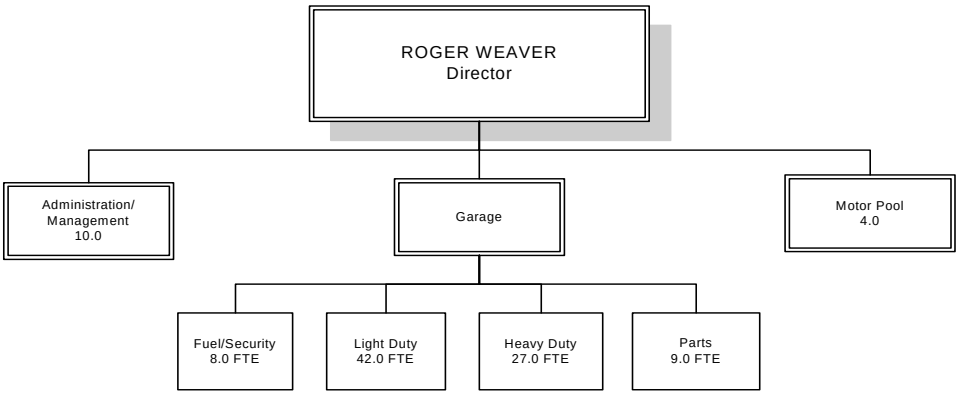
Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Utility Analyst	1.0	-	-	-
	A qualified energy analyst will assist Facilities Management in checking billing accuracy and monitor the county's utility accounts. This position will be responsible for developing an energy efficiency program. This position was recommended in the MCG Consulting Utility Budget Analysis Final Report presented to the Board of Supervisors on March 16, 2004. It is anticipated that this position will pay for itself in utility cost savings. Salaries and benefits will increase by $68,500 and will be offset by a decrease of same amount in services and supplies.				
2	Fiscal Clerk II	1.0	-	-	-
	Utility payments are currently processed on over 800 utility accounts. This function is currently being performed by a fiscal clerk assigned to the Maintenance Division. Because of this temporary reassignment, the remaining fiscal clerks have had to assume additional responsibilities which has resulted in an often unmanageable workload for the fiscal staff. A full time clerk assigned to the utility division will ensure utility bills continue to be paid on time, thus avoiding large late payment penalties to the county. This position was recommended in the MCG Consulting Utility Budget Analysis Final Report presented to the Board of Supervisors on March 16, 2004. It is anticipated that this position will pay for itself in utility cost savings. Salaries and benefits will increase by $40,600 and will be offset by a decrease of same amount in services and supplies.				
	Total	2.0	-	-	-

FLEET MANAGEMENT
Roger Weaver

MISSION STATEMENT

The mission of the Fleet Management Department is to provide vehicles, equipment, and services to the officials and employees of the county so that they can provide the services that promote the health, safety, well being, and quality of life of the residents of the county.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05			
	Operating Exp	Revenue	Revenue Over/ (Under) Exp	Staffing
Garage	9,953,923	10,520,000	566,077	97.0
Motor Pool	8,519,141	10,265,000	1,745,859	4.0
TOTAL	18,473,064	20,785,000	2,311,936	101.0

Garage

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, and emergency 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 fleet operations.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

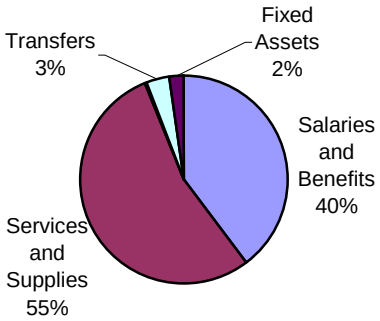
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	13,530,275	7,343,777	7,464,732	9,953,923
Departmental Revenue	13,269,231	8,191,300	8,115,900	10,520,000
Revenue Over/(Under) Expense	(261,044)	847,523	651,168	566,077
Budgeted Staffing		94.0		97.0
Fixed Assets	22,790	170,000	100,000	371,800
Unrestricted Net Assets Available at Year End	36,637		587,805	

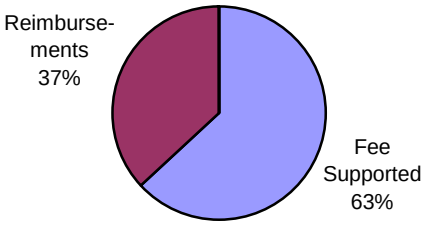
Workload Indicators

Number of work orders	16,245	17,000	17,500	18,000
Number of billable shop hours	67,656	71,000	74,000	80,000
Warehouse sales $	1,072,776	1,000,000	1,000,000	-
Parts sales $	2,196,707	3,000,000	2,400,000	3,000,000
Fuel gallons dispensed	2,988,433	2,900,000	3,100,000	3,000,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by $194,277.

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Central garage

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	5,642,000	5,861,042	375,456	245,681	-	6,482,179	(21,841)	6,460,338
Services and Supplies	7,042,684	6,007,286	5,015	-	-	6,012,301	2,771,672	8,783,973
Central Computer	34,836	34,836	1,598	-	-	36,434	-	36,434
Transfers	561,001	331,210	-	-	-	331,210	235,312	566,522
Total Exp Authority	13,280,521	12,234,374	382,069	245,681	-	12,862,124	2,985,143	15,847,267
Reimbursements	(6,065,789)	(5,140,597)	-	-	-	(5,140,597)	(1,002,747)	(6,143,344)
Total Appropriation	7,214,732	7,093,777	382,069	245,681	-	7,721,527	1,982,396	9,703,923
Depreciation	250,000	250,000	-	-	-	250,000	-	250,000
Total Operating Expense	7,464,732	7,343,777	382,069	245,681	-	7,971,527	1,982,396	9,953,923
Departmental Revenue								
Use Of Money and Prop	14,300	20,000	-	-	-	20,000	-	20,000
Current Services	8,100,000	8,171,300	382,069	372,000	-	8,925,369	1,574,631	10,500,000
Other Financing Sources	1,600	-	-	-	-	-	-	-
Total Revenue	8,115,900	8,191,300	382,069	372,000	-	8,945,369	1,574,631	10,520,000
Revenue Over/(Under) Exp	651,168	847,523	-	126,319	-	973,842	(407,765)	566,077
Budgeted Staffing		94.0	-	4.0	-	98.0	(1.0)	97.0
Fixed Asset								
Improvement to Structures	100,000	20,000	-	-	-	20,000	191,800	211,800
Equipment	-	150,000	-	-	-	150,000	10,000	160,000
Total Fixed Assets	100,000	170,000	-	-	-	170,000	201,800	371,800

In 2003-04, services and supplies are expected to exceed budget by approximately $1 million due to increasing fuel costs. Also, in 2003-04, the budget for automotive parts was reduced because of the expected purchase of new motor pool vehicles. Purchasing delays resulting from the ongoing freeze on the purchase of fixed assets has resulted in a demand for parts higher than anticipated in the budget.

In 2004-05, services and supplies are increased due mainly to rising fuel costs. Revenues are expected to increase due to an increase in budgeted staff performing billable functions and the implementation of revised rates as approved by the Board on March 2, 2004. The 2004-05 rates were developed based on an assumed contribution to retained earnings of $566,000, which is a decrease from the $800,000 contribution budgeted in 2003-04.

DEPARTMENT: Fleet Management
FUND: Garage
BUDGET UNIT: ICB VHS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**94.0**	**7,343,777**	**8,191,300**	**847,523**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	375,456	375,456	-
Internal Service Fund Adjustments	-	6,613	6,613	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**382,069**	**382,069**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	4.0	245,681	372,000	126,319
Subtotal	**4.0**	**245,681**	**372,000**	**126,319**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**98.0**	**7,971,527**	**8,945,369**	**973,842**
Department Recommended Funded Adjustments	**(1.0)**	**1,982,396**	**1,574,631**	**(407,765)**
TOTAL 2004-05 PROPOSED BUDGET	**97.0**	**9,953,923**	**10,520,000**	**566,077**

2003-04 FINAL FIXED ASSETS	**170,000**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**201,800**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**371,800**

SCHEDULE C

DEPARTMENT: **Fleet Management**
FUND: **Garage**
BUDGET UNIT: **ICB VHS**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Increased demand for services	2.0	105,996	168,000	62,004
	Add 1.0 Motor Fleet Mechanic II to perform lead worker responsibilities for the night shift in the Auto Shop. Add 1.0 Motor Pool Assistant to perform non-billable shop functions at the Apple Valley Service Center, which are currently performed by higher cost technical staff. The addition of these positions will increase productivity and customer service.				
2	Delete administrative position	(1.0)	(42,605)	-	42,605
	Delete 1.0 Fiscal Clerk I due to efficiencies in the department's business office.				
3.	Delete central warehouse functions	(2.0)	(106,196)	(29,140)	77,056
	Delete 2.0 Storekeeper due to the elimination of the central warehouse function as part of the Fleet Management budget. Certain supplies and equipment used by the department are now all accounted for in its Parts Shop cost center (80% of the warehouse function), some supplies are no longer stocked, and supplies carried for Trans/Flood are now stocked and issued through Central Stores. Salaries and benefits are decreased by $85,232; services and supplies are decreased by $20,964; and revenues are decreased by $29,140.				
4.	Increased demand for fuel and parts	-	2,025,201	1,719,771	(305,430)
	Services and supplies are increased due to rising fuel costs and a higher demand for automotive parts. The demand for parts has risen due to delays in the purchase of new vehicles in 2002-03 because of the fixed asset freeze in effect at the time. As a result, the 2003-04 vehicles were not purchased at the beginning of the fiscal year. Services and supplies are increased by $2,792,636; transfers are increased by $235,312; reimbursements are increased by $1,002,747; and revenues are increased by $1,719,771.				
5.	Decreased revenues	-	-	(284,000)	(284,000)
	The 2003-04 Garage rates approved by the Board on March 4, 2003 were predicated on accumulating two months of working capital in five years and equated to approximately $850,000 the first year and $400,000 per year thereafter (at June 30, 2003, the department's unrestricted net assets were $36,637). The 2004-05 Garage rates approved by the Board on March 2, 2004 were predicated on accumulating the working capital over a total six year period. The contribution in 2004-05 is expected to be $566,000.				
	Total	(1.0)	1,982,396	1,574,631	(407,765)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	CIP Projects	191,800
	Approved CIP requests for lease of the Victor Valley Service Center; removal of underground tanks and installation of aboveground fuel tanks in Barstow; and replacement of the air handler for building no. 1 at the Lena Road service center.	
2.	Equipment needed	10,000
	Two tire machines at $5,000 each for the auto shop.	
	Total	201,800

Motor Pool

DESCRIPTION OF MAJOR SERVICES

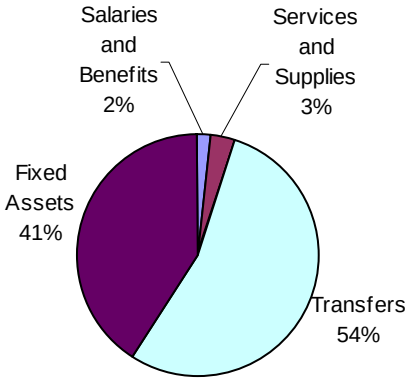
Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,800 automobiles, vans, pick up trucks and various specialty vehicles assigned to county departments. Motor Pool provides for replacement, fuel, maintenance, insurance, overhead, and other operational costs of fleet vehicles.

The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

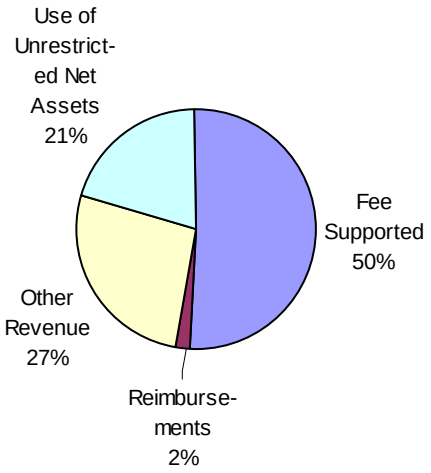
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	7,157,761	8,415,009	9,082,311	8,519,141
Departmental Revenue	11,484,082	11,265,463	10,950,600	10,265,000
Revenue Over/(Under) Expense	4,326,321	2,850,454	1,868,289	1,745,859
Budgeted Staffing		4.0		4.0
Fixed Assets	4,672,735	4,200,000	4,200,000	4,484,000
Unrestricted Net Assets Available at Year End	11,133,824		8,802,113	
Workload Indicators				
Vehicles owned by the Motor Pool	1,266	1,253	1,322	1,285
Vehicles owned by other departments	597	597	556	552
Total miles driven by Motor Pool vehicles	20,281,125	19,000,000	17,000,000	17,000,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Motor Pool

BUDGET UNIT: IBA VHS
FUNCTION: General
ACTIVITY: Central motor pool

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	183,100	197,598	13,932	-	-	211,530	-	211,530
Services and Supplies	735,945	745,271	(425,101)	-	-	320,170	12,236	332,406
Central Computer	2,440	2,440	239	-	-	2,679	-	2,679
Transfers	5,780,030	5,143,302	-	-	-	5,143,302	701,446	5,844,748
Total Exp Authority	6,701,515	6,088,611	(410,930)	-	-	5,677,681	713,682	6,391,363
Reimbursements	(245,602)	(300,000)	-	-	-	(300,000)	27,778	(272,222)
Total Appropriation	6,455,913	5,788,611	(410,930)	-	-	5,377,681	741,460	6,119,141
Depreciation	2,626,398	2,626,398	-	-	-	2,626,398	(226,398)	2,400,000
Total Operating Expense	9,082,311	8,415,009	(410,930)	-	-	8,004,079	515,062	8,519,141
Departmental Revenue								
Use Of Money and Prop	201,000	165,000	-	-	-	165,000	35,000	200,000
Current Services	7,881,800	8,299,065	(410,930)	-	-	7,888,135	(1,173,135)	6,715,000
Other Revenue	2,342,800	2,626,398	-	-	-	2,626,398	373,602	3,000,000
Other Financing Sources	525,000	175,000	-	-	-	175,000	175,000	350,000
Total Revenue	10,950,600	11,265,463	(410,930)	-	-	10,854,533	(589,533)	10,265,000
Revenue Over/(Under) Exp	1,868,289	2,850,454	-	-	-	2,850,454	(1,104,595)	1,745,859
Budgeted Staffing		4.0	-	-	-	4.0	-	4.0
Fixed Asset								
Improvement to Structures	-	-	-	-	-	-	284,000	284,000
Vehicles	4,200,000	4,200,000	-	-	-	4,200,000	-	4,200,000
Total Fixed Assets	4,200,000	4,200,000	-	-	-	4,200,000	284,000	4,484,000

In 2003-04, the budget for automotive parts was reduced because of the expected purchase of new motor pool vehicles. Purchasing delays resulting from the ongoing freeze on the purchase of fixed assets has resulted in a demand for parts higher than anticipated in the budget. Thus, actual transfers to the Garage are expected to exceed budget.

In 2004-05, services and supplies are decreased due to decreased comprehensive auto liability charges. Transfers are increased due to rising fuel costs and increased Garage (ICB VHS) labor rates. Revenues are decreased to reflect the reduction of motor pool fixed rates. Those rates, approved by the Board on March 2, 2004, were lowered due mainly to the reduced insurance costs, which are included as part of the fixed rate charged to customers.

DEPARTMENT: Fleet Management
FUND: Motor Pool
BUDGET UNIT: IBA VHS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**4.0**	**8,415,009**	**11,265,463**	**2,850,454**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	13,932	13,932	-
Internal Service Fund Adjustments	-	(424,862)	(424,862)	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**(410,930)**	**(410,930)**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**4.0**	**8,004,079**	**10,854,533**	**2,850,454**
Department Recommended Funded Adjustments	**-**	**515,062**	**(589,533)**	**(1,104,595)**
TOTAL 2004-05 PROPOSED BUDGET	**4.0**	**8,519,141**	**10,265,000**	**1,745,859**

2003-04 FINAL FIXED ASSETS	**4,200,000**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**284,000**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**4,484,000**

SCHEDULE C

DEPARTMENT: Fleet Management
FUND: Motor Pool
BUDGET UNIT: IBA VHS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and supplies	-	12,236	-	(12,236)
	Adjustments due mainly to increased COWCAP charges.				
2.	Depreciation	-	(226,398)	-	226,398
	Reduced depreciation charges due to a reduction in the size of the fleet.				
3.	Rate adjustments	-	729,224	(794,533)	(1,523,757)
	Fleet Management Department rate adjustments were approved by the Board on March 2, 2004. Transfers to the Garage (ICB VHS) increase due mainly to rising fuel costs and increased Garage labor rates. Reimbursements and revenues decrease due mainly to reductions in the Motor Pool fixed rates, which were reduced because of lower insurance and direct labor costs.				
4.	Other revenue adjustments	-	-	205,000	205,000
	Increases primarily due to the sale of a greater number of surplus vehicles.				
	Total	-	515,062	(589,533)	(1,104,595)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

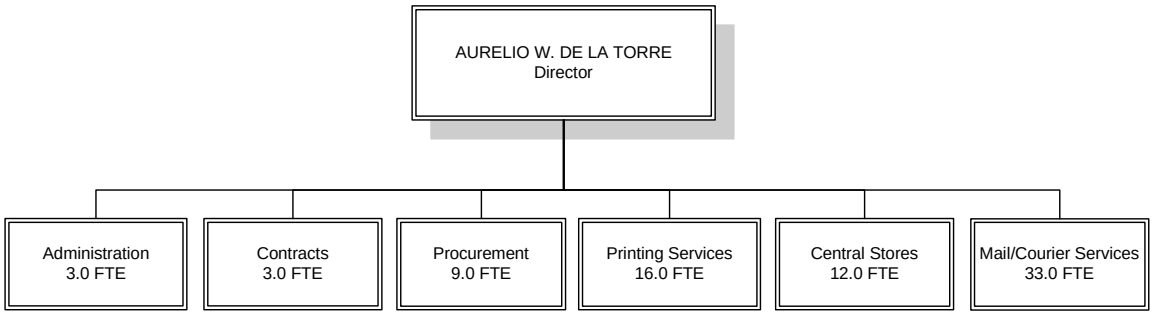
	Brief Description of Change	Appropriation
1.	Building 1 remodel	284,000
	Per CIP Request No. 03-30, which was approved on October 3, 2003.	
	Total	284,000

PURCHASING
Aurelio W. De La Torre

MISSION STATEMENT

Purchasing supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering and comprehensive mail services through three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,073,018	35,000	1,038,018		16.0
Central Stores	7,271,067	7,444,140		173,073	12.0
Mail/Courier Services	7,478,661	7,648,362		169,701	33.0
Printing Services	2,352,272	2,422,958		70,686	16.0
TOTAL	18,175,018	17,550,460	1,038,018	413,460	77.0

Purchasing

DESCRIPTION OF MAJOR SERVICES

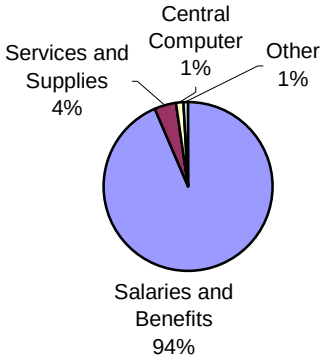
The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three Internal Service Fund Divisions (Central Stores, Mail/Courier Services and Printing Services). It also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all County departments, special districts and other government entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.

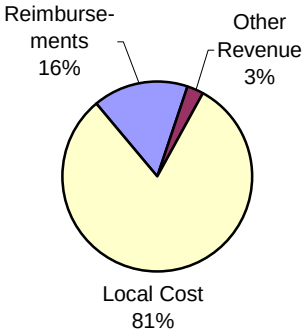
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,087,823	1,112,209	1,091,360	1,073,018
Departmental Revenue	5,067	10,000	27,935	35,000
Local Cost	1,082,756	1,102,209	1,063,425	1,038,018
Budgeted Staffing		18.0		16.0
Workload Indicators				
Purchase Orders	1,766	1,725	1,370	1,300
Request For Payment	67,851	68,000	54,000	53,000
Requisitions	2,584	2,450	3,640	3,200
Blanket Purchase Orders	1,901	2,050	2,490	2,500
Request For Proposals	257	275	250	300

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,183,959	1,187,632	75,078	-	(101,997)	1,160,713	34,621	1,195,334
Services and Supplies	91,950	92,525	3,624	-	-	96,149	(34,741)	61,408
Central Computer	13,420	13,420	3,263	-	-	16,683	-	16,683
Other Charges	1,020	997	-	-	-	997	(269)	728
L/P Equipment	5,760	5,783	-	-	-	5,783	269	6,052
Transfers	3,312	3,312	-	-	-	3,312	120	3,432
Total Exp Authority	1,299,421	1,303,669	81,965	-	(101,997)	1,283,637	-	1,283,637
Reimbursements	(208,061)	(191,460)	-	(44,159)	-	(235,619)	25,000	(210,619)
Total Appropriation	1,091,360	1,112,209	81,965	(44,159)	(101,997)	1,048,018	25,000	1,073,018
Departmental Revenue								
Other Revenue	27,911	10,000	-	-	-	10,000	25,000	35,000
Other Financing Sources	24	-	-	-	-	-	-	-
Total Revenue	27,935	10,000	-	-	-	10,000	25,000	35,000
Local Cost	1,063,425	1,102,209	81,965	(44,159)	(101,997)	1,038,018	-	1,038,018
Budgeted Staffing		18.0	-	-	(2.0)	16.0	-	16.0

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**18.0**	**1,112,209**	**10,000**	**1,102,209**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	75,078	-	75,078
Internal Service Fund Adjustments	-	6,887	-	6,887
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**81,965**	**-**	**81,965**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(44,159)	-	(44,159)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(44,159)**	**-**	**(44,159)**
Impacts Due to State Budget Cuts	**(2.0)**	**(101,997)**	**-**	**(101,997)**
TOTAL BASE BUDGET	**16.0**	**1,048,018**	**10,000**	**1,038,018**
Department Recommended Funded Adjustments	**-**	**25,000**	**25,000**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**16.0**	**1,073,018**	**35,000**	**1,038,018**

SCHEDULE B

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Delete 1.0 Filled Buyer II	(1.0)	(63,502)	-	(63,502)
This action would shift the procurement of services from the procurement section to the contracts unit within the department.				
Delete 1.0 Vacant Clerk II	(1.0)	(38,495)	-	(38,495)
This action would increase the turnaround time for requsitions to be converted into purchase orders. The turnaround time would increase from one to two days to three to four days, causing departments to experience longer delays in the processing of their requisitions.				
Total	(2.0)	(101,997)	-	(101,997)

SCHEDULE C

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salary Adjustments	-	34,621	-	34,621
Increases due to step increases and retirement costs.				
2. Reduction in Services & Supplies	-	(34,741)	-	(34,741)
Further reductions in the purchase of supplies in order to meet increased costs in salary adjustments.				
3. Reduction in Other Charges	-	(269)	-	(269)
Reduction in interest payments for computer equipment.				
4. Increase in Lease-Purchase of Equipment	-	269	-	269
Increase in principal payments for computer equipment.				
5. Increase in Transfers	-	120	-	120
Increase in charges mandated per EHAP.				
6. Decrease in Reimbursements	-	25,000	-	25,000
Decrease in reimbursements from Human Services System for surplus equipment issued to community-based organizations.				
7. Increase in Revenue	-	-	25,000	(25,000)
Projected increase in public auctions.				
Total	-	25,000	25,000	-

Central Stores

DESCRIPTION OF MAJOR SERVICES

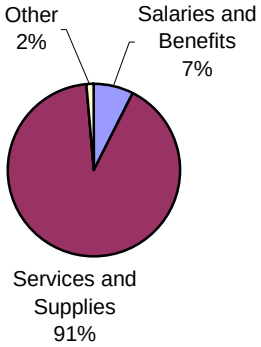
Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. The Purchasing – Central Stores Division budget unit is an Internal Service Fund (ISF), and as such, all operational costs are distributed to user departments through user rates. As an ISF, 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 rate structure.

Central Stores' main purpose is to provide office supplies at the lowest cost to all county departments as well as delivering such supplies in a timely manner. It is also the purpose of this division to accurately inventory and fairly distribute surplus property to interested county departments, community-based organizations, and the general public.

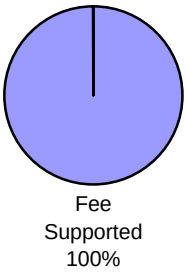
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	8,605,651	8,274,549	7,616,475	7,271,067
Departmental Revenue	8,549,982	8,478,314	7,800,000	7,444,140
Revenue Over/(Under) Expense	(55,669)	203,765	183,525	173,073
Budgeted Staffing		14.0		12.0
Fixed Assets	23,174	35,000	-	-
Unrestricted Net Assets Available at Year End	200,663		384,188	
Workload Indicators				
Work Orders	34,360	34,000	31,740	30,600
Whse/stores sales ($)	8,520,316	8,250,000	7,700,000	7,400,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



This budget is expected to increase unrestricted net assets by $173,073.

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Central Stores

BUDGET UNIT: IAV PUR
FUNCTION: General
ACTIVITY: Central Stores

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	499,293	606,854	46,728	-	-	653,582	(111,884)	541,698
Services and Supplies	7,012,652	7,563,105	(10,399)	-	-	7,552,706	(943,220)	6,609,486
Central Computer	12,435	12,435	(1,711)	-	-	10,724	-	10,724
Other Charges	-	-	-	-	-	-	-	-
Transfers	92,095	92,155	-	-	-	92,155	17,004	109,159
Total Operating Expense	7,616,475	8,274,549	34,618	-	-	8,309,167	(1,038,100)	7,271,067
Departmental Revenue								
Current Services	7,800,000	8,478,314	34,618	-	-	8,512,932	(1,068,792)	7,444,140
Total Revenue	7,800,000	8,478,314	34,618	-	-	8,512,932	(1,068,792)	7,444,140
Revenue Over/(Under) Exp	183,525	203,765	-	-	-	203,765	(30,692)	173,073
Budgeted Staffing		14.0	-	-	-	14.0	(2.0)	12.0
Fixed Asset								
Equipment	-	35,000	-	-	-	35,000	(35,000)	-
Total Fixed Assets	-	35,000	-	-	-	35,000	(35,000)	-

DEPARTMENT: Purchasing
FUND: Central Stores
BUDGET UNIT: IAV PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**14.0**	**8,274,549**	**8,478,314**	**203,765**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	46,728	46,728	-
Internal Service Fund Adjustments	-	(12,110)	(12,110)	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**34,618**	**34,618**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**14.0**	**8,309,167**	**8,512,932**	**203,765**
Department Recommended Funded Adjustments	**(2.0)**	**(1,038,100)**	**(1,068,792)**	**(30,692)**
TOTAL 2004-05 PROPOSED BUDGET	**12.0**	**7,271,067**	**7,444,140**	**173,073**

2003-04 FINAL FIXED ASSETS	**35,000**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**(35,000)**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**-**

SCHEDULE C

DEPARTMENT: **Purchasing**
FUND: **Central Stores**
BUDGET UNIT: **IAV PUR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Delete 2.0 Vacant FTE in Central Stores.	(2.0)	(111,884)	-	111,884
	Due to the 9% budget reduction to general fund departments, it is anticipated that demand for Central Stores services will decrease in 2004-05 by an estimated 10%. As a result of this decrease in services, a 1.0 Fiscal Clerk III, a 1.0 Stores Specialist, and a 1.0 Stores Supervisor I were deleted. These deletions were offset by the addition of a 1.0 Storekeeper required to continue line staff operations in lieu of the deleted supervisory positions. Positions				
2.	Reduce Services and Supplies	-	(943,220)	-	943,220
	Reduction of $964,184 (13%) in expenses is directly related to the 10% anticipated reduction in demand for services. This reduction is offset by an additional expense of $20,964 for warehouse supplies (boots, shovels, reaincoats, etc) that will be transferred from Fleet Management effective July 1, 2004.				
3.	Increase Transfers	-	17,004	-	(17,004)
	This increase is due to the reimbursement to Purchasing for a portion of a Staff Analyst II position as a result of the September 23, 2003 Board action.				
4.	Decrease in Current Revenue	-	-	(1,068,792)	(1,068,792)
	Reduction of $1,097,932 (13%) in revenue is directly related to the 10% anticipated reduction in demand for services. This reduction is offset by additional revenue of $29,140 anticipated through the sales of warehouse supplies that will be transferred from Fleet Management effective July 1, 2004.				
	Total	(2.0)	(1,038,100)	(1,068,792)	(30,692)

Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides interoffice, U.S Postal, and courier service to agencies, departments, and special districts within the county.

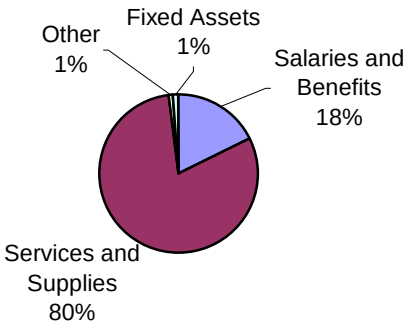
The Purchasing- Mail/Courier Services budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated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

The division's main goal is to deliver each piece of mail in a timely and accurate manner to all county departments. Accomplishing this mail delivery process will ensure that quality service is provided to all its customers.

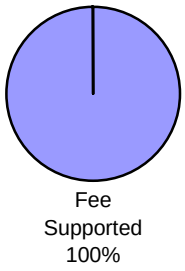
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	7,313,821	7,838,417	7,803,510	7,478,661
Departmental Revenue	7,419,258	8,067,704	8,000,000	7,648,362
Revenue Over/(Under) Expense	105,437	229,287	196,490	169,701
Budgeted Staffing		34.0		33.0
Fixed Assets	11,248	56,843	18,537	76,082
Unrestricted Net Assets Available at Year End	538,427		716,380	
Workload Indicators				
Inter-office mail p/up-del	154,082	153,787	144,029	142,000
Inserting/intel insert	8,219,293	8,300,000	7,963,145	6,750,000
Folding/tab-label	11,746,024	13,200,000	12,431,976	9,750,000
Bus reply/postage due	267,877	320,000	256,973	264,000
Mail pieces processed	14,427,444	14,500,000	13,943,957	12,300,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,123,917	1,257,763	84,345	-	-	1,342,108	(12,090)	1,330,018
Services and Supplies	6,592,612	6,470,172	6,262	-	-	6,476,434	(444,013)	6,032,421
Central Computer	2,278	2,278	2,091	-	-	4,369	-	4,369
Other Charges	2,172	17,741	-	-	-	17,741	(13,701)	4,040
Transfers	57,531	51,463	-	-	-	51,463	17,350	68,813
Total Appropriation	7,778,510	7,799,417	92,698	-	-	7,892,115	(452,454)	7,439,661
Depreciation	25,000	39,000	-	-	-	39,000	-	39,000
Operating Transfers Out	-	-	-	-	-	-	-	-
Total Operating Expense	7,803,510	7,838,417	92,698	-	-	7,931,115	(452,454)	7,478,661
Departmental Revenue								
Current Services	8,000,000	7,767,704	92,698	-	-	7,860,402	(212,040)	7,648,362
Other Revenue	-	300,000	-	-	-	300,000	(300,000)	-
Total Revenue	8,000,000	8,067,704	92,698	-	-	8,160,402	(512,040)	7,648,362
Revenue Over/(Under) Exp	196,490	229,287	-	-	-	229,287	(59,586)	169,701
Budgeted Staffing		34.0	-	-	-	34.0	(1.0)	33.0
Fixed Asset								
Equipment	-	-	-	-	-	-	40,000	40,000
L/P Equipment	18,537	56,843	-	-	-	56,843	(20,761)	36,082
Total Fixed Assets	18,537	56,843	-	-	-	56,843	19,239	76,082

DEPARTMENT: Purchasing
FUND: Mail Courier Services
BUDGET UNIT: IAY PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**34.0**	**7,838,417**	**8,067,704**	**229,287**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	84,345	84,345	-
Internal Service Fund Adjustments	-	8,353	8,353	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**92,698**	**92,698**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**34.0**	**7,931,115**	**8,160,402**	**229,287**
Department Recommended Funded Adjustments	**(1.0)**	**(452,454)**	**(512,040)**	**(59,586)**
TOTAL 2004-05 PROPOSED BUDGET	**33.0**	**7,478,661**	**7,648,362**	**169,701**

2003-04 FINAL FIXED ASSETS	**56,843**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	-
Impacts to Fixed Assets Due to State Budget Cuts	-
Department Recommended Changes in Fixed Assets	**19,239**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**76,082**

SCHEDULE C

DEPARTMENT: Purchasing
FUND: Mail Courier Services
BUDGET UNIT: IAY PUR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Delete 1.0 Vacant Fiscal Clerk I position.	(1.0)	(12,090)	-	12,090
	This deletion is necessary to meet department reduction targets relating to decrease in services. Reduction cost of $33,785 for the deleted position is offset by additional costs of $21,695 for step increases.				
2.	Reduction in Services to Human Services System (HSS) and Other	-	(444,013)	-	444,013
	This reduction is due to elimination of the CIV Project from HSS and overall reduction of mail services.				
3.	Reduction in Other Charges	-	(13,701)	-	13,701
	Reduction is a result of a modular trailer not being lease-purchased that was budgeted in 2003-04.				
4.	Increase in Transfers Out	-	17,350	-	(17,350)
	This increase is based on reimbursing Purchasing (AAA PUR) for administrative support from a Staff Analyst II as a result of the September 23, 2003 Board action.				
5.	Reduction in Current Services	-	-	(512,040)	(512,040)
	Reduction in overall services and elimination of the CIV Project will result in a decrease in revenue.				
	Total	(1.0)	(452,454)	(512,040)	(59,586)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Purchase of Mail Automated Equipment	40,000
	In order to automate the mailing meter machines, computer hardware and software will be purchased to expedite billings.	
2.	Reduction in Lease-Purchase of Equipment	(20,761)
	The amount due for principal on existing lease-purchases will decrease due to a modular trailer not being lease-purchased as budgeted in 2003-04.	
	Total	19,239

Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. All operational costs of this program are distributed to user departments through user rates.

The Purchasing –Printing Services Division 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 for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

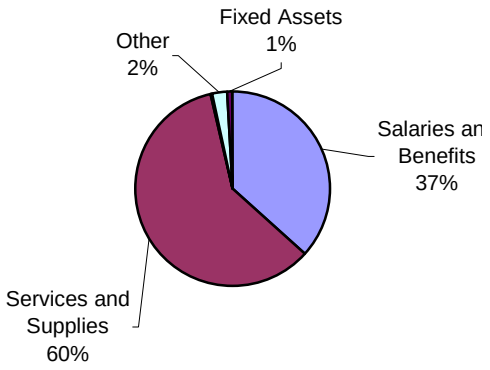
The purpose of this division is to provide high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in a timely and most cost effective manner that is beneficial to all its customers.

BUDGET AND WORKLOAD HISTORY

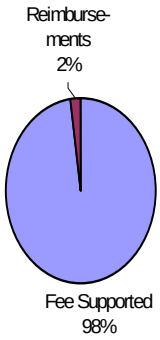
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	2,535,869	2,603,355	2,529,250	2,352,272
Departmental Revenue	2,392,449	2,766,547	2,550,479	2,422,958
Revenue Over/(Under) Expense	(143,420)	163,192	21,229	70,686
Budgeted Staffing		17.0		16.0
Fixed Assets	46,229	208,179	208,179	18,057
Unrestricted Net Assets Available at Year End	441,388		254,438	
Workload Indicators				
Printed Pages-Units	64,834,009	63,500,000	67,000,000	65,000,000
Graphic Arts-Hours billed	2,960	2,800	3,000	2,960

The workload indicator for printed pages –units were understated in 2003-04.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



Note: This budget is expected to increase unrestricted net assets by $70,686

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	770,888	809,014	57,958	-	-	866,972	(39,037)	827,935
Services and Supplies	1,580,239	1,635,787	-	-	-	1,635,787	(286,211)	1,349,576
Central Computer	4,844	4,844	-	-	-	4,844	3,380	8,224
Other Charges	4,659	1,079	-	-	-	1,079	(820)	259
Transfers	70,410	37,421	-	-	-	37,421	18,079	55,500
Total Exp Authority	2,431,040	2,488,145	57,958	-	-	2,546,103	(304,609)	2,241,494
Reimbursements	(47,790)	(47,790)	-	-	-	(47,790)	(4,432)	(52,222)
Total Appropriation	2,383,250	2,440,355	57,958	-	-	2,498,313	(309,041)	2,189,272
Depreciation	146,000	163,000	-	-	-	163,000	-	163,000
Operating Trans Out	-	-	-	-	-	-	-	-
Total Operating Expense	2,529,250	2,603,355	57,958	-	-	2,661,313	(309,041)	2,352,272
Departmental Revenue								
Current Services	2,550,409	2,766,547	57,958	-	-	2,824,505	(401,547)	2,422,958
Other Revenue	70	-	-	-	-	-	-	-
Total Revenue	2,550,479	2,766,547	57,958	-	-	2,824,505	(401,547)	2,422,958
Revenue Over/(Under) Exp	21,229	163,192	-	-	-	163,192	(92,506)	70,686
Budgeted Staffing		17.0	-	-	-	17.0	(1.0)	16.0
Fixed Asset								
Equipment	160,000	160,000	-	-	-	160,000	(160,000)	-
L/P Equipment	48,179	48,179	-	-	-	48,179	(30,122)	18,057
Total Fixed Assets	208,179	208,179	-	-	-	208,179	(190,122)	18,057

DEPARTMENT: Purchasing
FUND: Printing Services
BUDGET UNIT: IAG PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**17.0**	**2,603,355**	**2,766,547**	**163,192**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	57,958	57,958	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**57,958**	**57,958**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**17.0**	**2,661,313**	**2,824,505**	**163,192**
Department Recommended Funded Adjustments	**(1.0)**	**(309,041)**	**(401,547)**	**(92,506)**
TOTAL 2004-05 PROPOSED BUDGET	**16.0**	**2,352,272**	**2,422,958**	**70,686**

2003-04 FINAL FIXED ASSETS	**208,179**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**(190,122)**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**18,057**

SCHEDULE C

DEPARTMENT: Purchasing
FUND: Printing Services
BUDGET UNIT: IAG PUR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Deletion 1.0 Vacant Reproduction Equipment Operator I	(1.0)	(39,037)	-	39,037
	Due to a reduction in demand for services, it was necessary to close the Quick Copy center located at the Civic Center building and delete one (1) Reproduction Equipment Operator I.				
2.	Decrease Services and Supplies	-	(286,211)	-	286,211
	Due to the anticipated 9% decrease in service demand it is anticipated that Services and Supplies will decrease accordingly.				
3.	Increase in Data Processing Charges	-	3,380	-	(3,380)
	Increase recommended per ISD.				
4.	Decrease in Other Charges	-	(820)	-	820
	Due to the maturation of current leases interest due will be less this fiscal year.				
5.	Increase in Transfers Out	-	18,079	-	(18,079)
	This increase is due to the reimbursement to Purchasing for a portion of one Staff Analyst II's salary as a result of the September 23, 2003 Board action.				
6.	Increase in Transfers In	-	(4,432)	-	4,432
	This increase for administration fees is due to the MOU increase.				
7.	Decrease in Charges for Current Services	-	-	(401,547)	(401,547)
	Due to the anticipated decrease in volume of production, it is projected that the revenue will decrease accordingly.				
	Total	(1.0)	(309,041)	(401,547)	(92,506)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

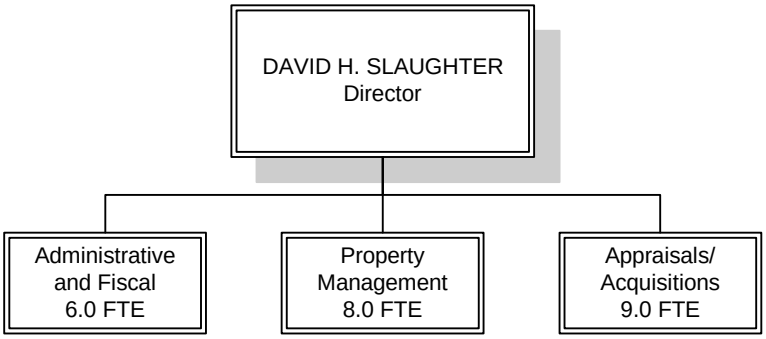
	Brief Description of Change	Appropriation
1.	Decrease of Equipment	(160,000)
	There are no anticpated purchases of equipment for this fiscal year.	
2.	Decrease in Lease Purchases	(30,122)
	Due to the maturation of current leases less principle is due.	
	Total	(190,122)

REAL ESTATE SERVICES
David H. Slaughter

MISSION STATEMENT

The mission of the Real Estate Services Department is to provide professional real estate services, which enable its customers, county departments and other public agencies, to provide services that promote the health, safety, well being, and quality of life to the residents of the county.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Real Estate Services	2,213,960	1,549,650	664,310		24.0
Rents and Leases	208,652	-	208,652		-
Chino Ag Preserve	4,172,092	825,700		3,346,392	-
TOTAL	6,594,704	2,375,350	872,962	3,346,392	24.0

Real Estate Services

DESCRIPTION OF MAJOR SERVICES

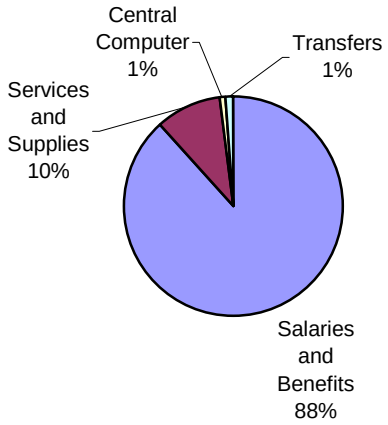
Real Estate Services negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 revenue leases allow for the use of county-owned facilities, generally at county parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Approximately 275 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

Real Estate Services also provides appraisal, acquisition, and relocation assistance for county departments and, upon request, to other agencies including SANBAG, the State of California, and various cities. The department establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.

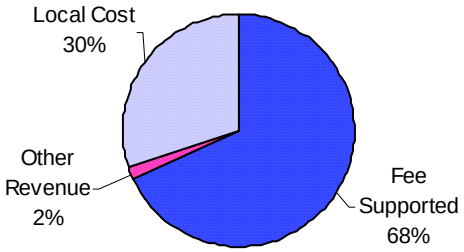
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,786,994	2,142,465	1,659,408	2,213,960
Departmental Revenue	1,340,666	1,547,050	1,154,500	1,549,650
Local Cost	446,328	595,415	504,908	664,310
Budgeted Staffing		24.0		24.0
Workload Indicators				
Appraisals / acquisitions (billable hours)	13,769	15,500	12,300	16,000
Property management (billable hours)	13,144	13,300	10,500	13,700

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RPR
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,419,200	1,858,577	124,913	-	(29,434)	1,954,056	-	1,954,056
Services and Supplies	203,111	246,752	3,886	-	(35,158)	215,480	3,289	218,769
Central Computer	12,831	12,831	4,688	-	-	17,519	-	17,519
Transfers	24,266	24,305	-	-	-	24,305	(689)	23,616
Total Appropriation	1,659,408	2,142,465	133,487	-	(64,592)	2,211,360	2,600	2,213,960
Departmental Revenue								
Use Of Money and Pro	60,100	46,000	-	-	-	46,000	-	46,000
Current Services	1,094,400	1,501,050	-	-	-	1,501,050	2,600	1,503,650
Total Revenue	1,154,500	1,547,050	-	-	-	1,547,050	2,600	1,549,650
Local Cost	504,908	595,415	133,487	-	(64,592)	664,310	-	664,310
Budgeted Staffing		24.0	-	-	-	24.0	-	24.0

DEPARTMENT: Real Estate Services
FUND: General
BUDGET UNIT: AAA RPR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**24.0**	**2,142,465**	**1,547,050**	**595,415**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	124,913	-	124,913
Internal Service Fund Adjustments	-	8,574	-	8,574
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**133,487**	**-**	**133,487**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(64,592)**	**-**	**(64,592)**
TOTAL BASE BUDGET	**24.0**	**2,211,360**	**1,547,050**	**664,310**
Department Recommended Funded Adjustments	**-**	**2,600**	**2,600**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**24.0**	**2,213,960**	**1,549,650**	**664,310**

SCHEDULE B

DEPARTMENT: Real Estate Services
FUND: General
BUDGET UNIT: AAA RPR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced local cost allocation	-	(64,592)	-	(64,592)
Reductions to salaries and benefits and services and supplies required to meet the 9% local cost target reduction.				
Total	-	(64,592)	-	(64,592)

SCHEDULE C

DEPARTMENT: **Real Estate Services**
FUND: **General**
BUDGET UNIT: **AAA RPR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Reclassification to Real Estate Services Manager	-	-	-	-
	Two positions, 1.0 Real Property Manager and 1.0 Right of Way Manager, are reclassified to a new, single Real Estate Services Manager classification. The single classification will provide the department with flexibility regarding assignment and cross-training of personnel. On October 30, 2001, the Board approved the structural reorganization of Real Estate Services from a stand-alone division to a separate county department. The reorganization included adding a Director of Real Estate Services and reclassifying 2.0 Real Property Agent (RPA) II to RPA III. This action is the last piece of the department's reorganization. There is no additional cost associated with these reclassifications in the 2004-05 budget. The Real Property Manager is classified at the same range and benefit level as the new classification. The Right of Way Manager is classified at the same range, but will move from the Management unit to the Exempt unit. These additional costs were included in the 2003-04 budget; however, the classification action was not completed pending reclassification and recruitment of the subordinate RPA III positions, which is now substantially completed.				
2.	Revenue adjustment	-	2,600	2,600	-
	Minor change in rate charged to the department's customers. Increases to tranfers and revenues are offset by increased services and supplies.				
	Total	-	2,600	2,600	-

Rents and Leases

DESCRIPTION OF MAJOR SERVICES

This budget is used to fund 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.

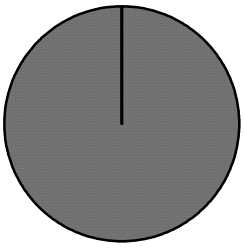
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	953,701	571,138	171,100	208,652
Departmental Revenue	324,977	323,000	-	-
Local Cost	628,724	248,138	171,100	208,652
Workload Indicators				
Number of leases with county as tenant	292	256	274	260
Square feet of leased space managed	2,228,848	2,274,700	2,234,900	2,205,100

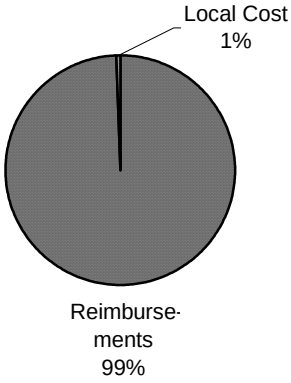
The 2003-04 workload indicator for number of leases with county as tenant did not include some zero-cost leases and therefore was understated. The number of leases with county as tenant and the total square footage under lease have decreased and are expected to continue decreasing as a result of state budget impacts and consolidation efforts.

In 2003-04, local cost in the amount of $464,360 was transferred to the County Schools budget (AAA SCL) as part of the budget consolidation of county-paid costs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RNT
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	33,721,419	34,635,016	-	-	(39,486)	34,595,530	(1,192,906)	33,402,624
Total Exp Authority	33,721,419	34,635,016	-	-	(39,486)	34,595,530	(1,192,906)	33,402,624
Reimbursements	(33,550,319)	(34,063,878)	-	-	-	(34,063,878)	869,906	(33,193,972)
Total Appropriation	171,100	571,138	-	-	(39,486)	531,652	(323,000)	208,652
Departmental Revenue								
Use Of Money and Prop	-	323,000	-	-	-	323,000	(323,000)	-
Total Revenue	-	323,000	-	-	-	323,000	(323,000)	-
Local Cost	171,100	248,138	-	-	(39,486)	208,652	-	208,652

SCHEDULE B

DEPARTMENT: Real Estate Services
FUND: General
BUDGET UNIT: AAA RNT

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduced local cost allocation	-	(39,486)	-	(39,486)
15.9% local cost target reduction due to decreased leasing costs.				
Total	-	(39,486)	-	(39,486)

SCHEDULE C

DEPARTMENT: Real Estate Services
FUND: General
BUDGET UNIT: AAA RNT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Accounting change	-	(323,000)	(323,000)	-
Per the Auditor-Controller, certain transactions previously recorded as revenue are now accounted for as reimbursements.				
2. Leasing costs	-	-	-	-
Expected decreases in leasing costs. Reduced services and supplies are offset by reduced reimbursements.				
Total	-	(323,000)	(323,000)	-

Chino Ag Preserve

DESCRIPTION OF MAJOR SERVICES

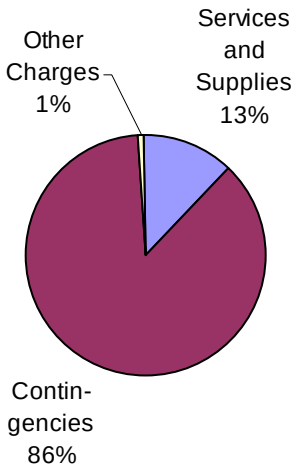
The Agricultural Land Post-Acquisition Program administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The department is responsible for negotiating and managing leases, preparing conservation easements, managing properties acquired, and recommending future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhancing their operating efficiency, or altering them to enhance lease potential and/or comply with lease requirements. Expenditures are fully financed through revenues received from the lease of acquired properties.

There is no staffing associated with this budget unit.

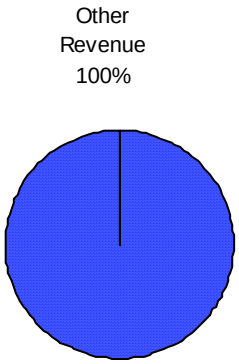
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	513,040	3,922,290	530,400	4,172,092
Departmental Revenue	963,969	862,498	817,000	825,700
Fund Balance		3,059,792		3,346,392
Workload Indicators				
Total acreage	372	-	372	372

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase fund balance by $271,600.

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: Chino Ag Preserve

BUDGET UNIT: SIF INQ
FUNCTION: Public works
ACTIVITY: Property management

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	501,800	390,000	-	-	-	390,000	132,100	522,100
Other Charges	28,600	31,000	-	-	-	31,000	1,000	32,000
Contingencies	-	3,501,290	-	-	-	3,501,290	116,702	3,617,992
Total Appropriation	530,400	3,922,290	-	-	-	3,922,290	249,802	4,172,092
Departmental Revenue								
Use Of Money and Prop	817,000	862,498	-	-	-	862,498	(36,798)	825,700
Total Revenue	817,000	862,498	-	-	-	862,498	(36,798)	825,700
Fund Balance		3,059,792	-	-	-	3,059,792	286,600	3,346,392

In 2003-04, services and supplies are expected to exceed the final budget due Regional Water Quality Control Board mandates that require the design, construction, and maintenance of emergency wastewater management projects at various program properties.

SCHEDULE C

DEPARTMENT: Real Estate Services
FUND: Chino Ag Preserve
BUDGET UNIT: SIF INQ

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Emergency waste water management plans	-	132,100	-	132,100
	Preparation plans and construction of improvements as mandated by the Regional Water Quality Control Board				
2.	Possessary taxes	-	1,000	-	1,000
	Allowance for increased taxes				
3.	Rent adjustments	-	-	(36,798)	36,798
	Allowance for changes to lease agreements and potential vacancies				
4.	Fund balance	-	116,702	-	116,702
	Contingency adjustment for estimated fund balance				
	Total	-	249,802	(36,798)	286,600

FISCAL GROUP
SUMMARY

	Page #	Approp/ Requirements	Revenue/ Financing Sources	Local Cost
GENERAL FUND				
ASSESSOR	4-1-1	11,810,307	437,500	11,372,807
AUDITOR/CONTROLLER-RECORDER	4-2-1	14,647,191	12,278,194	2,368,997
TREASURER/TAX COLLECTOR:				
TREASURER/TAX COLLECTOR	4-3-1	16,590,989	14,281,283	2,309,706
TOTAL GENERAL FUND		43,048,487	26,996,977	16,051,510
SPECIAL REVENUE FUNDS		**Approp**	**Revenue**	**Fund Balance**
ASSESSOR:				
STATE/COUNTY PROPERTY TAX ADMINISTRATION	4-1-10	3,426,950	2,179,938	1,247,012
AUDITOR/CONTROLLER-RECORDER:				
MICROGRAPHICS	4-2-10	418,807	-	418,807
SYSTEM DEVELOPMENT	4-2-12	15,738,417	5,000,000	10,738,417
VITAL RECORDS	4-2-15	457,244	118,000	339,244
TOTAL SPECIAL REVENUE FUNDS		20,041,418	7,297,938	12,743,480
INTERNAL SERVICES FUND		**Operating Expense**	**Revenue**	**Revenue Over (Under) Exp**
AUDITOR/CONTROLLER-RECORDER:				
RECORDS MANAGEMENT	4-2-17	146,009	173,349	27,340

ASSESSOR
Donald E. Williamson

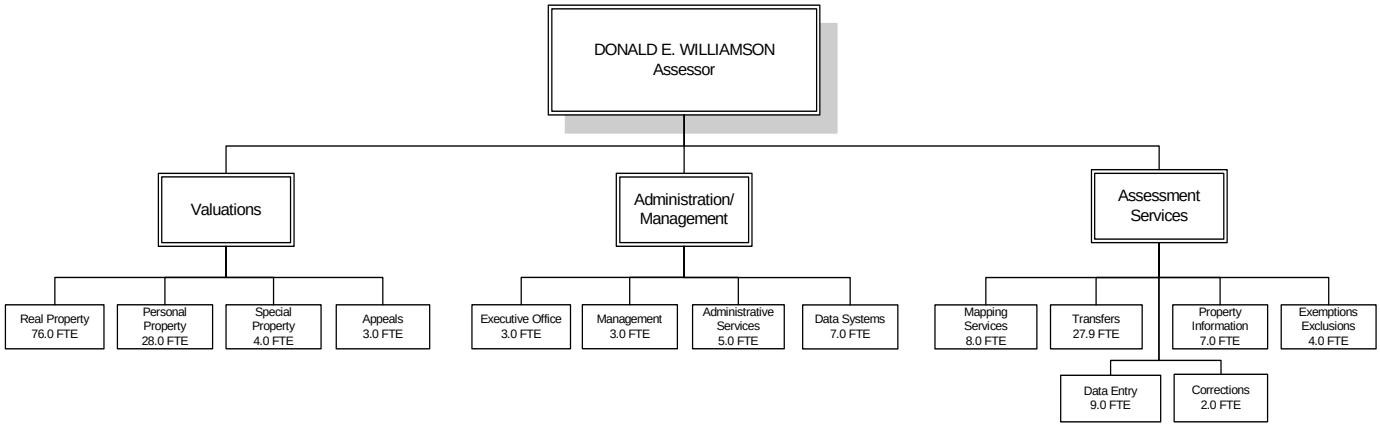
MISSION STATEMENT

The mission of the Office of the Assessor is to perform the state mandated function to:

a. Locate, describe, and identify ownership of all property within the county
b. Establish a taxable value for all property subject to taxation
c. List all taxable value on the assessment roll
d. Apply all legal exemptions

Assessor business is performed for the public benefit in a manner that is fair, informative and with uniform treatment. It is necessary as a means of revenue generation in order to fund essential public services and efficiently operate county and state government.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Assessor	11,810,307	437,500	11,372,807		158.9
State/County Property Administration Program	3,426,950	2,179,938		1,247,012	29.0
TOTAL	15,237,257	2,617,438	11,372,807	1,247,012	187.9

Assessor

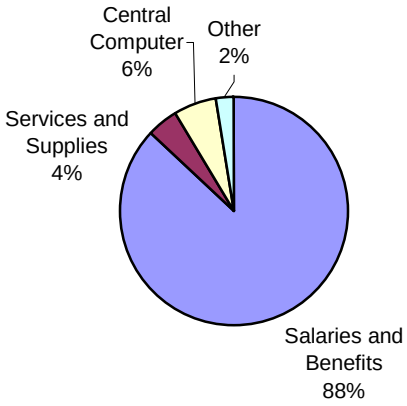
DESCRIPTION OF MAJOR SERVICES

Under California law, the Assessor establishes a value for all property including residential, commercial, business and personal. 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.

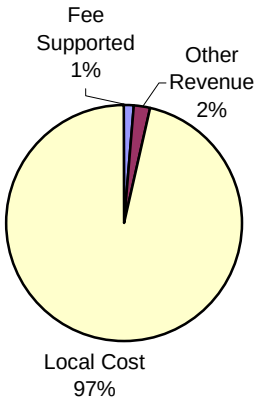
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	10,617,333	10,986,443	11,028,095	11,810,307
Departmental Revenue	463,745	363,210	464,102	437,500
Local Cost	10,153,588	10,623,233	10,563,993	11,372,807
Budgeted Staffing		159.9		158.9
Workload Indicators				
Assessments - Bus/Personal	42,001	47,000	47,000	40,000
Assessments - Real Property	224,586	230,000	285,000	255,000
Assessment Appeals	1,876	4,500	2,073	2,200
Transfers of Ownership	165,152	165,000	203,000	200,000
Assessment Corrections	69,317	80,000	60,000	80,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
DEPARTMENT: Assessor
FUND: General

BUDGET UNIT: AAA ASR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	9,456,450	9,493,391	651,569	-	-	10,144,960	107,941	10,252,901
Services and Supplies	675,200	561,970	40,207	-	(28,227)	573,950	(45,575)	528,375
Central Computer	648,697	648,697	86,025	-	-	734,722	-	734,722
Transfers	270,887	282,385	-	-	-	282,385	11,924	294,309
Total Appropriation	11,051,234	10,986,443	777,801	-	(28,227)	11,736,017	74,290	11,810,307
Oper Trans Out	(23,139)	-	-	-	-	-	-	-
Total Requirements	11,028,095	10,986,443	777,801	-	(28,227)	11,736,017	74,290	11,810,307
Departmental Revenue								
Taxes	281,291	225,015	-	-	-	225,015	52,485	277,500
Current Services	182,811	138,195	-	-	-	138,195	21,805	160,000
Total Revenue	464,102	363,210	-	-	-	363,210	74,290	437,500
Local Cost	10,563,993	10,623,233	777,801	-	(28,227)	11,372,807	-	11,372,807
Budgeted Staffing		159.9	-	-	-	159.9	(1.0)	158.9

DEPARTMENT: Assessor
FUND: General
BUDGET UNIT: AAA ASR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**159.9**	**10,986,443**	**363,210**	**10,623,233**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	651,569	-	651,569
Internal Service Fund Adjustments	-	126,232	-	126,232
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**777,801**	**-**	**777,801**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(28,227)**	**-**	**(28,227)**
TOTAL BASE BUDGET	**159.9**	**11,736,017**	**363,210**	**11,372,807**
Department Recommended Funded Adjustments	**(1.0)**	**74,290**	**74,290**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**158.9**	**11,810,307**	**437,500**	**11,372,807**

SCHEDULE B

DEPARTMENT: Assessor
FUND: General
BUDGET UNIT: AAA ASR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Impacts due to state budget cuts	-	(28,227)	-	(28,227)
This will impact the ability to provide printing and mailing of state required forms and performing field checks of properties and business audits (i.e., mileage reimbursements, travel etc.) services.				
Total	-	(28,227)	-	(28,227)

SCHEDULE C

DEPARTMENT: Assessor
FUND: General
BUDGET UNIT: AAA ASR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	(1.0)	107,941	-	107,941
	Increase is due to step increases, retirement, workers comp and other benefits. This increase was offset by the reduction of overtime and a .5 Title Transfer Technician.				
2.	Services and Supplies	-	(45,575)	-	(45,575)
	Expenses were cut to provide funding for staff step increases. Continuous reductions in this appropriation over the last several years has put the Assessor in a position of not being able to complete mandatory tasks. Specifically, printing and mailing of state required forms and performing field checks of properties and business audits (i.e., mileage reimbursement, travel, etc.) See policy item .				
3.	Transfers	-	11,924	-	11,924
	Increases in non-discretionary expenses, specifically rents/leases, require adjustment in the appropriations.				
4.	Revenue	-	-	74,290	(74,290)
	Over the last 3 years, revenue received for state mandated penalties have exceeded expectations. In addition, sales of electronic data from the Assessor database have exceeded budget expectations. It is recommended that the revenue be increased to offset the expenditure shortages listed above. It is important to note that the overages have a direct correlation to real estate market trends. Since San Bernardino county has experience strong growth and is expected to continue with this trend, the increase of $74,290 should be supportable. However, if the market does turn around there could be an under realization of revenue and a readjustment may be necessary.				
	Total	(1.0)	74,290	74,290	-

SCHEDULE D

DEPARTMENT: Assessor
FUND: General
BUDGET UNIT: AAA ASR

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Increase in appropriations to provide mandatory services	-	278,244	-	278,244
	Many of the services and supplies costs to efficiently operate the department were paid out of the Assessor's State Property Tax Administration Program. Since this funding source is a fixed amount over the last several years, step increases and benefit changes for this special revenue fund staff have dramatically affected the amount of funds available for services and supplies. As well as some of the salary appropriations (e.g., overtime, termination benefits, etc). In addition, previous cuts in general fund financing has reduced services and supplies even further. In order to maximize the assessment roll, and subsequently the county property tax revenue, priority was placed on utilization of staff. The continual cutting of the services and supplies appropriation has led to the department no longer having the financial resources to perform the mandatory functions. These functions include postage/printing of state required documents; local travel and mileage reimbursements for assessments/audits, and overtime to maximize roll value. Without this policy item, the department will not be able to complete its state mandated functions and will have a direct affect on the ability to generate property tax revenue.				
	Total	-	278,244	-	278,244

SCHEDULE E

DEPARTMENT: Assessor
FUND: General
BUDGET UNIT: AAA ASR

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Proposition 58	2.0	112,500	112,500	-
Reimbursement of costs to process the claim for a reassessment exclusion based on a parent to child transfer. New Fee of $50.00 Historically the clerical related functions of the exclusion claim processing was performed by 2.0 Clerk III's. For the past 2 years, clerical help from other units have been assigned on temporary and rotating basis amounting to nearly 1.0 FTE. This assignment of additional resources is needed due to the dramatic increase in exclusion claim form filings. The increases are primarily attributed to increased transfer activity in general and the growing awareness of the availability of exclusions and their benefits to property owners. Claims for the last 4 year are as follows: 2000 - 2,528 2001 - 2,535 2002 - 3,647 2003 - 5,405 The impact of this workload increase is felt equally by the appraisal staff. By analyzing the appraisal tasks related to the various aspects of exclusion claim processing 1.0 Appraiser I is also needed to address this mandated workload issue.				
Proposition 193	-	2,500	2,500	-
Reimbursement of costs to process the claim for a reassessment exclusion based on a grandparent to grandchild transfer. New fee of $50.00.				
Proposition 60	-	10,000	10,000	-
Reimbursement of costs to process claims for exclusion based on replacement dwelling. New Fee of $50.00.				
Parcel Combinations	-	12,500	12,500	-
Reimbursement of costs for processing requests to combine parcels for the purpose of consolidating tax bills. New fee of $50.00.				
Timeshare fees	-	82,612	82,612	-
Adjustment of fees to correspond with current processing costs to administer timeshare properties. Fee increase from $10.00 to $25.00.				
Electronic Maps	-	800	800	-
Fee increase from $3.00 to $10.00 to provide ability to provide Assessor maps in electronic (PDF) format.				
Total	2.0	220,912	220,912	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Assessor
FUND NAME : General
BUDGET UNIT: AAA ASR
PROGRAM: Property Valuation

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 11,810,307	Revised Appropriations	$ 12,031,219	$ 220,912

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	35,388	Fee Revenue for listed fees	256,300	220,912
Fee Revenue for fees not listed	124,612	Fee Revenue for fees not listed	124,612	-
Non Fee Revenue	277,500	Non Fee Revenue	277,500	-
Local Cost	11,372,807	Local Cost	11,372,807	-
Budgeted Sources	$ 11,810,307	Revised Sources	$ 12,031,219	$ 220,912

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	28,227
Increased Employee Related Costs	107,941
Increased Inflationary Costs	84,744
Other	-
Total	$ 220,912

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

See Attached.

2004-05 REVISED/NEW FEE REQUESTS
SUMMARY OF JUSTIFICATION AND BUDGETARY IMPACT

GROUP NAME: Fiscal
DEPARTMENT NAME: Assessor
FUND NAME : General
BUDGET UNIT: AAA ASR
PROGRAM: Property Valuation

Briefly Describe the Summary of Justification for Fee Requests(s) and the Budgetary Impact to Program if Fee(s) are approved:

Prior to 2004-05, many of the services and supplies costs to efficiently operate the department were paid out of the Assessor's State Property Tax Administration Program. Since this funding source is a fixed amount, the step increases and benefit changes for these special revenue fund staff over the last several years, have dramatically affected the amount of funds available for services and supplies. Previous cuts in general fund financing have reduced services and supplies even further. In order to maximize the assessment roll, and subsequently the county property tax revenue, priority was placed on utilization of staff. The continual cutting of the services and supplies appropriation has left the department in a position where it is no longer has the financial resources to perform the mandatory functions.

Since the department's services and supplies are at an inadequate level and general fund financing is limited, a review of the fee structure of other county Assessor Office's was performed. It was discovered that several of the comparable counties were charging for the processing of taxpayer claims and other services. These fees are allowed under the California code and reasonable based on the staff time required for processing. In addition, during the fiscal year 2003-04 an electronic version of the Assessor's maps has become available. The current fee structure only provides a means for selling paper maps and therefore its is necessary to add the mechanism for selling them in an electronic format as well.

Failure to capture full reimbursement for these fees would result in inadequate funding for services and supplies in the 2004-05 budget.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Assessor
FUND NAME : General
PROGRAM: Property Valuation

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023(m)	Proposition 58 - Reassessment exclusion: parent to child	$ -	-	$ -	$ 50.00	2,250	$ 112,500	$ 50.00	2,250	$ 112,500	$ 112,500	Gov't code section 17851 authorizes a local agency to assess fees to cover costs from persons which benefit from the statute. The addition of this fee will increase revenue to the department.
16.023(p)	Proposition 193 - Reassessment exclusion: grandparent to grandchild	$ -	-	$ -	$ 50.00	50	$ 2,500	$ 50.00	50	$ 2,500	$ 2,500	Gov't code section 17851 authorizes a local agency to assess fees to cover costs from persons which benefit from the statute. The addition of this fee will increase revenue to the department.
16.023(n)	Proposition 60 - Exclusion for replacement dwelling	$ -	-	$ -	$ 50.00	200	$ 10,000	$ 50.00	200	$ 10,000	$ 10,000	Gov't code section 17851 authorizes a local agency to assess fees to cover costs from persons which benefit from the statute. The addition of this fee will increase revenue to the department.
16.023(y)	Parcel Combinations for purpose of combining tax bills	$ -	-	$ -	$ 50.00	250	$ 12,500	$ 50.00	250	$ 12,500	$ 12,500	Gov't code section 17851 authorizes a local agency to assess fees to cover costs from persons which benefit from the statute. The addition of this fee will increase revenue to the department.
16.023(z)	Timeshare - setup	$ 10.00	-	$ -	$ 25.00	-	$ -	$ 15.00	-	$ -	$ -	Revenue and Taxation (R&T) code section 2188.8 (G) allows a fee to be applied to timeshare parcels to recover the initial and on-going costs of separate assessments. These fees have not been adjusted to reflect current expenses within the last 20 years.
16.023(z)	Timeshare - annual	$ 3.00	11,796	$ 35,388	$ 10.00	11,800	$ 118,000	$ 7.00	4	$ 82,612	$ 82,612	See above. This item covers the annual review.
16.023(aa)	Special Analysis - Clerical	$ -	-	$ -	$ 22.00	-	$ -	$ 22.00	-	$ -	$ -	See above
16.023(aa)	Special Analysis - Systems Analyst	$ -	-	$ -	$ 36.75	-	$ -	$ 36.75	-	$ -	$ -	See above

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Assessor
FUND NAME : General
PROGRAM: Property Valuation

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023(a)(1)	Map Images (1-50)	$ -	-	$ -	$ 2.00	50	$ 100	$ 2.00	50	$ 100	$ 100	Paper copies of maps have been available for sale for several years. Over the last year, the entire set of maps have been converted into digital images (PDF). This fee is to provide a mechanism to sell the maps on electronic media.
16.023(a)(1)	Map Images (51-200)	$ -	-	$ -	$ 1.00	200	$ 200	$ 1.00	200	$ 200	$ 200	See above
16.023(a)(1)	Map Images (201 and up)	$ -	-	$ -	$ 0.50	1,000	$ 500	$ 0.50	1,000	$ 500	$ 500	See above
16.023(aa)	Special Analysis - Appraiser	$ -	-	$ -	$ 38.00	-	$ -	$ 38.00	-	$ -	$ -	New rate to provide fee structure for special requests to perform assessment related analysis. Although seldom used, other comparable counties have this fee structure in place for unique requests received from the public.
16.023(aa)	Special Analysis - Technician	$ -	-	$ -	$ 26.75	-	$ -	$ 26.75	-	$ -	$ -	See above

State/County Property Tax Administration Program

DESCRIPTION OF MAJOR SERVICES

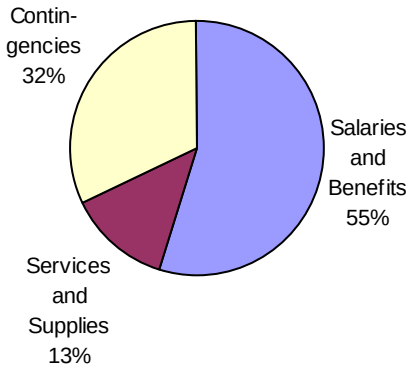
On February 13, 1996, the Board of Supervisors approved an agreement with the State of California to participate in a state/county property tax administration program for calendar year 1996. The agreement provided a loan of $2,139,938 for 1996, with a provision for the same in the following two calendar 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 calendar year 2002 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 the same as the previous loan program. 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.

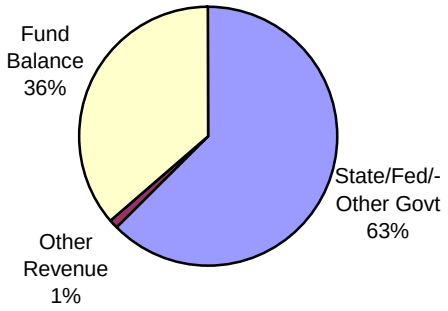
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,110,575	3,356,677	2,099,665	3,426,950
Departmental Revenue	2,183,040	2,179,938	2,169,938	2,179,938
Fund Balance		1,176,739		1,247,012
Budgeted Staffing		29.0		29.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
DEPARTMENT: Assessor
FUND: State/County Prop Tax Admin

BUDGET UNIT: RCS ASR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,659,663	1,760,116	114,001	-	-	1,874,117	-	1,874,117
Services and Supplies	434,802	604,474	-	-	-	604,474	(161,268)	443,206
Transfers	5,200	5,200	-	-	-	5,200	327	5,527
Contingencies	-	986,887	-	-	-	986,887	117,213	1,104,100
Total Appropriation	2,099,665	3,356,677	114,001	-	-	3,470,678	(43,728)	3,426,950
Departmental Revenue								
Use Of Money & Prop	30,000	40,000	-	-	-	40,000	-	40,000
State, Fed or Gov't Aid	2,139,938	2,139,938	-	-	-	2,139,938	-	2,139,938
Total Revenue	2,169,938	2,179,938	-	-	-	2,179,938	-	2,179,938
Fund Balance		1,176,739	114,001	-	-	1,290,740	(43,728)	1,247,012
Budgeted Staffing		29.0	-	-	-	29.0	-	29.0

DEPARTMENT: Assessor
FUND: State/County Prop Tax Admin
BUDGET UNIT: RCS ASR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**29.0**	**3,356,677**	**2,179,938**	**1,176,739**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	114,001	-	114,001
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**114,001**	**-**	**114,001**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**29.0**	**3,470,678**	**2,179,938**	**1,290,740**
Department Recommended Funded Adjustments	**-**	**(43,728)**	**-**	**(43,728)**
TOTAL 2004-05 PROPOSED BUDGET	**29.0**	**3,426,950**	**2,179,938**	**1,247,012**

SCHEDULE C

DEPARTMENT: **Assessor**
FUND: **State/County Prop Tax Admin**
BUDGET UNIT: **RCS ASR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1	Services and Supplies	-	(161,268)	-	(161,268)
	Continual increases in salaries due to MOU and step increases have reduced the funding available for services and supplies. This reduction is necessary to fund the shortage in salaries. (Note: This fund is based on a calendar year and budgeted on a fiscal year. The coverage for this is contained in contingencies)				
2	Transfers	-	327	-	327
	Increase to covered mandatory EHAP and Center for Employees Health and Wellness.				
3	Contingencies	-	117,213	-	117,213
	This fund is paid by the state Department of Finance (DOF) on a calendar year basis. Since the county's budget is on a fiscal year basis, it is necessary to set aside funds received for the 2005 calendar year to cover the first 6 months in the next fiscal year. Since the majority of the funds are utilized to cover salaries, contingencies need to be increased to sufficiently cover the anticipated expenses.				
	Total	-	(43,728)	-	(43,728)

AUDITOR/CONTROLLER-RECORDER
Larry Walker

MISSION STATEMENT

Office of the Auditor/Controller-Recorder

The mission of the Auditor/Controller-Recorder is to provide superior accounting, auditing and recording services in accordance with legal requirements and professional standards. We will perform these functions with objectivity, integrity and independence, and with constant attention to the needs of our customers and the taxpayers.

Our Taxpayers

We are committed to spending taxpayer dollars wisely. To this end, we are dedicated to providing our services in a cost-effective, efficient manner by taking advantage of innovation and new technology. We will promote sound financial management throughout County government and will perform budgetary control as required by law.

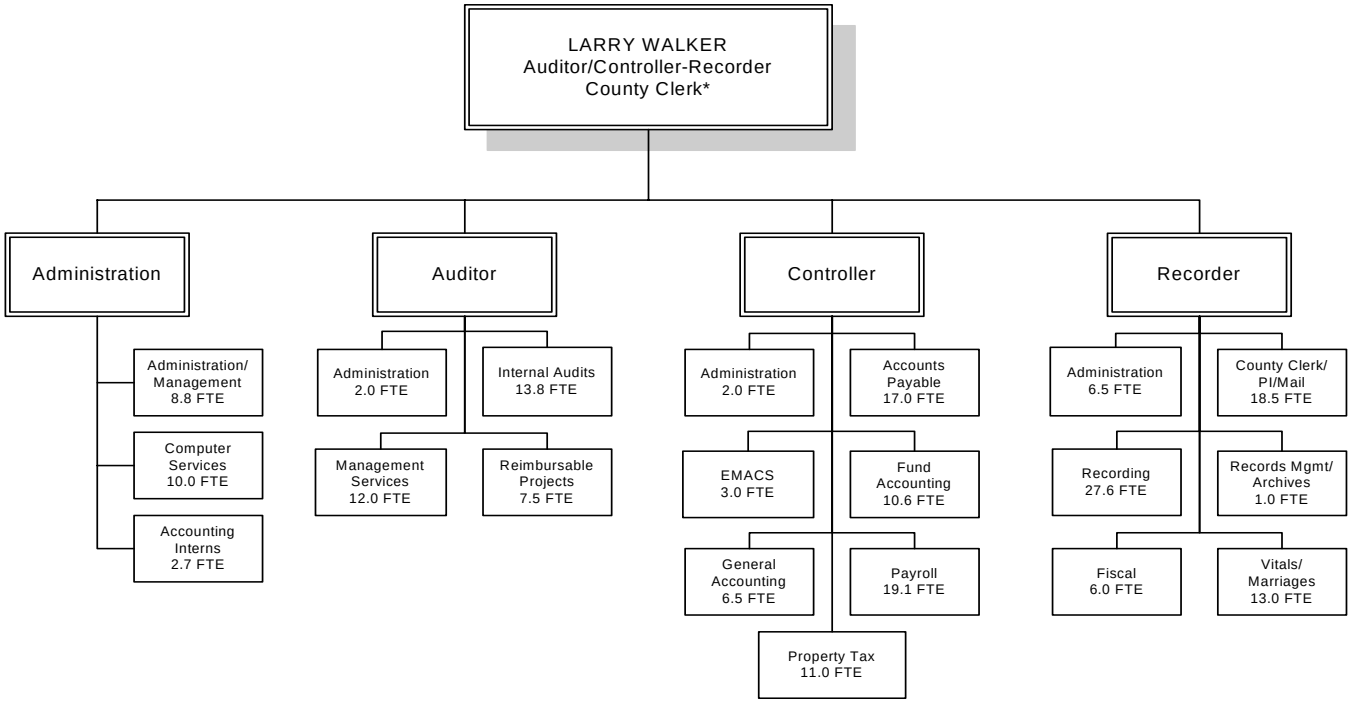
Our Customers

We are committed to providing a high level of quality services to our customers. We will be sensitive and responsive to our customers' needs and expectations. We will be accurate, thorough and timely in the performance of our duties and will treat our customers in a professional manner with courtesy and respect.

Our Employees

We are committed to providing our employees with a safe, comfortable working environment in an atmosphere of mutual respect, cooperation and non-discrimination. We will hire and train competent, knowledgeable individuals with backgrounds that will complement and enhance the abilities of our workforce and we will provide opportunities for continued professional growth and advancement. We recognize, value, and support the efforts and ideas of our employees and will provide the information and resources necessary to accomplish the goals of this organization.

ORGANIZATIONAL CHART



Auditor/Controller-Recorder/County Clerk - 2.0 FTE

SUMMARY OF BUDGET UNITS

	2004-05					
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Auditor/Controlller-Recorder	14,647,191	12,278,194	2,368,997			191.6
Micrographics	418,807			418,808		-
System Development	15,738,417	5,000,000		10,738,417		7.0
Vital Records	457,244	118,000		339,244		-
Records Management	146,009	173,349			27,340	1.0
TOTAL	31,407,668	17,569,543	2,368,997	11,496,469	27,340	199.6

Auditor-Controller/Recorder

DESCRIPTION OF MAJOR SERVICES

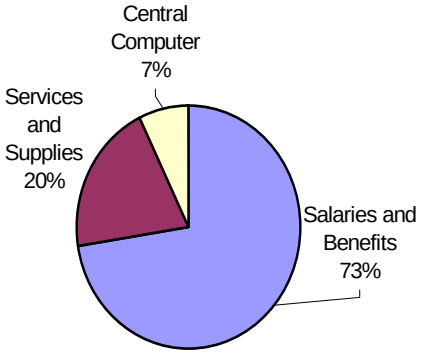
The Office of the Auditor/Controller-Recorder and County Clerk is responsible for providing a variety of accounting and document recording services. The Auditor and Controller Divisions record the collections, and perform the disbursements and audits of all county financial activities to ensure sound 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 historical records relating to vital statistics, fictitious business names, and other entities required by the State to register with the County Clerk.

The Auditor/Controller-Recorder's Office is supportive of San Bernardino County's Mission, Vision and Values Statement. The role of this office is to ensure the safety and integrity of the County's finances and records. The Auditor/Controller-Recorder promotes trustworthiness in county government by maintaining and providing access to public records. The Auditor/Controller-Recorder supports the economy of the County by issuing payroll, vendor payments, and property tax allocations in a timely and efficient manner. The Auditor/Controller-Recorder offers a high level of customer service in a very cost-effective manner.

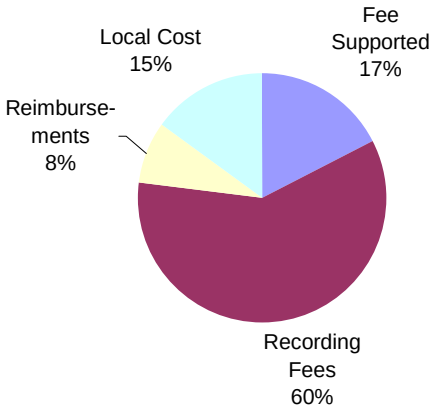
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	11,894,771	12,494,542	11,869,671	14,647,191
Departmental Revenue	12,560,881	9,689,972	13,549,927	12,278,194
Local Cost	(666,110)	2,804,570	(1,680,256)	2,368,997
Budgeted Staffing		181.6		191.6
Workload Indicators				
Marriage ceremonies performed	3,289	2,950	3,300	3,500
Notary bonds filed	2,721	2,400	2,800	2,900
Fund transfers processed	21,047	21,000	21,100	21,200
Deposits processed	12,870	12,500	12,700	12,750
Warrants issued and audited	370,903	330,000	330,000	330,000
Payroll direct deposits	482,145	481,600	464,400	464,400
Payroll warrants issued	29,526	29,900	24,100	24,100
Property tax refunds/corrections	36,131	64,700	68,500	70,000
Legal documents recorded	860,496	720,000	870,000	800,000
Audits preformed	85	76	77	77
Marriage licenses issued	9,870	9,200	10,200	10,900
Fictitious business names filed	15,941	15,105	16,000	16,400
Birth certificates issued	53,237	50,430	46,000	47,000
Marriage certificates issued	17,772	16,950	18,000	18,200
Death certificates issued	8,211	8,000	6,000	6,300

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: General

BUDGET UNIT: AAA ACR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	9,656,393	10,280,525	648,444	359,629	-	11,288,598	212,202	11,500,800
Services and Supplies	2,056,036	2,056,775	309,457	694,141	-	3,060,373	138,003	3,198,376
Central Computer	872,222	872,222	287,348	-	-	1,159,570	-	1,159,570
Improve to Struct	-	-	-	-	-	-	31,004	31,004
Transfers	83,402	83,402	-	-	-	83,402	(48,784)	34,618
Total Exp Authority	12,668,053	13,292,924	1,245,249	1,053,770	-	15,591,943	332,425	15,924,368
Reimbursements	(798,382)	(798,382)	-	(254,994)	-	(1,053,376)	(223,801)	(1,277,177)
Total Appropriation	11,869,671	12,494,542	1,245,249	798,776	-	14,538,567	108,624	14,647,191
Departmental Revenue								
Licenses and Permits	407,622	365,000	-	-	-	365,000	50,000	415,000
State, Fed or Gov't Aid	53,579	43,472	-	-	-	43,472	11,123	54,595
Current Services	13,017,236	9,223,500	45,000	798,776	237,443	10,304,719	1,426,280	11,730,999
Other Revenue	71,490	58,000	-	-	-	58,000	19,600	77,600
Total Revenue	13,549,927	9,689,972	45,000	798,776	237,443	10,771,191	1,507,003	12,278,194
Local Cost	(1,680,256)	2,804,570	1,200,249	-	(237,443)	3,767,376	(1,398,379)	2,368,997
Budgeted Staffing		181.6	-	10.0	-	191.6	-	191.6

DEPARTMENT: Auditor/Controller-Recorder
FUND: General
BUDGET UNIT: AAA ACR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**181.6**	**12,494,542**	**9,689,972**	**2,804,570**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	648,444	-	648,444
Internal Service Fund Adjustments	-	596,805	-	596,805
Prop 172	-	-	-	-
Other Required Adjustments	-	-	45,000	(45,000)
Subtotal	**-**	**1,245,249**	**45,000**	**1,200,249**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	10.0	798,776	798,776	-
Subtotal	**10.0**	**798,776**	**798,776**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**237,443**	**(237,443)**
TOTAL BASE BUDGET	**191.6**	**14,538,567**	**10,771,191**	**3,767,376**
Department Recommended Funded Adjustments	**-**	**108,624**	**1,507,003**	**(1,398,379)**
TOTAL 2004-05 PROPOSED BUDGET	**191.6**	**14,647,191**	**12,278,194**	**2,368,997**

SCHEDULE B

DEPARTMENT: Auditor/Controller-Recorder
FUND: General
BUDGET UNIT: AAA ACR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increased revenue in the recording of documents - Current Services	-	-	237,443	(237,443)
The reduction to local cost has been met with additional revenue, primarily from the high volume of documents recorded.				
Total	-	-	237,443	(237,443)

SCHEDULE C

DEPARTMENT: Auditor/Controller-Recorder
FUND: General
BUDGET UNIT: AAA ACR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	-	212,202	-	212,202
	Salaries and Benefits increase due to step increases, benefit changes and the transfer 1.0 Records Management (IRM) Supervisor from IRM to Auditor/Controller-Recorder (ACR). By moving this position to ACR allows it to be managed more effectively. The position was offset by a reduction of 1.0 Fiscal Clerk I position.				
2.	Services and Supplies	-	138,003	-	138,003
	Services and Supplies increase due to ISF charges and Board approved contract with Vavrinek, Trine, Day and Company for increased number of audits				
3.	Improvement to Structures	-	31,004	-	31,004
	Improvement to Structures increase due to security upgrade to cameras per Sheriff's report.				
4.	Transfers		(48,784)	-	(48,784)
	Transfers decrease due to moving 1.0 position from IRM to ACR. In 2003-04 this position was budgeted in IRM and paid for by an operating transfer from ACR to IRM. This position is managed more effectively by moving the position to Auditor/Controller-Recorder.				
5.	Reimbursements	-	(223,801)	-	(223,801)
	Reimbursements increase due to funding more recording positions from Systems Development (SDW) budget unit.				
6.	License Revenue	-	-	50,000	(50,000)
	Projected increase in marriage license revenue.				
7.	State and Federal Revenue	-	-	11,123	(11,123)
	Penal Code 4750 revenues expected to increase by $5,500. Federal Emergency Management Agency (FEMA) increase of $5,623 in revenue due to the fires.				
8	Current Services Revenue	-	-	1,426,280	(1,426,280)
	Increase of $1,552,280 due to high volume of documents recorded. Decrease of $126,000 due to Court MOU revenue per 90 day letter. The Courts no longer need services from the Auditor/Controller-Recorder for fund accounting and accounts payable services.				
9	Other Revenue	-	-	19,600	(19,600)
	Increase in other revenue due to greater requests for special tax reports.				
	Total	-	108,624	1,507,003	(1,398,379)

SCHEDULE E

DEPARTMENT: Auditor/Controller-Recorder
FUND: General
BUDGET UNIT: AAA ACR

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Accounting fees -- 16.023A	-	-	31,368	(31,368)
The uniform rate is based upon cost accounting from the 2004/05 COWCAP.				
Recorded or filed documents -- various	-	-	113,306	(113,306)
Rates to be comparable to benchmark counties.				
Marriage Ceremony and other marriage fees - 16.023A	-	-	63,300	(63,300)
Rates to be comparable to benchmark counties.				
Total	-	-	207,974	(207,974)

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Auditor/Controller-Recorder
FUND NAME : General
BUDGET UNIT: AAA ACR
PROGRAM: Various

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 14,647,191	Revised Appropriations	$ 14,647,191	$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	1,630,915	Fee Revenue for listed fees	1,865,889	234,974
Fee Revenue for fees not listed	8,987,279	Fee Revenue for fees not listed	8,987,279	-
Non Fee Revenue	1,660,000	Non Fee Revenue	1,660,000	-
Local Cost	2,368,997	Local Cost	2,161,023	(207,974)
Budgeted Sources	$ 14,647,191	Revised Sources	$ 14,674,191	$ 27,000

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The requested fee increases or new fees are to either (1) adjust the rates closer to the actual costs as documented by COWCAP or (2) to make the rates in line with our benchmark counties consisting of Alameda, Riverside, Orange, Ventura, Santa Clara and San Diego. Currently these costs are financed by the general fund via local cost. If these fees are approved, the local cost will be reduced accordingly.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Auditor/Controller-Recorder
FUND NAME : General
PROGRAM: Various

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023A (a)	Auditing fee	$ 65.00	3,242	$ 210,730	$ 68.00	3,242	$ 220,456	$ 3.00	-	$ 9,726	$ -	A uniform rate is based upon cost accounting from the 2004/05 COWCAP.
16.023A (b)	Management Services fee	$ 65.00	48	$ 3,120	$ 68.00	48	$ 3,264	$ 3.00	-	$ 144	$ -	A uniform rate is based upon cost accounting from the 2004/05 COWCAP.
16.023A (e)	General Accounting fee	$ 65.00	2,114	$ 137,410	$ 68.00	2,114	$ 143,752	$ 3.00	-	$ 6,342	$ -	A uniform rate is based upon cost accounting from the 2004/05 COWCAP.
16.023A (f)	Property Tax Accounting fee	$ 65.00		$ -	$ 68.00		$ -	$ 3.00	-	$ -	$ -	A uniform rate is based upon cost accounting from the 2004/05 COWCAP.
16.023A (i)	Payroll Accounting Fee	$ 31.00	36	$ 1,116	$ 34.00	36	$ 1,224	$ 3.00	-	$ 108	$ -	A uniform rate is based upon cost accounting from the 2004/05 COWCAP.
16.023A (k) (1)	Special Tax Reports--plus ISD charges	$ 65.00	1,000	$ 65,000	$ 68.00	1,000	$ 68,000	$ 3.00	-	$ 3,000	$ -	A uniform rate is based upon cost accounting from the 2004/05 COWCAP.
16.023A (m)	Reimbursable Projects Accounts	$ 65.00	4,016	$ 261,040	$ 68.00	4,016	$ 273,088	$ 3.00	-	$ 12,048	$ -	A uniform rate is based upon cost accounting from the 2004/05 COWCAP.
16.023A (x) (1)	Recorded or filed documents 8-1/2 x 11	$ 1.25	46,835	$ 58,544	$ 2.00	46,835	$ 93,670	$ 0.75	-	$ 35,126	$ -	Rate to be comparable to benchmark counties.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Auditor/Controller-Recorder
FUND NAME : General
PROGRAM: Various

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
New-GC54985 (A) (zz)	Conformed copy	$ -		$ -	$ 1.00	30,000	$ 30,000	$ 1.00	30,000	$ 30,000	$ -	Rate to be comparable to benchmark counties.
New-GC54985 (A) (hhh)	Oaths and acknowledgments			$ -	$ 10.00	300	$ 30,000	$ 1.00	30,000	$ 30,000	$ -	Rate to be comparable to benchmark counties.
New-GC54985 (A) (aaa)	Refunds Without Fault			$ -	$ 25.00	15	$ 375	$ 25.00	15	$ 375	$ -	Rate to be comparable to benchmark counties.
New-GC54985 (A) (bbb)	New Account Setup			$ -	$ 100.00	36	$ 3,600	$ 100.00	36	$ 3,600	$ -	Offset cost for service.
New-GC54985 (A) (ccc)	Account Fee-per change			$ -	$ 10.00	36	$ 360	$ 10.00	36	$ 360	$ -	Offset cost for service.
16.023A (n)	Marriage Ceremony	$ 35.00	3,100	$ 108,500	$ 40.00	3,100	$ 124,000	$ 5.00	-	$ 15,500	$ -	Rate to be comparable to benchmark counties.
16.026A (p)	Marriage License	$ 69.00	7,900	$ 545,100	$ 73.00	7,900	$ 576,700	$ 4.00	-	$ 31,600	$ -	Rate to be comparable to benchmark counties.
16.023A (o)	Confidential Marriage License	$ 71.00	2,250	$ 159,750	$ 75.00	2,250	$ 168,750	$ 4.00	-	$ 9,000	$ -	Rate to be comparable to benchmark counties.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Auditor/Controller-Recorder
FUND NAME : General
PROGRAM: Various

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
FC 360, FC 510 and GC 54985 (A) (ddd)	Duplicate Marriage License	$ 5.00	360	$ 1,800	$ 25.00	360	$ 9,000	$ 20.00	-	$ 7,200	$ -	Rate to be comparable to benchmark counties. Statutory fee set at $5.00--higher amount as allowed by GC 54985.
New-GC 54985 (A) (eee)	Deputy Commissioner for one day			$ -	$ 75.00	20	$ 1,500	$ 75.00	20	$ 1,500	$ -	Rate to be comparable to benchmark counties.
GC 26849.1, GC 26850, GC 26855, GC 26855.3 and GC 54985 (A) (eee)	Notary Public Filings	$ 19.00	3,000	$ 57,000	$ 29.00	3,000	$ 87,000	$ 10.00	-	$ 30,000	$ -	Rate to be comparable to benchmark counties. Statutory fee set at $15.00--higher amount as allowed by GC 54985.
16.023A (ii)	Power of Attorney	$ 7.00	10	$ 70	$ 10.00	10	$ 100	$ 3.00	-	$ 30	$ -	Rate to be comparable to benchmark counties.
16.023A (jj)	More than one name on a power of attorney	$ 7.00		$ -	$ 10.00		$ -	$ 3.00	-	$ -	$ -	Rate to be comparable to benchmark counties.
16.023A (qq)	Certificate re: capacity of public official	$ 7.00	1,035	$ 7,245	$ 10.00	1,035	$ 10,350	$ 3.00	-	$ 3,105	$ -	Rate to be comparable to benchmark counties.
GC 26855.3 and GC 54985 (A) (fff)	Certificate re: Authority issued by Insurance Commissioner	$ 7.00	1,035	$ 7,245	$ 10.00	1,035	$ 10,350	$ 3.00	-	$ 3,105	$ -	Rate to be comparable to benchmark counties. Statutory fee set at $3.50--higher amount as allowed by GC 54985.
GC 26852 and GC 54985 (A) (ggg)	Certify Notary Signature	$ 7.00	1,035	$ 7,245	$ 10.00	1,035	$ 10,350	$ 3.00	-	$ 3,105	$ -	Rate to be comparable to benchmark counties. Statutory fee set at $2.25--higher amount as allowed by GC 54985.

Micrographics

DESCRIPTION OF MAJOR SERVICES

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. With deletion of the fee in 2001, there is no revenue expected to this fund. There is no staffing associated with this budget unit.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	192,239	699,054	280,247	418,807
Departmental Revenue	-	-	-	-
Fund Balance		699,054		418,807

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

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Micrographics

BUDGET UNIT: SDV REC
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	122,600	541,407	-	-	-	541,407	(122,600)	418,807
Transfers	157,647	157,647	-	-	-	157,647	(157,647)	-
Total Requirements	280,247	699,054	-	-	-	699,054	(280,247)	418,807
Fund Balance		699,054	-	-	-	699,054	(280,247)	418,807

SCHEDULE C

DEPARTMENT: Auditor/Controller-Recorder
FUND: Micrographics
BUDGET UNIT: SDV REC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(122,600)	-	(122,600)
	Reduction is due to a more accurate and conservative reflection of actual expenditures.				
2.	Transfers	-	(157,647)	-	(157,647)
	Micrographics is no longer receiving revenue for this position. Board eliminated the fee in 7/1/02 therefore, funding will be provided by Systems Development (SDW).				
	Total	-	(280,247)	-	(280,247)

Systems Development

DESCRIPTION OF MAJOR SERVICES

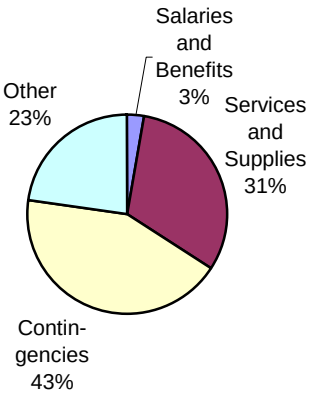
The Systems Development fund was established to support, maintain, and improve the modernized creation, retention, and retrieval of information in the county's system of recorded documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents. This budget year will be the first that staffing is associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

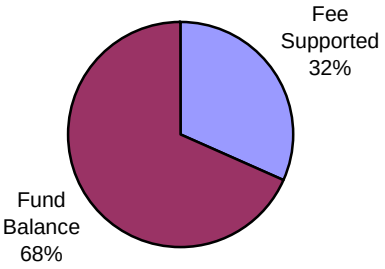
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	3,615,341	13,557,790	4,085,653	15,738,417
Departmental Revenue	4,066,883	3,380,000	4,646,280	5,000,000
Fund Balance		10,177,790		10,738,417
Budgeted Staffing		-		7.0

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Systems Development

BUDGET UNIT: SDW REC
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	34,199	-	-	111,100	-	111,100	310,350	421,450
Services and Supplies	2,662,466	9,664,523	-	-	-	9,664,523	(4,723,946)	4,940,577
Equipment	703,433	2,798,000	-	-	-	2,798,000	(193,000)	2,605,000
Transfers	685,555	685,555	-	254,994	-	940,549	50,876	991,425
Contingencies	-	242,212	-	-	-	242,212	6,537,753	6,779,965
Total Appropriation	4,085,653	13,390,290	-	366,094	-	13,756,384	1,982,033	15,738,417
Oper Trans Out	-	167,500	-	-	-	167,500	(167,500)	-
Total Requirements	4,085,653	13,557,790	-	366,094	-	13,923,884	1,814,533	15,738,417
Departmental Revenue								
Current Services	4,393,602	3,380,000	-	-	-	3,380,000	1,620,000	5,000,000
Other Revenue	252,678	-	-	-	-	-	-	-
Total Revenue	4,646,280	3,380,000	-	-	-	3,380,000	1,620,000	5,000,000
Fund Balance		10,177,790	-	366,094	-	10,543,884	194,533	10,738,417
Budgeted Staffing		-	-	1.0	-	1.0	6.0	7.0

DEPARTMENT: Auditor/Controller-Recorder
FUND: Systems Development
BUDGET UNIT: SDW REC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**-**	**13,557,790**	**3,380,000**	**10,177,790**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	1.0	366,094	-	366,094
Subtotal	**1.0**	**366,094**	**-**	**366,094**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**1.0**	**13,923,884**	**3,380,000**	**10,543,884**
Department Recommended Funded Adjustments	**6.0**	**1,814,533**	**1,620,000**	**194,533**
TOTAL 2004-05 PROPOSED BUDGET	**7.0**	**15,738,417**	**5,000,000**	**10,738,417**

SCHEDULE C

DEPARTMENT: **Auditor/Controller-Recorder**
FUND: **Systems Development**
BUDGET UNIT: **SDW REC**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits	6.0	310,350	-	310,350
	Added 6.0 staff for the following positions: Automated Systems Analyst I, Automated Systems Technician, 3.0 Clerk III and Staff Analyst II. The ACR has a number of modernization initiatives to pursue and staff is needed to achieve them. The Recorder currently provides vital records and marriage licenses through three County Libraries. Using the same libraries, the Recorder would like to extend the ability to research the grantor/grantee index and the sale of official records to the public. One Clerk III is needed at each of the three libraries. The San Bernardino County Recorder is one of two offices that has statutory authority to conduct electronic recording of documents. The Recorder currently conducts electronic recording for the Franchise Tax Board, the Treasurer/Tax Collector, and various mortgage lenders. In order to expand this service to local title companies, who strongly desire this service, one additional ASA I and one additional AST are needed to install and support new software and the systems at the title companies. The complexity of the Recorder's office has increased in the past few years to enable the division to keep up with the workload. A Staff Analyst II is needed to - prepare and monitor contracts, RFPs, and management projects - coordinate studies of operations, work flow, training, and finances - develop policies and procedures to improve operations - Analyze and make recommendations on revenues and expenditures -review and make recommendations on new and pending legislation. The total cost of these six positions is $280,939 and will be completely funded from the special revenue fund. There is noimpact to the General Fund or local cost.				
2.	Services and Supplies	-	(4,723,946)	-	(4,723,946)
	Beginning this fiscal year only the amount to be expended in services and supplies in 2004-05 will be budgeted. The remaining balance will be moved to contingencies. The $2,500,000 budgeted in services and supplies is to add expanded index data to the archived images and/or to digitize more of the filmed images.				
3.	Equipment	-	(193,000)	-	(193,000)
	Reduction in need for projected equipment.				
4.	Transfers	-	50,876	-	50,876
	Increase is due to new positions being added that were Board approved on March 9, 2004. Positions priced out higher in budget prep than anticipated in the board agenda item due to employees starting at a higher steps, 401K and retirement costs.				
5.	Contingencies	-	6,537,753	-	6,537,753
	Increased due to the remaining unplanned balance from services and supplies to contingencies.				
6.	Revenue	-	-	1,620,000	(1,620,000)
	The increase revenue is due to the projected increase in recording documents, the work volume has increased significantly due to the real estate economy.				
7.	Operating Transfers Out	-	(167,500)	-	(167,500)
	Prior year CIP remodel was recognized last year, funding is no longer required in fiscal year 2004-05.				
	Total	6.0	1,814,533	1,620,000	194,533

Vital Records

DESCRIPTION OF MAJOR SERVICES

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.

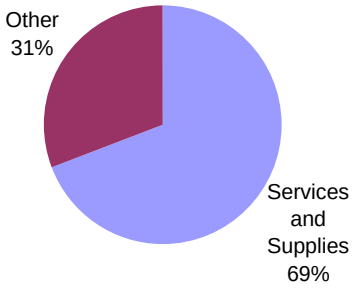
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

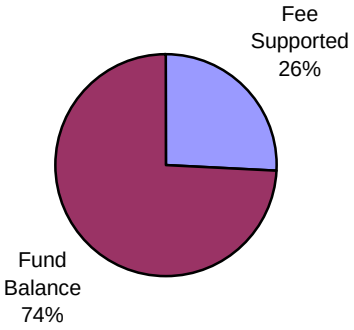
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	165,032	524,163	177,373	457,244
Departmental Revenue	131,122	128,000	120,454	118,000
Fund Balance		396,163		339,244

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Vital Records

BUDGET UNIT: SDX REC
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	177,373	356,663	-	-	-	356,663	(40,551)	316,112
Transfers	-	-	-	-	-	-	141,132	141,132
Total Appropriation	177,373	356,663	-	-	-	356,663	100,581	457,244
Oper Trans Out	-	167,500	-	-	-	167,500	(167,500)	-
Total Requirements	177,373	524,163	-	-	-	524,163	(66,919)	457,244
Departmental Revenue								
Current Services	114,616	128,000	-	-	-	128,000	(10,000)	118,000
Other Revenue	5,838	-	-	-	-	-	-	-
Total Revenue	120,454	128,000	-	-	-	128,000	(10,000)	118,000
Fund Balance		396,163	-	-	-	396,163	(56,919)	339,244

SCHEDULE C

DEPARTMENT: Auditor/Controller-Recorder
FUND: Vital Records
BUDGET UNIT: SDX REC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(40,551)	-	(40,551)
	Reduction is due to more accurate and conservative reflection of actual expenditures.				
2.	Transfers	-	141,132	-	141,132
	Increase in amount to Library (SAP CLB) for staffing and space for County Clerk functions. Last year the transfers was from fund Systems Development (change in funding source).				
3.	Decrease Operating Transfers Out	-	(167,500)	-	(167,500)
	Prior year CIP remodel was recognized last year, funding is no longer required in fiscal year 2004-05.				
4.	Decrease Current Services	-	-	(10,000)	10,000
	Estimated 2003-04 projection is under the Budgeted amount.				
	Total	-	(66,919)	(10,000)	(56,919)

Records Management

DESCRIPTION OF MAJOR SERVICES

Records Management is responsible for storage of inactive records and their eventual 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.

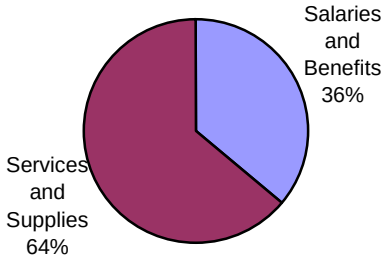
The Records Management budget is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate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

BUDGET AND WORKLOAD HISTORY

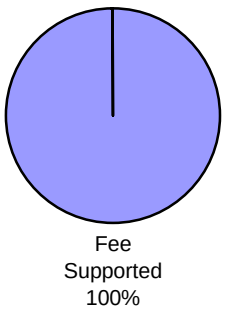
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	220,275	133,772	132,535	146,009
Departmental Revenue	118,331	133,865	130,252	173,349
Revenue Over/(Under) Expense	(101,944)	93	(2,283)	27,340
Budgeted Staffing		2.0		1.0
Unrestricted Net Assets Available at Year End	46,157		(2,283)	
Workload Indicators				
Shredding/Reams	37,419	26,700		
Storage Cubic Feet	32,531	33,010	32,950	32,648

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Records Management

BUDGET UNIT: IRM ACR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	101,121	102,448	7,560	-	-	110,008	(57,470)	52,538
Services and Supplies	81,546	81,456	-	-	-	81,456	11,632	93,088
Transfers	347	347	-	-	-	347	36	383
Total Exp Authority	183,014	184,251	7,560	-	-	191,811	(45,802)	146,009
Reimbursements	(50,479)	(50,479)	-	-	-	(50,479)	50,479	-
Total Operating Expense	132,535	133,772	7,560	-	-	141,332	4,677	146,009
Departmental Revenue								
Current Services	130,252	133,865	-	41,807	-	175,672	(2,323)	173,349
Total Revenue	130,252	133,865	-	41,807	-	175,672	(2,323)	173,349
Revenue Over/(Under) Exp	(2,283)	93	(7,560)	41,807	-	34,340	(7,000)	27,340
Budgeted Staffing		2.0	-	-	-	2.0	(1.0)	1.0

DEPARTMENT: Auditor/Controller-Recorder
FUND: Records Management
BUDGET UNIT: IRM ACR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**2.0**	**133,772**	**133,865**	**93**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	7,560	-	(7,560)
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**7,560**	**-**	**(7,560)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	41,807	41,807
Subtotal	**-**	**-**	**41,807**	**41,807**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**2.0**	**141,332**	**175,672**	**34,340**
Department Recommended Funded Adjustments	**(1.0)**	**4,677**	**(2,323)**	**(7,000)**
TOTAL 2004-05 PROPOSED BUDGET	**1.0**	**146,009**	**173,349**	**27,340**

SCHEDULE C

DEPARTMENT: **Auditor/Controller-Recorder**
FUND: **Records Management**
BUDGET UNIT: **IRM ACR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

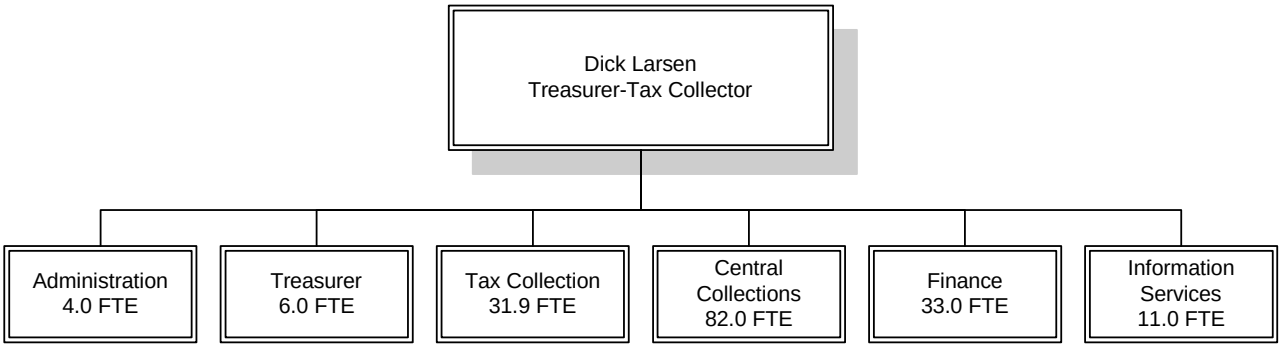
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits	(1.0)	(57,470)	-	57,470
	Move funding for 1.0 Records Management (IRM) Supervisor from IRM to Auditor/Controller-Recorder (ACR). By moving this position to ACR allows it to managed more effectively.				
2.	Services and Supplies	-	11,632	-	(11,632)
	Increase in ISF communication charges, property insurance, general office expenses and Cowcap.				
3.	Increase Transfers	-	36	-	(36)
	Due to increase in EHAP charges.				
4.	Decrease in Current Services	-	-	(2,323)	(2,323)
	Estimated revenue is coming in lower than Budgeted Amount.				
5.	Reimbursement	-	50,479	-	(50,479)
	Last budget year this reimbursement was to fund the Records Management Supervisor position for salary and benefits. This position is now transferred to ACR to better manage the full scope of duties.				
	Total	(1.0)	4,677	(2,323)	(7,000)

TREASURER-TAX COLLECTOR
Richard Larsen

MISSION STATEMENT

The mission of the San Bernardino County Treasurer-Tax Collector's office is to conduct County business in a fair, courteous and professional manner that is open and accessible to citizens, the business community, and other public agencies. This office will utilize current and evolving technology to enhance services and improve the reach of those services throughout the region. We will operate efficiently to deliver the highest quality services at the lowest possible cost to the taxpayers of San Bernardino County.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Treasurer-Tax Collector is responsible for:

1. Collecting of property taxes.
2. Performing the County's Treasury function.
3. Providing a collection service for the County as well as to provide accounting and collections of court ordered payments.

The tax collection function involves the collection and accounting of property taxes for all county taxing entities that amounts to almost $1.4 billion in property taxes, 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 almost $2.9 billion.

The Treasurer-Tax Collector's Central Collections Division expects to collect more than $33.0 million for the year ended June 30, 2004. The majority of these collections are from court-ordered fines and the Arrowhead Regional Medical Center's delinquent accounts receivable.

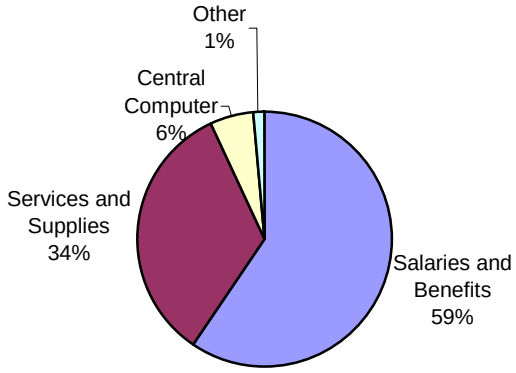
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	12,259,298	14,759,934	14,211,612	16,590,989
Departmental Revenue	11,780,858	13,089,868	12,651,923	14,281,283
Local Cost	478,440	1,670,066	1,559,689	2,309,706
Budgeted Staffing		160.0		168.9

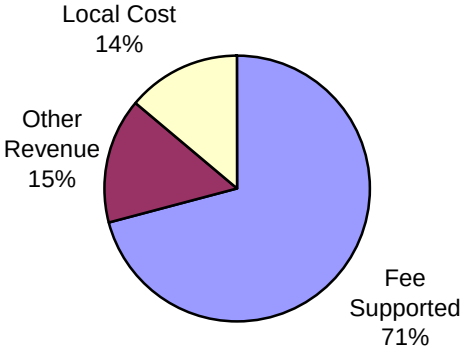
Workload Indicators

Tax bills sent Out:				
Annual Secured	704,219	711,000	711,264	720,000
Annual Unsecured	42,903	41,000	40,882	41,000
Supplementals	92,003	64,000	75,151	76,000
Total	839,125	816,000	827,297	837,000
Tax Charges (in millions):				
Annual Secured	1,113	1,221	1,221	1,300
Annual Unsecured	73	77	77	78
Supplementals	54	34	50	55
Total	1,240	1,332	1,348	1,433
Phone Calls (Interactive Voice Resp)	318,688	300,000	396,000	460,000
Tax Sale Parcels Sold	3,378	4,700	3,900	4,000
Checks Deposited	2,399,275	2,410,000	2,456,000	2,578,000
Warrants Processed	2,275,821	2,367,000	2,229,000	2,161,000
Pool Assets at Dec. 31 (in thou)	2,233,072	2,250,000	2,886,516	2,900,000
Total collections	30,693,954	31,000,000	31,000,000	33,000,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
DEPARTMENT: Treasurer-Tax Collector
FUND: General

BUDGET UNIT: AAA TTC
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	8,214,221	8,707,558	538,892	36,371	-	9,282,821	582,168	9,864,989
Services and Supplies	4,984,210	5,089,195	336,710	(50,000)	-	5,375,905	184,471	5,560,376
Central Computer	707,960	707,960	226,664	-	-	934,624	-	934,624
Other Charges	-	-	-	-	-	-	13,000	13,000
Equipment	100,000	100,000	-	-	(74,532)	25,468	(25,468)	-
L/P Equipment	-	-	-	-	-	-	81,000	81,000
Transfers	808,104	808,104	-	-	-	808,104	(671,104)	137,000
Total Exp Authority	14,814,495	15,412,817	1,102,266	(13,629)	(74,532)	16,426,922	164,067	16,590,989
Reimbursements	(652,883)	(652,883)	-	-	-	(652,883)	652,883	-
Total Appropriation	14,161,612	14,759,934	1,102,266	(13,629)	(74,532)	15,774,039	816,950	16,590,989
Oper Trans Out	50,000	-	-	50,000	(50,000)	-	-	-
Total Requirements	14,211,612	14,759,934	1,102,266	36,371	(124,532)	15,774,039	816,950	16,590,989
Departmental Revenue								
Taxes	301,290	257,000	-	-	-	257,000	45,000	302,000
Licenses and Permits	1,000	1,000	-	-	-	1,000	-	1,000
Fines and Forfeitures	48,348	50,971	-	-	-	50,971	-	50,971
Use Of Money & Prop	13,413	7,393	-	-	-	7,393	-	7,393
State, Fed or Gov't Aid	52,136	113,156	-	-	-	113,156	(58,156)	55,000
Current Services	10,421,437	10,885,124	338,094	36,371	-	11,259,589	427,094	11,686,683
Other Revenue	1,814,299	1,775,224	-	-	-	1,775,224	403,012	2,178,236
Total Revenue	12,651,923	13,089,868	338,094	36,371	-	13,464,333	816,950	14,281,283
Local Cost	1,559,689	1,670,066	764,172	-	(124,532)	2,309,706	-	2,309,706
Budgeted Staffing		160.0	-	-	-	160.0	8.9	168.9

DEPARTMENT: Treasurer-Tax Collector
FUND: General
BUDGET UNIT: AAA TTC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**160.0**	**14,759,934**	**13,089,868**	**1,670,066**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	538,892	307,232	231,660
Internal Service Fund Adjustments	-	563,374	30,862	532,512
Subtotal	**-**	**1,102,266**	**338,094**	**764,172**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	36,371	36,371	-
Subtotal	**-**	**36,371**	**36,371**	**-**
Impacts Due to State Budget Cuts	**-**	**(124,532)**	**-**	**(124,532)**
TOTAL BASE BUDGET	**160.0**	**15,774,039**	**13,464,333**	**2,309,706**
Department Recommended Funded Adjustments	**8.9**	**816,950**	**816,950**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**168.9**	**16,590,989**	**14,281,283**	**2,309,706**

SCHEDULE B

DEPARTMENT: Treasurer-Tax Collector
FUND: General
BUDGET UNIT: AAA TTC

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Fixed Asset Expense and Operating Transfer Out	-	(124,532)	-	(124,532)
Decrease in equipment purchases and operating transfer out for prior year Treasurer-Tax Collectors remodel, funding is no longer required in fiscal year 2004-05.				
Total	-	(124,532)	-	(124,532)

SCHEDULE C

DEPARTMENT: Treasurer-Tax Collector
FUND: General
BUDGET UNIT: AAA TTC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries & Benefits	8.9	582,168	-	582,168
	Addition of 6.0 positions (1 Supervising Collection Officer, 3 Collectors, 1 Fiscal Clerk II, 1 Clerk III) needed because of increased number of assigned accounts. These positions are funded through reimbursements by the Arrowhead Regional Medical Center and through cost offset from fines collected pursuant to Penal Code Section 1463.007. Addition of 2.9 Public Information Clerks needed to serve taxpayers. These positions are funded from tax sale fees, unsecured tax collection fees, penalties on delinquent taxes, payment plan fees, non-sufficient check fees and other miscellaneous fees. Other increases due to step increases, paid vacation and administrative leave and other benefits.				
2.	Services & Supplies		184,471	-	184,471
	Increase in General Office Expense of $57,000 due to increase in assigned cases. Increase in Advertising Expense of $48,000 for a newspaper advertising campaign that will be used to encourage secured taxpayers to pay more promptly which would lower the delinquency tax rate. Increase in Special Departmental Expense of $42,000 for access to the courts' Offense Tracking System (OTS). This charge is the result of a new MOU with the courts which was approved on Sept. 30, 2003 by the Board of Supervisors. Increase in ISF Communication charges of $37,000.				
3.	Other Charges and Lease Purchase Equipment	-	94,000	-	94,000
	Increase in Interest of $13,000 and Principal of $81,000 for first year of five year lease for two new remittance processing machines.				
4.	Equipment	-	(25,468)	-	(25,468)
	Decrease in equipment purchases.				
5.	Transfers & Reimbursements	-	(18,221)	-	(18,221)
	Central Collections budget unit was consolidated into the main Treasurer-Tax Collector department budget unit. With the consolidation the intra-fund transfer between the two departments are no longer need.				
6.	Revenue - Taxes & Fines	-	-	45,000	(45,000)
	Increases in Interest and Penalties on Delinquent Taxes of $45,000.				
7.	Revenue - State Aid	-	-	(58,156)	58,156
	Decrease in State Aid of $58,156 due to Assembly Bill 3000. It mandates a lower priority for recording criminal fines and fees which affects the timing of the County's portion of these revenues.				
8.	Revenue - Current Services	-	-	427,094	(427,094)
	Increase in revenue from the Arrowhead Regional Medical Center and for unsecured tax collection fees because of increased assignments and costs.				
9.	Revenue - Other Revenue	-	-	403,012	(403,012)
	Increase in administrative charges related to increased size and management of investment pool.				
				-	-
	Total	8.9	816,950	816,950	-

SCHEDULE E

DEPARTMENT: **Treasurer-Tax Collector**
FUND: **General**
BUDGET UNIT: **AAA TTC**

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Tax Sale Lot Books - CD		2,500	2,500	-
Reduce the fee charge from $500 to $250. These books were previously prepared using a manual imaging process. They now can be produced through an electronic process which produces a cost savings which we would like to pass on to the buyer. No revenue currently budgeted, decrease is estimated to generate $2,500 in revenue.				
Tax Sale Property Characteristics - CD		12,500	12,500	-
This is a new customer service for tax sale interests. The CD would list the property characteristics of all properties subject to tax sale.				
Total	-	15,000	15,000	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Treasurer-Tax Collector
FUND NAME : General
BUDGET UNIT: AAA TTC
PROGRAM: Treasurer-Tax Collector

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 16,590,989	Revised Appropriations	$ 16,605,989	$ 15,000

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	-	Fee Revenue for listed fees	15,000	15,000
Fee Revenue for fees not listed	11,650,312	Fee Revenue for fees not listed	11,650,312	-
Non Fee Revenue	2,630,971	Non Fee Revenue	2,630,971	-
Local Cost	2,309,706	Local Cost	2,309,706	-
Budgeted Sources	$ 16,590,989	Revised Sources	$ 16,605,989	$ 15,000

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	15,000
Total	$ 15,000

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

(1) The Treasurer-Tax Collector would like to reduce the fee charge for the Tax Sale Lot Books - CD from $500 to $250. These books provide actual copies of documents on all tax sale parcels and were previously prepared using a manual imaging process. However, these books can now be prepared through an electronic process which produces a cost savings. We would like to pass the savings on to the buyer of the book. (2) The Treasurer-Tax Collector would also like to offer a new customer service for tax sale interests. The Tax Sale Property Characteristics CD would list the property characteristics of all properties subject to tax sale. Previously, we offered this information on a parcel by parcel basis through our Tax Sale Parcel Data Fee. The new CD would list characteristics of all of the parcels subject to tax sale.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Fiscal
DEPARTMENT NAME: Treasurer-Tax Collector
FUND NAME : General
PROGRAM: Treasurer-Tax Collector

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.023(z)	Tax Sale Lot Books - CD	$ 500.00		$ -	$ 250.00	10	$ 2,500	$ (250.00)	10	$ 2,500	$ 2,500	Tax Collector is reducing the cost due to changing from a manual imaging process to an electronic imaging process. Treasurer-Tax Collector has not received any revenue for the Tax Sale Lot Books CD for the past few years.
16.023(dd)	Tax Sale Property Characteristics - CD	$ -		$ -	$ 250.00	50	$ 12,500	$ 250.00	50	$ 12,500	$ 12,500	Tax Collector is offering a new customer service for tax sale interests. The CD would list all of the property characteristics of all properties subject to tax sale.

LAW AND JUSTICE GROUP
SUMMARY

	Page #	Approp/ Requirements	Revenue/ Financing Sources	Local Cost
GENERAL FUND				
COUNTY TRIAL COURTS:				
DRUG COURT PROGRAMS	5-1-1	491,957	491,957	-
GRAND JURY	5-1-3	204,359	-	204,359
INDIGENT DEFENSE	5-1-4	8,704,969	-	8,704,969
JUDICIAL BENEFITS/FACILITIES COSTS	5-1-6	2,034,597	-	2,034,597
TRIAL COURT FUNDING - MAINTENANCE OF EFFORT	5-1-8	35,725,112	25,098,622	10,626,490
DISTRICT ATTORNEY:				
CRIMINAL	5-2-1	38,595,428	23,481,734	15,113,694
CHILD ABDUCTION	5-2-6	807,087	-	807,087
LAW AND JUSTICE GROUP ADMINISTRATION	5-3-1	112,035	5,000	107,035
PROBATION:				
ADMINISTRATION & COMMUNITY CORRECTIONS	5-4-1	33,591,048	21,600,878	11,990,170
COURT-ORDERED PLACEMENTS	5-4-8	5,382,883	-	5,382,883
DETENTION CORRECTIONS	5-4-10	43,304,971	13,294,339	30,010,632
PRE-TRIAL DETENTION	5-4-16	-	-	-
AB 1913 GRANT	5-4-18	-	-	-
PUBLIC ADMIN/GUARDIAN/CONSERV/CORONER	5-5-1	5,159,469	1,131,921	4,027,548
PUBLIC DEFENDER	5-6-1	19,950,532	250,000	19,700,532
SHERIFF	5-7-1	278,423,185	192,095,350	86,327,835
TOTAL GENERAL FUND		472,487,632	277,449,801	195,037,831

LAW AND JUSTICE GROUP
SUMMARY

SPECIAL REVENUE FUND		**Approp/ Requirements**	**Revenue/ Financing Sources**	**Fund Balance**
COUNTY TRIAL COURTS:				
COURTHOUSE FACILITY - EXCESS 25%	5-1-11	5,089,922	1,270,000	3,819,922
COURTHOUSE SEISMIC SURCHARGE	5-1-13	5,466,658	1,050,000	4,416,658
SURCHARGE ON LIMITED FILINGS	5-1-15	2,791,113	1,125,000	1,666,113
INDIGENT DEFENSE REGISTRATION FEE	5-1-17	631,964	130,000	501,964
DISTRICT ATTORNEY CONSOLIDATED:				
ASSET FORFEITURE	5-2-9	814,171	470,000	344,171
SPECIALIZED PROSECUTION	5-2-12	1,774,450	900,000	874,450
AUTO INSURANCE FRAUD	5-2-15	649,893	600,000	49,893
FEDERAL ASSET FORFEITURE	5-1-18	155,358	47,000	108,358
WORKERS COMPENSATION FRAUD	5-2-20	1,287,166	900,000	387,166
REAL ESTATE FRAUD UNIT	5-2-23	2,434,450	1,200,000	1,234,450
VEHICLE FEES	5-2-26	1,320,269	695,000	625,269
LAW AND JUSTICE ADMINISTRATION:				
2003 US BJA ADMINISTRATION CONGRESS AWARD	5-3-5	422,310	422,310	-
2003 LOCAL LAW ENFORCEMENT BLOCK GRANT	5-3-7	72,694	300	72,394
2002 LOCAL LAW ENFORCEMENT BLOCK GRANT	5-3-8	73,401	892	72,509
PROBATION:				
JUVENILE JUSTICE GRANT PROGRAM (AB 1913)	5-4-20	10,950,910	5,544,314	5,406,596
SHERIFF:				
SHERIFF CONSOLIDATED:				
CONTRACT TRAINING	5-7-6	3,507,144	2,340,322	1,166,822
PUBLIC GATHERINGS	5-7-8	920,793	680,000	240,793
AVIATION	5-7-10	1,878,480	875,490	1,002,990
IRNET OPERATIONS FUND - FEDERAL	5-7-12	1,422,584	400,000	1,022,584
IRNET OPERATIONS FUND - STATE	5-7-14	600,106	258,474	341,632
HIGH INTENSITY DRUG TRAFFICK AREA	5-7-16	760,798	256,500	504,298
FEDERAL SEIZED ASSETS (DOJ)	5-7-18	864,464	830,000	34,464
FEDERAL SEIZED ASSETS (TREASURY)	5-7-20	199,969	70,000	129,969
STATE SEIZED ASSETS	5-7-22	3,059,664	2,798,515	261,149
VEHICLE THEFT TASK FORCE	5-7-24	837,435	530,000	307,435
SEARCH AND RESCUE	5-7-26	189,818	30,000	159,818
CAL-ID PROGRAM	5-7-28	3,162,757	3,162,757	-
COPSMORE GRANT	5-7-30	5,659,187	4,239,500	1,419,687
SHERIFF CAPITAL PROJECT FUND	5-7-32	1,920,458	1,252,216	668,242
COURT SERVICES AUTO	5-7-34	753,855	244,000	509,855
COURT SERVICES TECH	5-7-36	252,048	153,084	98,964
TOTAL SPECIAL REVENUE FUNDS		59,924,289	32,475,674	27,448,615

COUNTY TRIAL COURTS

SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Drug Court Programs	491,957	491,957	-		-
Grand Jury	204,359	-	204,359		-
Indigent Defense	8,704,969	-	8,704,969		-
Court Facilities / Judicial Benefits	2,034,597	-	2,034,597		-
Trial Court Funding - Maint of Effort	35,725,112	25,098,622	10,626,490		-
Special Revenue Funds:					
Courthouse Facility - Excess 25%	5,089,922	1,270,000		3,819,922	-
Courthouse Seismic Surcharge	5,466,658	1,050,000		4,416,658	-
Surcharge on Limited Filings	2,791,113	1,125,000		1,666,113	-
Indigent Defense - Co. Trial Cts.	631,964	130,000		501,964	-
TOTAL	61,140,651	29,165,579	21,570,415	10,404,657	-

Drug Court Programs

DESCRIPTION OF MAJOR SERVICES

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.

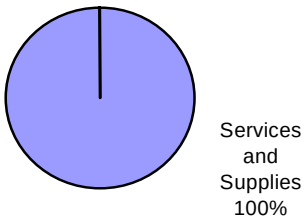
There is no staffing or local cost associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

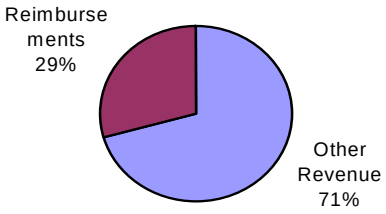
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	66,135	358,096	327,845	491,957
Departmental Revenue	56,135	358,096	337,845	491,957
Local Cost	10,000	-	(10,000)	-

During year-end processing in 2002-03, revenue was understated by $10,000 resulting in the use of local cost. This is being repaid in 2003-04.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Drug Court Programs
FUND: General

BUDGET UNIT: AAA FLP
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	412,712	490,642	-	-	-	490,642	206,786	697,428
Total Exp Authority	412,712	490,642	-	-	-	490,642	206,786	697,428
Reimbursements	(84,867)	(132,546)	-	-	-	(132,546)	(72,925)	(205,471)
Total Appropriation	327,845	358,096	-	-	-	358,096	133,861	491,957
Departmental Revenue								
Other Revenue	337,845	358,096	-	-	-	358,096	133,861	491,957
Total Revenue	337,845	358,096	-	-	-	358,096	133,861	491,957
Local Cost	(10,000)	-	-	-	-	-	-	-

SCHEDULE C

DEPARTMENT: Drug Court Programs
FUND: General
BUDGET UNIT: AAA FLP

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Implementation of Joshua Tree Drug Court Grant	-	133,861	133,861	-
Board of Supervisors accepted this grant on Dec. 2, 2003. Costs and revenues are increased for the first full year of implementation.				
2. Adjustments to current programs	-	-	-	-
Increases for administrative costs due to salary increases, training, and drug testing is offset by reimbursements.				
Total	-	133,861	133,861	-

Grand Jury

DESCRIPTION OF MAJOR SERVICES

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' stipends, office supplies, administrative support costs, and contract costs for audits.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	266,762	201,460	218,940	204,359
Departmental Revenue	-	-	-	-
Local Cost	266,762	201,460	218,940	204,359

Cost for 2003-04 is expected to exceed the amount budgeted by $17,470 due to unbudgeted building insurance costs and payments for additional meetings and mileage. As these costs are mandated, an appropriation increase will be brought to the Board of Supervisors closer to year-end when the final amount can be determined.

GROUP: Law & Justice
DEPARTMENT: Grand Jury
FUND: General

BUDGET UNIT: AAA GJY
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	218,940	201,460	2,899	-	-	204,359	-	204,359
Total Appropriation	218,940	201,460	2,899	-	-	204,359	-	204,359
Local Cost	218,940	201,460	2,899	-	-	204,359	-	204,359

DEPARTMENT: Grand Jury
FUND: General
BUDGET UNIT: AAA GJY

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	201,460	-	201,460
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	319	-	319
Prop 172	-	-	-	-
Other Required Adjustments	-	2,580	-	2,580
Subtotal	-	2,899	-	2,899
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	204,359	-	204,359
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	-	204,359	-	204,359

Indigent Defense Program

MISSION STATEMENT

To provide competent and effective court-appointed legal representation and protect the constitutional rights of indigent persons in criminal matters and parties involved in delinquency matters in a timely and fiscally responsible manner for cases where the Public Defender has declared a conflict or is otherwise unavailable.

DESCRIPTION OF MAJOR SERVICES

Indigent Defense Program pays for court-appointed adult indigent criminal and juvenile delinquency legal representation services for clients the Public Defender cannot represent, and for Public Defender investigator and expert expenses on death penalty cases. The program administers attorney service and alternate dispute resolution contracts, monitors appointed caseloads and expenditures, and reports to the County Administrative Office.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	9,164,388	9,219,969	8,704,969	8,704,969
Departmental Revenue	-	-	-	-
Local Cost	9,164,388	9,219,969	8,704,969	8,704,969
Workload Indicators				
Appointed Felony Cases	3,600	3,800	3,800	3,900
Appointed Misdemeanor Cases	2,300	2,400	2,400	2,500
Appointed Delinquency Cases	1,700	1,800	1,800	1,800

GROUP: Law & Justice
DEPARTMENT: Indigent Defense Program
FUND: General

BUDGET UNIT: AAA IDC
FUNCTION: Appointed Defense Services
ACTIVITY: Contracts & Accts Payable

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	8,704,969	9,219,969	-	(515,000)	-	8,704,969	-	8,704,969
Total Appropriation	8,704,969	9,219,969	-	(515,000)	-	8,704,969	-	8,704,969
Local Cost	8,704,969	9,219,969	-	(515,000)	-	8,704,969	-	8,704,969

DEPARTMENT: Indigent Defense Program
FUND: General
BUDGET UNIT: AAA IDC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**9,219,969**	**-**	**9,219,969**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(515,000)	-	(515,000)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(515,000)**	**-**	**(515,000)**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**8,704,969**	**-**	**8,704,969**
Department Recommended Funded Adjustments	**-**	**-**	**-**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**8,704,969**	**-**	**8,704,969**

Court Facilities/Judicial Benefits

DESCRIPTION OF MAJOR SERVICES

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 the budget) and facilities-related expenses (designated as services and supplies in the budget).

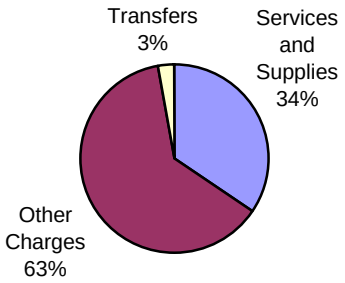
There is no staffing associated with this budget.

BUDGET AND WORKLOAD HISTORY

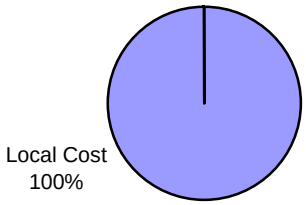
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,670,535	1,873,598	1,764,146	2,034,597
Departmental Revenue	156	-	-	-
Local Cost	1,670,379	1,873,598	1,764,146	2,034,597
Workload Indicators				
Number of Facilities	22	22	22	22
Number of Judges (filled)	59	63	62	63

Estimated cost for 2003-04 is $109,452 less than budget primarily due to vacancies in the number of judges. Budget is based on benefits for the 63 judgeships that are authorized by state law. However, the fiscal year began with only 59 filled positions and there was one retirement during the year. The vacancies were not filled until the fall.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Court Facilities / Judicial Benefits
FUND: General

BUDGET UNIT: AAA CTN
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	529,443	539,623	160,999	-	-	700,622	-	700,622
Other Charges	1,180,085	1,278,975	-	-	-	1,278,975	-	1,278,975
Transfers	54,618	55,000	-	-	-	55,000	-	55,000
Total Appropriation	1,764,146	1,873,598	160,999	-	-	2,034,597	-	2,034,597
Local Cost	1,764,146	1,873,598	160,999	-	-	2,034,597	-	2,034,597

The budget increase of $160,999 is due to the increased cost of building insurance.

DEPARTMENT: Court Facilities / Judicial Benefits
FUND: General
BUDGET UNIT: AAA CTN

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	1,873,598	-	1,873,598
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	160,999	-	160,999
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	160,999	-	160,999
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	2,034,597	-	2,034,597
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	-	2,034,597	-	2,034,597

Trial Court Funding - Maintenance of Effort (MOE)

DESCRIPTION OF MAJOR SERVICES

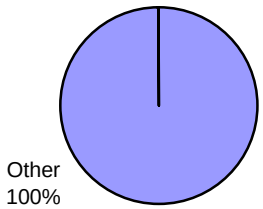
On January 1, 1998, AB233, the Lockyer – Isenberg Trial Court Funding Act of 1997 went into effect in the State of California. This bill fundamentally changed how the trial courts are funded by transferring primary responsibility for funding the courts to the state, including sole responsibility for 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. The current annual MOE contribution for the expenditure component is $20,227,102; the revenue component is $8,163,193. 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 shared equally between the state and the county.

There is no staffing associated with this budget unit.

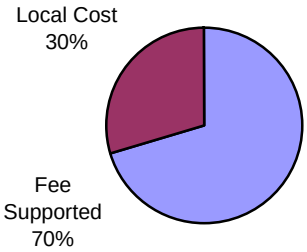
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	33,759,418	34,090,295	35,633,214	35,725,112
Departmental Revenue	26,850,202	23,721,081	26,080,040	25,098,622
Local Cost	6,909,216	10,369,214	9,553,174	10,626,490

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Trial Court Funding-Maintenance of Effort
FUND: General

BUDGET UNIT: AAA TRC
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	34,433,214	32,890,295	-	-	1,134,812	34,025,107	500,005	34,525,112
Total Appropriation	34,433,214	32,890,295	-	-	1,134,812	34,025,107	500,005	34,525,112
Oper Trans Out	1,200,000	1,200,000	(177,536)	-	-	1,022,464	177,536	1,200,000
Total Requirements	35,633,214	34,090,295	(177,536)	-	1,134,812	35,047,571	677,541	35,725,112
Departmental Revenue								
Fines and Forfeitures	7,076,914	7,217,600	-	-	-	7,217,600	62,400	7,280,000
Current Services	19,003,126	16,503,481	-	700,000	-	17,203,481	615,141	17,818,622
Total Revenue	26,080,040	23,721,081	-	700,000	-	24,421,081	677,541	25,098,622
Local Cost	9,553,174	10,369,214	(177,536)	(700,000)	1,134,812	10,626,490	-	10,626,490

DEPARTMENT: Trial Court Funding-Maintenance of Effort
FUND: General
BUDGET UNIT: AAA TRC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**34,090,295**	**23,721,081**	**10,369,214**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	(177,536)	-	(177,536)
Subtotal	**-**	**(177,536)**	**-**	**(177,536)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	700,000	(700,000)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**700,000**	**(700,000)**
Impacts Due to State Budget Cuts	**-**	**1,134,812**	**-**	**1,134,812**
TOTAL BASE BUDGET	**-**	**35,047,571**	**24,421,081**	**10,626,490**
Department Recommended Funded Adjustments	**-**	**677,541**	**677,541**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**35,725,112**	**25,098,622**	**10,626,490**

SCHEDULE B

DEPARTMENT: Trial Court Funding-Maintenance of Effort
FUND: General
BUDGET UNIT: AAA TRC

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
New mandated payment to the state	-	1,134,812	-	1,134,812
During 2003, Assembly Bill 1759 mandated that all counties contribute payments to the state totalling $31 million in 2003-04 and 2004-05. This mandate was in lieu of the state taking the counties' various undesignated revenues, at a much higher amount. The state plans to revisit this issue and may take the undesignated revenues in 2005-06.				
Total	-	1,134,812	-	1,134,812

SCHEDULE C

DEPARTMENT: Trial Court Funding-Maintenance of Effort
FUND: General
BUDGET UNIT: AAA TRC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increase in payment to the state for increased fine collections.	-	500,005	500,005	-
Each year the county has experienced increased collections of various fines and fees. Based on trial court funding statutes, any increased collections that exceed the revenue component of the MOE must be shared equally between the state and the county. This increase in appropriation is recommended to allow payment to the state for the anticipated excess level of collections during 2004-05. Should the increase in revenues not materialize, the increase in the payment to the state would not be required.				
2. Increase in operating transfer to special revenue fund.	-	177,536	177,536	-
25% of the county's share of the increased collections of fines and fees is transferred to a special revenue fund to help finance the seismic retrofit of the Central Courthouse and T-wing.				
Total	-	677,541	677,541	-

Courthouse Facility – Excess 25%

DESCRIPTION OF MAJOR SERVICES

Funding in this special revenue budget unit comes from 25% of the 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 and is slated to be used for the Central Courthouse seismic retrofit project.

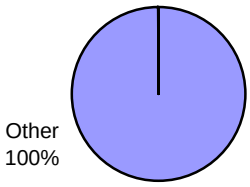
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

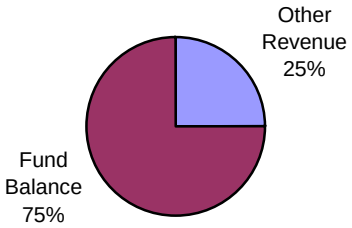
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	3,803,124	-	5,089,922
Total Financing Sources	1,093,307	1,227,000	1,243,798	1,270,000
Fund Balance		2,576,124		3,819,922

Pursuant to section 29009 of the California 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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: County Trial Courts
FUND: Courthouse Facility-Excess 25%

BUDGET UNIT: RSD CAO
FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Oper Trans Out	-	3,803,124	-	-	-	3,803,124	1,286,798	5,089,922
Total Requirements	-	3,803,124	-	-	-	3,803,124	1,286,798	5,089,922
Departmental Revenue								
Use of Money & Prop	43,798	27,000	-	-	-	27,000	43,000	70,000
Total Revenue	43,798	27,000	-	-	-	27,000	43,000	70,000
Operating Transfers In	1,200,000	1,200,000	-	-	-	1,200,000	-	1,200,000
Total Financing Sources	1,243,798	1,227,000	-	-	-	1,227,000	43,000	1,270,000
Fund Balance		2,576,124	-	-	-	2,576,124	1,243,798	3,819,922

SCHEDULE C

DEPARTMENT: **County Trial Courts**
FUND: **Courthouse Facility-Excess 25%**
BUDGET UNIT: **RSD CAO**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase appropriation due to increased fund balance and revenue.	-	1,286,798	-	1,286,798
	There were no expenditures during 2003-04. The addition of revenues collected during 2003-04 and increased revenues anticipated during 2004-05 increases the fund balance that must be appropriated.				
2.	Increase interest earnings due to increased fund balance.	-	-	43,000	(43,000)
	Total	-	1,286,798	43,000	1,243,798

Courthouse Seismic Surcharge

DESCRIPTION OF MAJOR SERVICES

Funding for this special revenue budget unit comes from a $35 surcharge on civil filings involving more than $25,000, as authorized by Government Code section 76236, and is slated to be used for the Central Courthouse seismic retrofit project.

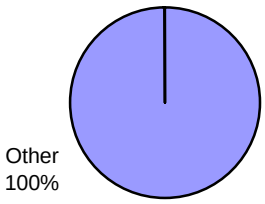
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

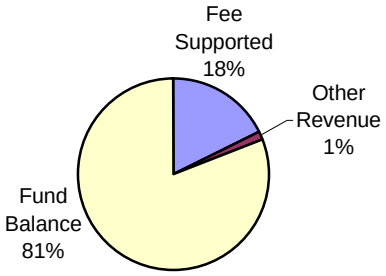
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	4,339,298	-	5,466,658
Departmental Revenue	1,064,904	972,000	1,049,360	1,050,000
Fund Balance		3,367,298		4,416,658

Pursuant to section 29009 of the California 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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: County Trial Courts
FUND: Courthouse Seismic Surcharge

BUDGET UNIT: RSB CAO
FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Oper Trans Out	-	4,339,298	-	-	-	4,339,298	1,127,360	5,466,658
Total Requirements	-	4,339,298	-	-	-	4,339,298	1,127,360	5,466,658
Departmental Revenue								
Fines and Forfeitures	975,168	914,000	-	-	-	914,000	56,000	970,000
Use of Money & Prop	74,192	58,000	-	-	-	58,000	22,000	80,000
Total Revenue	1,049,360	972,000	-	-	-	972,000	78,000	1,050,000
Fund Balance		3,367,298	-	-	-	3,367,298	1,049,360	4,416,658

SCHEDULE C

DEPARTMENT: **County Trial Courts**
FUND: **Courthouse Seismic Surcharge**
BUDGET UNIT: **RSB CAO**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase appropriation due to increased fund balance and revenue.	-	1,127,360	-	1,127,360
	There were no expenditures during 2003-04. The addition of revenues collected during 2003-04 and increased revenues anticipated during 2004-05 increases the fund balance that must be appropriated.				
2.	Increase court fine revenues based on current trends.	-	-	56,000	(56,000)
3.	Increase interest earnings due to increased fund balance and revenue.	-	-	22,000	(22,000)
	Total	-	1,127,360	78,000	1,049,360

Surcharge on Limited Filings

DESCRIPTION OF MAJOR SERVICES

Funding for this special revenue budget unit comes from a $35 surcharge on civil filings involving less than $25,000, as authorized by Government Code section 76236, and is slated to be used for the Central Courthouse seismic retrofit project. AB 2022, which became law on January 1, 2003, expanded application of the existing $35 civil filing fee surcharge to include all civil filings.

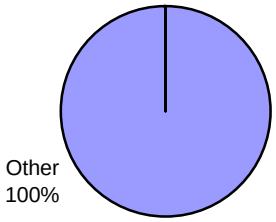
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

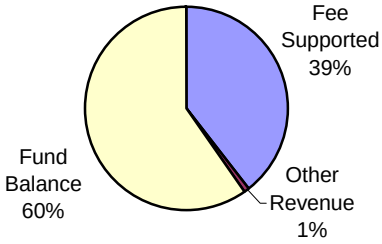
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	-	1,652,208	-	2,791,113
Departmental Revenue	532,559	1,120,000	1,133,905	1,125,000
Fund Balance		532,208		1,666,113

Pursuant to section 29009 of the California 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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: County Trial Courts
FUND: Surcharge on Limited Filings

BUDGET UNIT: RSE CAO
FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Oper Trans Out	-	1,652,208	-	-	-	1,652,208	1,138,905	2,791,113
Total Requirements	-	1,652,208	-	-	-	1,652,208	1,138,905	2,791,113
Departmental Revenue								
Fines and Forfeitures	1,118,576	1,100,000	-	-	-	1,100,000	-	1,100,000
Use of Money & Prop	15,329	20,000	-	-	-	20,000	5,000	25,000
Total Revenue	1,133,905	1,120,000	-	-	-	1,120,000	5,000	1,125,000
Fund Balance		532,208	-	-	-	532,208	1,133,905	1,666,113

SCHEDULE C

DEPARTMENT: County Trial Courts
FUND: Surcharge on Limited Filings
BUDGET UNIT: RSE CAO

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase appropriation due to increased fund balance and revenue.	-	1,138,905	-	1,138,905
	There were no expenditures during 2003-04. The addition of revenues collected during 2003-04 and increased revenues anticipated during 2004-05 increases the fund balance that must be appropriated.				
2.	Increase interest earnings due to increased fund balance and revenue.	-	-	5,000	(5,000)
	Total	-	1,138,905	5,000	1,133,905

Indigent Defense Special Revenue Fund

DESCRIPTION OF MAJOR SERVICES

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. Fund collected are deposited into RMX IDC and are distributed at the discretion of the Board of Supervisors pursuant to Penal Code 987.5(e).

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	520,464	-	631,964
Departmental Revenue	109,925	133,500	115,000	130,000
Fund Balance		386,964		501,964

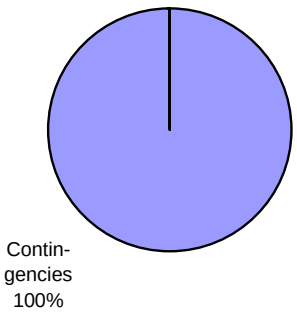
GROUP: Law & Justice
DEPARTMENT: County Trial Courts Indigent Defense
FUND: Registration Fee Projects

BUDGET UNIT: RMX IDC
FUNCTION: Appointed Defense Services
ACTIVITY: Fee Assessments

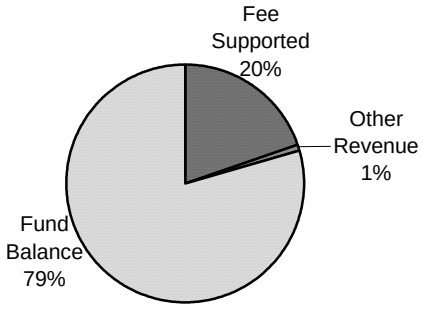
ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Total Appropriation	-	520,464	-	-	-	520,464	111,500	631,964
Departmental Revenue								
Use Of Money & Prop	5,000	8,500	-	-	-	8,500	(3,500)	5,000
Current Services	110,000	125,000	-	-	-	125,000	-	125,000
Total Revenue	115,000	133,500	-	-	-	133,500	(3,500)	130,000
Fund Balance		386,964	-	-	-	386,964	115,000	501,964

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING AUTHORITY



SCHEDULE C

DEPARTMENT: **County Trial Courts Indigent Defense**
FUND: **Registration Fee Projects**
BUDGET UNIT: **RMX IDC**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

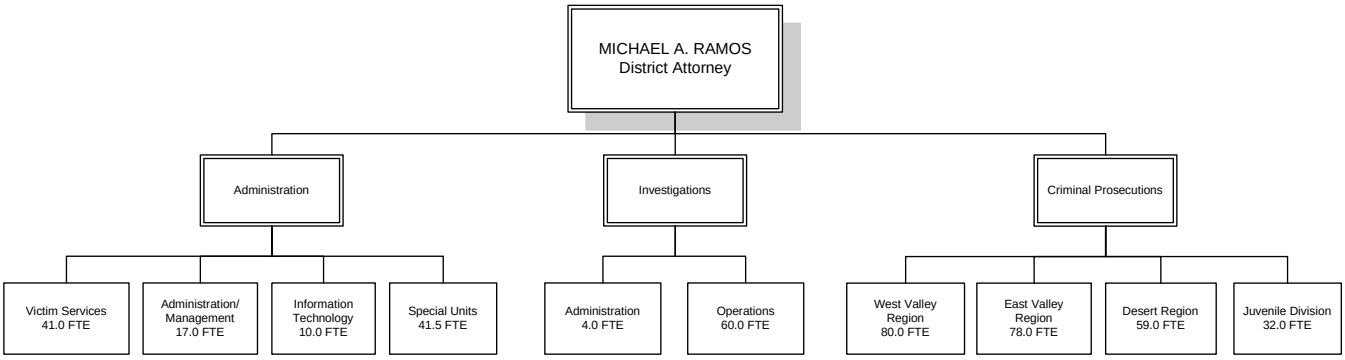
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	111,500	-	111,500
	There were no expeditures in 2003-04.				
2.	Interest Revenue	-	-	(3,500)	3,500
	Revenue stream below expected levels.				
	Total	-	111,500	(3,500)	115,000

DISTRICT ATTORNEY
Michael A. Ramos

MISSION STATEMENT

It is the mission of the San Bernardino County Attorney's Office to represent the interests of the people in the criminal justice system, as mandated by California State Law. The San Bernardino County District Attorney's Office serves the residents of San Bernardino County by: Seeking the truth, protecting the innocent; holding the guilty accountable; preserving the dignity of victims and their families; and ensuring that justice is done while always maintaining the highest ethical standards.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Criminal	38,595,428	23,481,734	15,113,694		385.0
Child Abduction	807,087	-	807,087		6.5
Real Estate Fraud	2,434,450	1,200,000		1,234,450	8.0
Auto Insurance Fraud	649,893	600,000		49,893	5.0
Workers' Compensation Fraud	1,287,166	900,000		387,166	7.0
State Asset Forfeiture	814,171	470,000		344,171	5.0
Special Prosecutions	1,774,450	900,000		874,450	7.0
Vehicle Fees	1,320,269	695,000		625,269	-
Federal Asset Forfeiture	155,358	47,000		108,358	-
TOTAL	47,838,272	28,293,734	15,920,781	3,623,757	423.5

Criminal

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

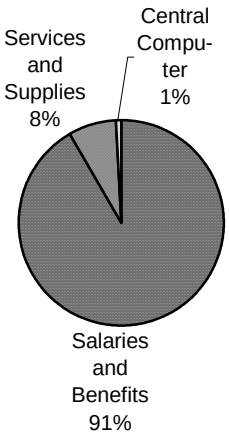
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	34,378,315	37,083,842	37,139,777	38,595,428
Departmental Revenue	20,611,900	21,353,905	21,053,328	23,481,734
Local Cost	13,766,415	15,729,937	16,086,449	15,113,694
Budgeted Staffing		397.0		385.0

Workload Indicators

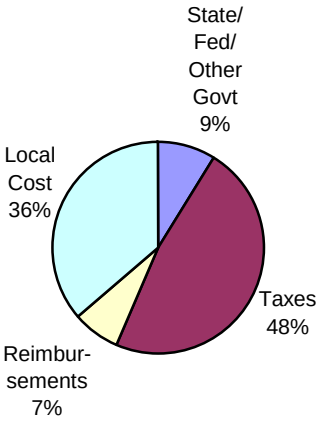
Criminal Felonies Reviewed	23,148	23,610	24,088	24,570
Criminal Misdemeanors Reviewed	45,466	46,374	45,223	46,127
Other/Unclassified Cases Reviewed	8,272	8,437	7,018	7,158
Juvenile Cases Reviewed	6,446	6,575	7,921	8,079
TOTAL CASES REVIEWED	83,332	84,996	84,250	85,934
Criminal Felonies Filed	17,815	18,171	18,322	18,688
Criminal Misdemeanors Filed	37,774	38,529	37,831	38,588
Other/Unclassified Cases Filed	143	140	158	161
Juvenile Cases Filed	5,276	5,382	6,438	6,567
TOTAL CASES FILED	61,008	62,222	62,749	64,004

2003-04 Estimated Appropriations are expected to exceed Budgeted Appropriations due to unanticipated retirement cash-outs. 2003-04 Estimated Revenue is less than Budgeted Revenue due to loss of grant funding.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: General

BUDGET UNIT: AAA DAT
FUNCTION: Public Safety
ACTIVITY: Prosecution

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	35,967,249	35,503,041	2,604,668	-	(608,200)	37,499,509	248,008	37,747,517
Services and Supplies	3,387,657	3,923,901	81,330	-	-	4,005,231	(887,909)	3,117,322
Central Computer	238,820	238,820	53,459	-	-	292,279	-	292,279
Transfers	396,337	398,577	-	-	-	398,577	69,454	468,031
Total Exp Authority	39,990,063	40,064,339	2,739,457	-	(608,200)	42,195,596	(570,447)	41,625,149
Reimbursements	(2,850,286)	(2,980,497)	-	-	-	(2,980,497)	(49,224)	(3,029,721)
Total Appropriation	37,139,777	37,083,842	2,739,457	-	(608,200)	39,215,099	(619,671)	38,595,428
Departmental Revenue								
Taxes	17,027,500	17,027,500	2,747,500	-	-	19,775,000	-	19,775,000
State, Fed or Gov't Aid	3,996,286	4,307,408	-	-	-	4,307,408	(619,053)	3,688,355
Current Services	8,500	5,000	-	-	-	5,000	1,514	6,514
Other Revenue	21,042	13,997	-	-	-	13,997	(2,132)	11,865
Total Revenue	21,053,328	21,353,905	2,747,500	-	-	24,101,405	(619,671)	23,481,734
Local Cost	16,086,449	15,729,937	(8,043)	-	(608,200)	15,113,694	-	15,113,694
Budgeted Staffing		397.0	-	-	(6.0)	391.0	(6.0)	385.0

DEPARTMENT: District Attorney
FUND: General
BUDGET UNIT: AAA DAT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**397.0**	**37,083,842**	**21,353,905**	**15,729,937**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	2,533,908	-	2,533,908
Internal Service Fund Adjustments	-	134,789	-	134,789
Prop 172	-	-	2,747,500	(2,747,500)
Other Required Adjustments	-	70,760	-	70,760
Subtotal	**-**	**2,739,457**	**2,747,500**	**(8,043)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(6.0)**	**(608,200)**	**-**	**(608,200)**
TOTAL BASE BUDGET	**391.0**	**39,215,099**	**24,101,405**	**15,113,694**
Department Recommended Funded Adjustments	**(6.0)**	**(619,671)**	**(619,671)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**385.0**	**38,595,428**	**23,481,734**	**15,113,694**

SCHEDULE B

DEPARTMENT: District Attorney
FUND: General
BUDGET UNIT: AAA DAT

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staffing Reductions	(6.0)	(608,200)	-	(608,200)
Reduce staff across all regions to accommodate 4% local cost reduction. This reduction will result in an increased caseload for the remaining staff.				
Total	(6.0)	(608,200)	-	(608,200)

SCHEDULE C

DEPARTMENT: District Attorney
FUND: General
BUDGET UNIT: AAA DAT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Decrease Salaries and Benefits	(6.0)	(619,053)	-	(619,053)
	Staff must be reduced to accommodate loss of grant funding. A total of 9 Deputy District Attorney positions and 3 clerical positions will be reduced through attrition to meet target. Six of these positions are shown here and six of the positions are shown on the State Budget Impact section. The department is reducing service and supplies to supplant salary step increases and overtime and avoid further staff reduction. In addition, the department may need to recognize Prop 172 overage to cover positions until they attrit out.				
2.	Increase Salaries and Benefits	-	867,061	-	867,061
	The department has added an Investigative Technician position to accomodate an increasing workload for the Investigation Division, but a Clerk position was deleted to offset the cost of the new position. Step increases combined with anticipated overtime creates the need to reduce service and supplies to avoid further staff reductions. The service and supplies reduction will supplant anticipated increases in salaries and benefits.				
3.	Reduce Operating Expenses	-	(887,909)	-	(887,909)
	The department will make severe operating expense reductions to minimize loss of staff. Six vehicles are being returned to fleet management to reduce department inventory. All expenditures are carefully scrutinized in an ongoing effort to reduce costs. Appropriation as proposed is not adequate to cover actual expenses projected. However, the department will make every cost saving effort possible.				
4.	Increase in Building Lease Costs	-	69,454	-	69,454
	Grants that covered lease costs in prior years are not increasing with the COLA's of program staff. This coupled with the loss of 50% of the vertical prosecution grants and the loss of the Community Prosecution and EAVP grant create an additional burden on the general fund for lease costs at the 412 Hospitality Lane location.				
5.	Increase in Reimbursements		(49,224)	-	(49,224)
	Miscellaneous increases across several programs (vehicle fees, AB 1913, asset forfeitures, etc.)				
6.	Decrease in State/Federal Aid	-	-	(619,053)	619,053
	Represent loss of 50% of the vertical prosecution grants and loss of Community Prosecution and EAVP grants.				
7.	Current Services	-	-	1,514	(1,514)
	Minor increase based on FY 03-04 projections				
8.	Other Revenue	-	-	(2,132)	2,132
	Represents minor reduction in E-filing match requested for FY 04-05.				
	Total	(6.0)	(619,671)	(619,671)	-

SCHEDULE D

DEPARTMENT: District Attorney
FUND: General
BUDGET UNIT: AAA DAT

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore 1st Tier reduction of one attorney in each region	4.0	460,000	-	460,000
	Restore one DDA position in Desert, West End, Central and Juvenile regions				
2	Restore 2nd tier - One general program attorney	1.0	110,000	-	110,000
	Restore one Deputy District Attorney in general program				
3	Restore one clerical position in general program	1.0	38,200	-	38,200
	Restore one Clerk III in general program				
	Total	6.0	608,200	-	608,200

Child Abduction

DESCRIPTION OF MAJOR SERVICES

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.

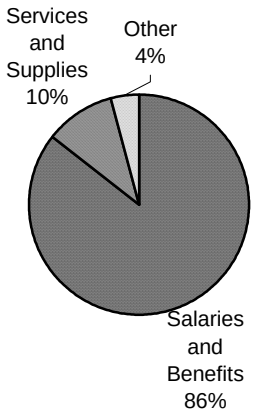
The Child Abduction Program is required by Chapter 1399, Statutes of 1976, Custody of Minors. The purpose of the program is to prosecute those who criminally abduct children and to return minors to a safe environment. The program requires travel nationwide and to other countries to return children to the custody of the adult ordered by the court.

BUDGET AND WORKLOAD HISTORY

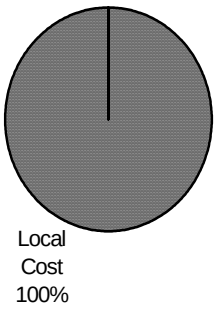
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	752,432	773,000	820,787	807,087
Departmental Revenue	(223,777)	-	-	-
Local Cost	976,209	773,000	820,787	807,087
Budgeted Staffing		7.0		6.5

2003-04 Estimated Appropriations are expected to exceed Budgeted Appropriations due to an unexpected retirement cash-out.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: General Fund

BUDGET UNIT: AAA DOS
FUNCTION: Public Safety
ACTIVITY: Child Abduction Recovery

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	704,750	650,058	67,187	-	(33,629)	683,616	6,052	689,668
Services and Supplies	82,682	84,941	529	-	-	85,470	(843)	84,627
Transfers	33,355	38,001	-	-	-	38,001	(5,209)	32,792
Total Appropriation	820,787	773,000	67,716	-	(33,629)	807,087	-	807,087
Local Cost	820,787	773,000	67,716	-	(33,629)	807,087	-	807,087
Budgeted Staffing		7.0	-	-	(0.5)	6.5	-	6.5

DEPARTMENT: District Attorney
FUND: General Fund
BUDGET UNIT: AAA DOS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**7.0**	**773,000**	**-**	**773,000**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	67,187	-	67,187
Internal Service Fund Adjustments	-	529	-	529
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**67,716**	**-**	**67,716**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(0.5)**	**(33,629)**	**-**	**(33,629)**
TOTAL BASE BUDGET	**6.5**	**807,087**	**-**	**807,087**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**6.5**	**807,087**	**-**	**807,087**

SCHEDULE B

DEPARTMENT: District Attorney
FUND: General Fund
BUDGET UNIT: AAA DOS

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staffing Reduction	(0.5)	(33,629)	-	(33,629)
Reduce staffing by 0.5 Investigator for 4% local cost reduction. This reduction may result in a backlog in the investigation process.				
Total	(0.5)	(33,629)	-	(33,629)

SCHEDULE C

DEPARTMENT: District Attorney
FUND: General Fund
BUDGET UNIT: AAA DOS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits		6,052	-	6,052
	Increase to offset overtime				
2.	Operating expenses	-	(843)	-	(843)
	Minor reduction for cost savings				
3.	Transfers out	-	(5,209)	-	(5,209)
	Lease cost reduction based on annual calculation of space utilized				
	Total	-	-	-	-

Asset Forfeiture

DESCRIPTION OF MAJOR SERVICES

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.

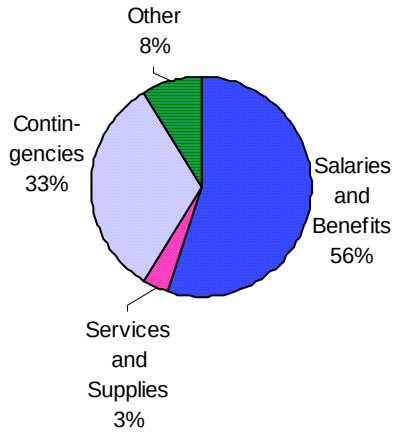
The District Attorney's Office has an ethical responsibility to the victims of crimes to ensure that they are kept abreast of the progress regarding their cases. Further, in its pursuit of justice, the District Attorney's Office is required to keep the public informed about the job it is doing on the public's behalf.

The Asset Forfeiture program deters crime by depriving criminals of the profits and proceeds of their illegal activities. Two attorneys and support staff process asset forfeitures generated by activities of the Sheriff's department and police agencies.

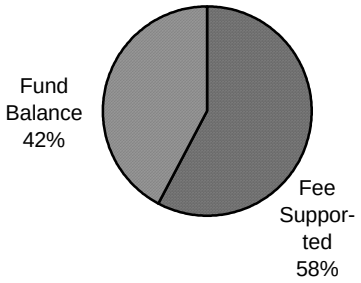
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	423,359	794,597	456,401	814,171
Departmental Revenue	539,170	460,000	465,975	470,000
Fund Balance		334,597		344,171
Budgeted Staffing		5.0		5.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: Drug Forfeiture Awards

BUDGET UNIT: SBH DAT
FUNCTION: Public Safety
ACTIVITY: Asset Forfeiture

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	418,237	417,702	28,554	-	-	446,256	2,487	448,743
Services and Supplies	22,000	27,508	-	-	-	27,508	853	28,361
Transfers	10,164	9,736	-	-	-	9,736	59,336	69,072
Contingencies	6,000	339,651	-	-	-	339,651	(71,656)	267,995
Total Appropriation	456,401	794,597	28,554	-	-	823,151	(8,980)	814,171
Departmental Revenue								
Fines and Forfeitures	465,975	460,000	-	-	-	460,000	10,000	470,000
Total Revenue	465,975	460,000	-	-	-	460,000	10,000	470,000
Fund Balance		334,597	28,554	-	-	363,151	(18,980)	344,171
Budgeted Staffing		5.0	-	-	-	5.0	-	5.0

DEPARTMENT: District Attorney
FUND: Drug Forfeiture Awards
BUDGET UNIT: SBH DAT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**5.0**	**794,597**	**460,000**	**334,597**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	28,554	-	28,554
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**28,554**	**-**	**28,554**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**5.0**	**823,151**	**460,000**	**363,151**
Department Recommended Funded Adjustments	**-**	**(8,980)**	**10,000**	**(18,980)**
TOTAL 2004-05 PROPOSED BUDGET	**5.0**	**814,171**	**470,000**	**344,171**

SCHEDULE C

DEPARTMENT: **District Attorney**
FUND: **Drug Forfeiture Awards**
BUDGET UNIT: **SBH DAT**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and benefits	-	2,487	-	2,487
	Minor adjustments to accommodate MOU increases. The department has also deleted a secretary II position and added a paralegal to better accommodate their workload.				
2.	Services and supplies	-	853	-	853
	Minor adjustment to accommodate expected costs				
3.	Transfers out	-	59,336	-	59,336
	Increased for printing/pamphlets, publications, subscriptions, legal notices and miscellaneous law enforcement non inventoriable equipment.				
4.	Contingencies	-	(71,656)	-	(71,656)
	Adjustment for estimated fund balance				
5.	Revenue	-	-	10,000	(10,000)
	Increased based on estimated collections for FY 03-04 carried over to FY 04-05.				
	Total	-	(8,980)	10,000	(18,980)

Special Prosecutions

DESCRIPTION OF MAJOR SERVICES

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.

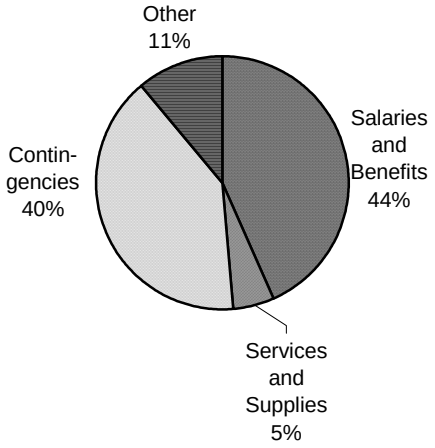
The District Attorney's Office has an ethical responsibility to the victims of crimes to ensure that they are kept abreast of the progress regarding their cases. Further, in its pursuit of justice, the District Attorney's Office is required to keep the public informed about the job it is doing on the public's behalf.

The Special Prosecutions unit was established in 1990-91 with funding from various fines and forfeitures to prosecute crimes such as hazardous waste dumping, consumer fraud and violations of Cal-OSHA laws.

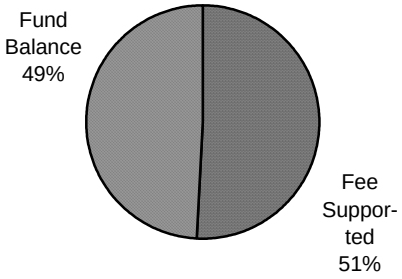
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	799,501	2,007,019	932,569	1,774,450
Departmental Revenue	1,760,579	950,000	750,000	900,000
Fund Balance		1,057,019		874,450
Budgeted Staffing		7.0		7.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: Hazard Waste Awards

BUDGET UNIT: SBI DAT
FUNCTION: Public Safety
ACTIVITY: Special Prosecutions

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	688,249	670,133	57,447	-	-	727,580	39,191	766,771
Services and Supplies	93,810	116,999	-	-	-	116,999	(22,569)	94,430
Transfers	150,510	153,109	-	-	-	153,109	45,425	198,534
Contingencies	-	1,066,778	-	-	-	1,066,778	(352,063)	714,715
Total Appropriation	932,569	2,007,019	57,447	-	-	2,064,466	(290,016)	1,774,450
Departmental Revenue								
Fines and Forfeitures	750,000	950,000	-	-	-	950,000	(50,000)	900,000
Total Revenue	750,000	950,000	-	-	-	950,000	(50,000)	900,000
Fund Balance		1,057,019	57,447	-	-	1,114,466	(240,016)	874,450
Budgeted Staffing		7.0	-	-	-	7.0	-	7.0

DEPARTMENT: District Attorney
FUND: Hazard Waste Awards
BUDGET UNIT: SBI DAT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**7.0**	**2,007,019**	**950,000**	**1,057,019**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	57,447	-	57,447
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**57,447**	**-**	**57,447**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**7.0**	**2,064,466**	**950,000**	**1,114,466**
Department Recommended Funded Adjustments	**-**	**(290,016)**	**(50,000)**	**(240,016)**
TOTAL 2004-05 PROPOSED BUDGET	**7.0**	**1,774,450**	**900,000**	**874,450**

SCHEDULE C

DEPARTMENT: **District Attorney**
FUND: **Hazard Waste Awards**
BUDGET UNIT: **SBI DAT**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries/benefits increase	-	39,191	-	39,191
	Increase for call back/overtime based on historical trends				
2.	Reduction in operating expenses	-	(22,569)	-	(22,569)
	Cost savings measures have resulted in lower operating expense costs.				
3.	Transfers increase	-	45,425	-	45,425
	Increase for continued training, publications, equipment, etc.				
4.	Contingencies	-	(352,063)	-	(352,063)
	Reduced based on current collections projected to be lower than anticipated and need to utilize contingencies to cover costs.				
5.	Revenue	-	-	(50,000)	50,000
	Reduced based on current revenue trend.				
	Total	-	(290,016)	(50,000)	(240,016)

Auto Insurance Fraud

DESCRIPTION OF MAJOR SERVICES

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.

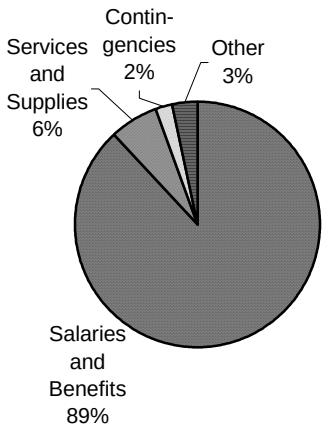
The District Attorney's Office has an ethical responsibility to the victims of crimes to ensure that they are kept abreast of the progress regarding their cases. Further, in its pursuit of justice, the District Attorney's Office is required to keep the public informed about the job it is doing on the public's behalf.

The Department of Insurance makes funds available, as authorized by Section 1871 of the California Insurance Code, to the District Attorney's Office for investigation and prosecution of automobile insurance fraud.

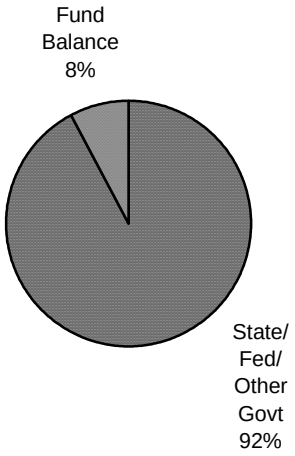
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	571,732	641,501	556,608	649,893
Departmental Revenue	555,143	600,000	565,000	600,000
Fund Balance		41,501		49,893
Budgeted Staffing		5.0		5.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: Auto Insurance Fraud

BUDGET UNIT: RIP DAT
FUNCTION: Public Safety
ACTIVITY: Auto Insurance Fraud

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	492,467	540,218	52,980	-	-	593,198	(20,335)	572,863
Services and Supplies	40,777	52,734	-	-	-	52,734	(11,393)	41,341
Transfers	23,364	25,266	-	-	-	25,266	(4,029)	21,237
Contingencies	-	23,283	-	-	-	23,283	(8,831)	14,452
Total Appropriation	556,608	641,501	52,980	-	-	694,481	(44,588)	649,893
Departmental Revenue								
State, Fed or Gov't Aid	565,000	600,000	-	-	-	600,000	-	600,000
Total Revenue	565,000	600,000	-	-	-	600,000	-	600,000
Fund Balance		41,501	52,980	-	-	94,481	(44,588)	49,893
Budgeted Staffing		5.0	-	-	-	5.0	-	5.0

DEPARTMENT: District Attorney
FUND: Auto Insurance Fraud
BUDGET UNIT: RIP DAT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**5.0**	**641,501**	**600,000**	**41,501**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	52,980	-	52,980
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**52,980**	**-**	**52,980**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**5.0**	**694,481**	**600,000**	**94,481**
Department Recommended Funded Adjustments	**-**	**(44,588)**	**-**	**(44,588)**
TOTAL 2004-05 PROPOSED BUDGET	**5.0**	**649,893**	**600,000**	**49,893**

SCHEDULE C

DEPARTMENT: **District Attorney**
FUND: **Auto Insurance Fraud**
BUDGET UNIT: **RIP DAT**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Operating expenses	-	(11,393)	-	(11,393)
	Department continues to reduce operating expenses.				
2.	Transfers	-	(4,029)	-	(4,029)
	Minor adjustment after annual occupancy recalculation.				
3.	Contingencies	-	(8,831)	-	(8,831)
	Reduced based on estimated fund balance at the end of FY 03-04.				
4.	Salaries/Benefits	-	(20,335)	-	(20,335)
	Reclassificiation of Supervising Investigator to Senior Investigator results in salary savings				
	Total	-	(44,588)	-	(44,588)

Federal Asset Forfeiture

DESCRIPTION OF MAJOR SERVICES

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.

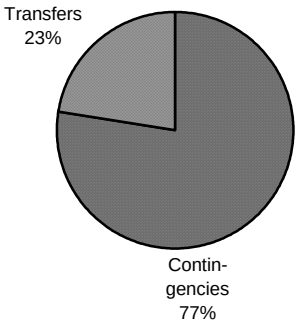
This budget unit represents federal asset forfeitures processed by the District Attorney's Asset Forfeiture unit. The U.S. Department of Justice sets forth the terms by which law enforcement may use the federally forfeited property for law enforcement.

There is no staffing associated with this budget unit.

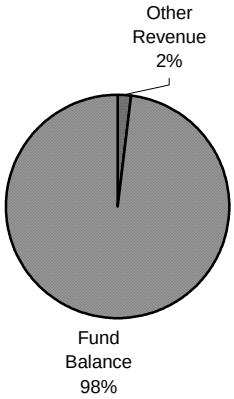
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	227,755	318,504	155,000	155,358
Departmental Revenue	110,167	109,000	53,854	47,000
Fund Balance		209,504		108,358

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: Federal Asset Forfeitures

BUDGET UNIT: SDN DAT
FUNCTION: Public Safety
ACTIVITY: Federal Asset Forfeitures

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	155,000	155,000	-	-	-	155,000	(120,000)	35,000
Contingencies	-	163,504	-	-	-	163,504	(43,146)	120,358
Total Appropriation	155,000	318,504	-	-	-	318,504	(163,146)	155,358
Departmental Revenue								
Fines and Forfeitures	48,154	100,000	-	-	-	100,000	(55,000)	45,000
Use Of Money & Prop	5,700	9,000	-	-	-	9,000	(7,000)	2,000
Total Revenue	53,854	109,000	-	-	-	109,000	(62,000)	47,000
Fund Balance		209,504	-	-	-	209,504	(101,146)	108,358

SCHEDULE C

DEPARTMENT: District Attorney
FUND: Federal Asset Forfeitures
BUDGET UNIT: SDN DAT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Transfers	-	(120,000)	-	(120,000)
	Reduce Service and Supplies transfers.				
2.	Contingencies	-	(43,146)	-	(43,146)
	Decrease in revenue will cause decrease in contingencies.				
3.	Fine/forfeitures	-	-	(55,000)	55,000
	Revenue stream is expected to decrease.				
4.	Interest Revenue	-	-	(7,000)	7,000
	Revenue stream is expected to decrease.				
	Total	-	(163,146)	(62,000)	(101,146)

Workers' Compensation Fraud

DESCRIPTION OF MAJOR SERVICES

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.

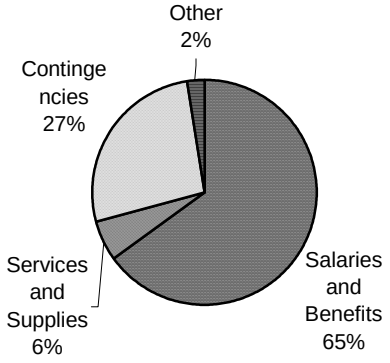
The District Attorney's Office has an ethical responsibility to the victims of crimes to ensure that they are kept abreast of the progress regarding their cases. Further, in its pursuit of justice, the District Attorney's Office is required to keep the public informed about the job it is doing on the public's behalf.

The Department of Insurance, pursuant to Section 1872.83 of the California Insurance Code, distributes funds to the District Attorney's Office for the investigation and prosecution of Workers' Compensation Fraud.

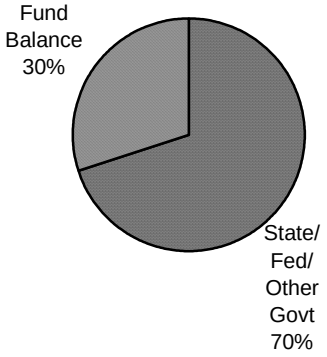
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,182,121	1,182,121	851,371	1,287,166
Departmental Revenue	-	890,000	946,416	900,000
Fund Balance		292,121		387,166
Budgeted Staffing		8.0		7.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: Workers Comp Insurance Fraud

BUDGET UNIT: ROB DAT
FUNCTION: Public Safety
ACTIVITY: Workers' Comp Fraud

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	747,150	775,660	82,020	-	-	857,680	(19,684)	837,996
Services and Supplies	72,640	69,638	-	-	-	69,638	5,629	75,267
Transfers	31,581	44,658	-	-	-	44,658	(12,959)	31,699
Contingencies	-	292,165	-	-	-	292,165	50,039	342,204
Total Appropriation	851,371	1,182,121	82,020	-	-	1,264,141	23,025	1,287,166
Departmental Revenue								
State, Fed or Gov't Aid	946,416	890,000	-	-	-	890,000	10,000	900,000
Total Revenue	946,416	890,000	-	-	-	890,000	10,000	900,000
Fund Balance		292,121	82,020	-	-	374,141	13,025	387,166
Budgeted Staffing		8.0	-	-	-	8.0	(1.0)	7.0

DEPARTMENT: District Attorney
FUND: Workers Comp Insurance Fraud
BUDGET UNIT: ROB DAT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**8.0**	**1,182,121**	**890,000**	**292,121**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	82,020	-	82,020
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**82,020**	**-**	**82,020**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**8.0**	**1,264,141**	**890,000**	**374,141**
Department Recommended Funded Adjustments	**(1.0)**	**23,025**	**10,000**	**13,025**
TOTAL 2004-05 PROPOSED BUDGET	**7.0**	**1,287,166**	**900,000**	**387,166**

SCHEDULE C

DEPARTMENT: **District Attorney**
FUND: **Workers Comp Insurance Fraud**
BUDGET UNIT: **ROB DAT**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Staff reduction	(1.0)	(19,684)	-	(19,684)
	Staff reduced by one clerk III				
2.	Operating expenses	-	5,629	-	5,629
	Minor increase based on projected expenditures				
3.	Transfers	-	(12,959)	-	(12,959)
	Reduction due to occupancy recalculation following staff reduction.				
4.	Contingencies	-	50,039	-	50,039
	Receipt of unexpected set-aside from Department of insurance				
5.	Revenue	-	-	10,000	(10,000)
	Minor increase based on current year grant award.				
	Total	(1.0)	23,025	10,000	13,025

Real Estate Fraud

DESCRIPTION OF MAJOR SERVICES

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.

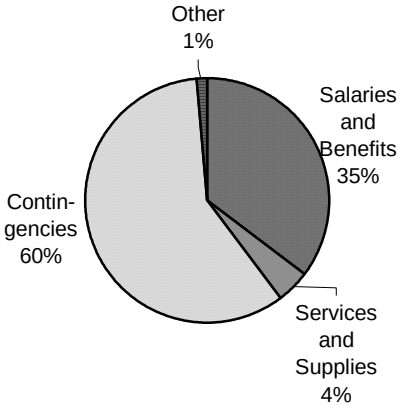
The District Attorney's Office has an ethical responsibility to the victims of crimes to ensure that they are kept abreast of the progress regarding their cases. Further, in its pursuit of justice, the District Attorney's Office is required to keep the public informed about the job it is doing on the public's behalf.

Pursuant to Government Code Section 27388, the county collects $2 for recording documents to be used for the investigation and prosecution of real estate fraud crimes.

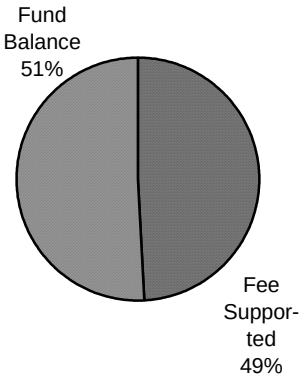
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	815,839	1,857,770	823,320	2,434,450
Departmental Revenue	1,188,377	1,000,000	1,200,000	1,200,000
Fund Balance		857,770		1,234,450
Budgeted Staffing		8.0		8.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: Real Estate Fraud

BUDGET UNIT: REB DAT
FUNCTION: Public Safety
ACTIVITY: Real Estate Fraud

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	678,223	774,981	75,052	-	-	850,033	9,393	859,426
Services and Supplies	106,984	125,674	-	-	-	125,674	(19,367)	106,307
Transfers	38,113	38,200	-	-	-	38,200	(3,414)	34,786
Contingencies	-	918,915	-	-	-	918,915	515,016	1,433,931
Total Appropriation	823,320	1,857,770	75,052	-	-	1,932,822	501,628	2,434,450
Departmental Revenue								
Current Services	1,200,000	1,000,000	-	-	-	1,000,000	200,000	1,200,000
Total Revenue	1,200,000	1,000,000	-	-	-	1,000,000	200,000	1,200,000
Fund Balance		857,770	75,052	-	-	932,822	301,628	1,234,450
Budgeted Staffing		8.0	-	-	-	8.0	-	8.0

DEPARTMENT: District Attorney
FUND: Real Estate Fraud
BUDGET UNIT: REB DAT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**8.0**	**1,857,770**	**1,000,000**	**857,770**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	75,052	-	75,052
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**75,052**	**-**	**75,052**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**8.0**	**1,932,822**	**1,000,000**	**932,822**
Department Recommended Funded Adjustments	**-**	**501,628**	**200,000**	**301,628**
TOTAL 2004-05 PROPOSED BUDGET	**8.0**	**2,434,450**	**1,200,000**	**1,234,450**

SCHEDULE C

DEPARTMENT: **District Attorney**
FUND: **Real Estate Fraud**
BUDGET UNIT: **REB DAT**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries/Benefits	-	9,393	-	9,393
	Increased retirement benefits and step increases.				
2.	Operating expenses	-	(19,367)	-	(19,367)
	Department continues to closely monitor operating expenses to reduce expenses				
3.	Transfers	-	(3,414)	-	(3,414)
	Minor adjustments in rents based on annual calculation of occupancy.				
4.	Contingencies	-	515,016	-	515,016
	Property recording activity in the county continues to exceed expectation. Revenue over expenses is budgeted in contingencies				
5.	Current Services - Revenue	-	-	200,000	(200,000)
	Property recording activity in the county continues to exceed expectation. Revenue budgeted is based on estimated FY 03-04 collection.				
	Total	-	501,628	200,000	301,628

Vehicle Fees

DESCRIPTION OF MAJOR SERVICES

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.

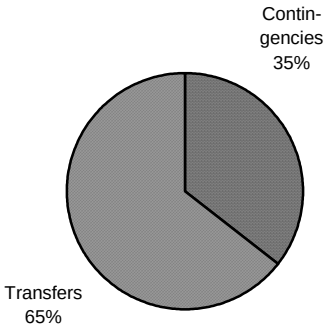
This budget unit holds the District Attorney's share of the $1 registration assessment on vehicles registered in San Bernardino County and funds prosecutors and an investigator in the automobile theft assignments countywide.

There is no staffing associated with this budget unit.

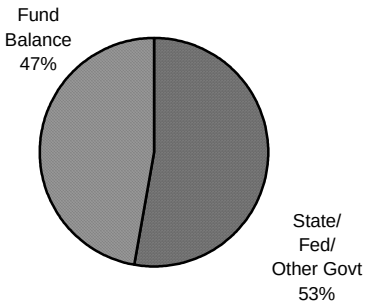
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	461,072	1,180,335	637,566	1,320,269
Departmental Revenue	718,019	610,000	692,500	695,000
Fund Balance		570,335		625,269

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: District Attorney
FUND: Vehicle Fees

BUDGET UNIT: SDM DAT
FUNCTION: Public Safety
ACTIVITY: Vehicle theft prosecution

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	637,566	610,000	-	-	-	610,000	242,301	852,301
Contingencies	-	570,335	-	-	-	570,335	(102,367)	467,968
Total Appropriation	637,566	1,180,335	-	-	-	1,180,335	139,934	1,320,269
Departmental Revenue								
State, Fed or Gov't Aid	692,500	610,000	-	-	-	610,000	85,000	695,000
Total Revenue	692,500	610,000	-	-	-	610,000	85,000	695,000
Fund Balance		570,335	-	-	-	570,335	54,934	625,269

SCHEDULE C

DEPARTMENT: District Attorney
FUND: Vehicle Fees
BUDGET UNIT: SDM DAT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Transfers	-	242,301	-	242,301
	Transfers increased for two staff added to the SANCATT program: one DDA and on DA Senior Investigator				
2.	Contingencies	-	(102,367)	-	(102,367)
	Reduced for increase in staffing costs for new positions				
3.	Revenue	-	-	85,000	(85,000)
	Vehicle fee revenue continues to increase as population increases.				
	Total	-	139,934	85,000	54,934

LAW & JUSTICE GROUP
Michael D. Stodelle

MISSION STATEMENT

The mission of the Law and Justice Group Executive Committee is to enhance the quality of life, provide for the safety of all citizens, and promote the principles of justice within San Bernardino County by coordinating resources and services, including justice facilities and information management.

SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Law & Justice Group Administration	112,035	5,000	107,035		0.9
2003 Local Law Enforcement Block Grant	72,694	300		72,394	-
2002 Local Law Enforcement Block Grant	73,401	892		72,509	-
BJA Congressionally Mandated Award	422,310	422,310		-	-
TOTAL	680,440	428,502	107,035	144,903	0.9

Law and Justice Group Administration

DESCRIPTION OF MAJOR SERVICES

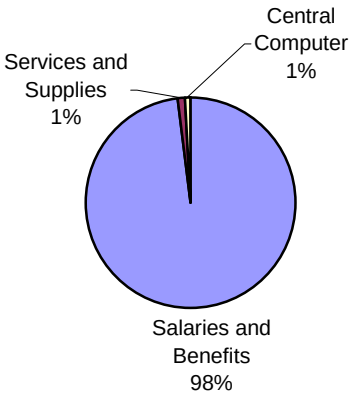
Under general direction of the Law and Justice Group Chairman, Law and Justice departments collaborate on grant applications, projects, and operational enhancements, with assistance and coordination by the administrative analyst for the Group.

BUDGET AND WORKLOAD HISTORY

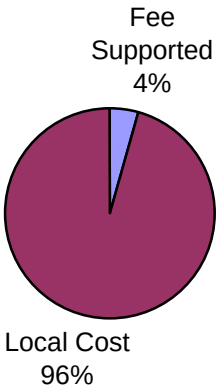
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	104,396	115,587	115,131	112,035
Departmental Revenue	49,014	49,000	5,000	5,000
Local Cost	55,382	66,587	110,131	107,035
Budgeted Staffing		1.0		0.9
Workload Indicators				
Total Grants Filed			7	5
Total Grants Received			3	4

The budget history reflects a Board approved mid-year adjustment to decrease revenue provided by the Courts resulting from a reduced need for administrative support by the Law and Justice Group. Three other member departments, Sheriff, Probation, District Attorney, Public Defender, and Courts each transferred permanent local cost allocation to maintain funding for the Group's operating costs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Law & Justice Admin
FUND: General

BUDGET UNIT: AAA LNJ
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	111,046	111,502	6,709	-	(8,564)	109,647	-	109,647
Services and Supplies	3,348	3,348	106	-	(2,046)	1,408	-	1,408
Central Computer	564	564	226	-	-	790	-	790
Transfers	173	173	17	-	-	190	-	190
Total Appropriation	115,131	115,587	7,058	-	(10,610)	112,035	-	112,035
Departmental Revenue								
Current Services	5,000	49,000	(44,000)	-	-	5,000	-	5,000
Total Revenue	5,000	49,000	(44,000)	-	-	5,000	-	5,000
Local Cost	110,131	66,587	51,058	-	(10,610)	107,035	-	107,035
Budgeted Staffing		1.0	-	-	(0.1)	0.9	-	0.9

DEPARTMENT: Law & Justice Admin
FUND: General
BUDGET UNIT: AAA LNJ

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**1.0**	**115,587**	**49,000**	**66,587**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	6,709	-	6,709
Internal Service Fund Adjustments	-	349	-	349
Prop 172	-	-	-	-
Other Required Adjustments	-	-	(44,000)	44,000
Subtotal	**-**	**7,058**	**(44,000)**	**51,058**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(0.1)**	**(10,610)**	**-**	**(10,610)**
TOTAL BASE BUDGET	**0.9**	**112,035**	**5,000**	**107,035**
Department Recommended Funded Adjustments	**-**	-	**-**	-
TOTAL 2004-05 PROPOSED BUDGET	**0.9**	**112,035**	**5,000**	**107,035**

SCHEDULE B

DEPARTMENT: Law & Justice Admin
FUND: General
BUDGET UNIT: AAA LNJ

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduce net staffing	(0.1)	(8,564)	-	(8,564)
This program's only 1.0 FTE must be reduced due to state budget impact.				
Reduce services and supplies	-	(2,046)	-	(2,046)
Already scant funding is reduced by 58%.				
Total	(0.1)	(10,610)	-	(10,610)

SCHEDULE D

DEPARTMENT: Law & Justice Admin
FUND: General
BUDGET UNIT: AAA LNJ

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore 0.1 FTE to retain 1.0 FTE for this program.	0.1	13,659	-	13,659
	Restoration of salaries and benefits will enable the Law & Justice Group to maximize funding opportunities, and to administer existing grants for member departments. The net reduction of $8,564 plus $5,095 for a step adjustment is required to budget this position at 1.0 FTE. Last year's salaries and benefits budget ($111,502) plus target adjustments ($6,709) and cost of step increase ($5,095) total $123,306. Therefore, $13,659 is required to restore 0.12 FTE.				
2	Restore services and supplies to a reasonable level.	-	2,046	-	2,046
	Minimal funding is required to attend one grant writing course during the year.				
	Total	0.1	15,705	-	15,705

2003 US BJA Administration Congress Award

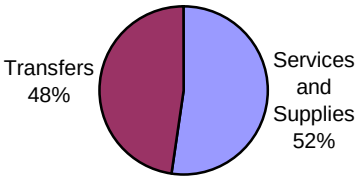
DESCRIPTION OF MAJOR SERVICES

The award provides funding to jumpstart the law enforcement document imaging project called Storage Technology Optical Records Management (STORM). This collaborative imaging project seeks to electronically transmit data and documents between the Sheriff, District Attorney and Superior Court. Ultimately, the project will include Probation, Public Defender, Coroner and external law enforcement agencies.

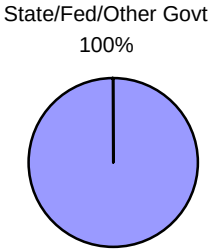
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation			74,440	422,310
Departmental Revenue			74,440	422,310
Fund Balance				-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Law & Justice Group Admin
FUND: 2003 US BJA Congress Mand Award

BUDGET UNIT: SDY LNJ
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	60,440	-	-	-	-	-	220,290	220,290
Equipment	14,000	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	202,020	202,020
Total Appropriation	74,440	-	-	-	-	-	422,310	422,310
Departmental Revenue								
State, Fed or Gov't Aid	74,440	-	-	-	-	-	422,310	422,310
Total Revenue	74,440	-	-	-	-	-	422,310	422,310
Fund Balance		-	-	-	-	-	-	-

SCHEDULE C

DEPARTMENT: **Law & Justice Group Admin**
FUND: **2003 US BJA Congress Mand Award**
BUDGET UNIT: **SDY LNJ**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase services and supplies	-	220,290	-	220,290
	Since this fund was established mid-year, planned expenditures for next year reflect as an increase in appropriations.				
2.	Increase transfers	-	202,020	-	202,020
	Since this fund was established mid-year, transfers to District Attorney, Sheriff, and Courts reflect as an increase in appropriations.				
3.	Increase revenue	-	-	422,310	(422,310)
	Grant revenue that will be received next year is treated as an increase in revenue, since this fund was established mid-year.				
	Total	-	422,310	422,310	-

2003 Local Law Enforcement Block Grant

DESCRIPTION OF MAJOR SERVICES

The grant provides funding for one probation officer for drug courts in Big Bear and Barstow; the purchase of an inventory control and warehouse management system for use at the West Valley Detention Center; procurement of application support and maintenance for the Law & Justice Group's e-Filing and Red Light Server; and further development of the Law & Justice Group's Storage Technology Optical Records Management (STORM) project.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation			100,431	72,694
Departmental Revenue			172,825	300
Fund Balance				72,394

GROUP: Law & Justice
DEPARTMENT: Law & Justice Group Admin
FUND: 2003 Local Law Enf Block Grant

BUDGET UNIT: SDU LNJ
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	100,431	-	-	-	-	-	30,343	30,343
Contingencies	-	-	-	-	-	-	42,351	42,351
Total Appropriation	100,431	-	-	-	-	-	72,694	72,694
Departmental Revenue								
Use Of Money & Prop	1,885	-	-	-	-	-	300	300
State, Fed or Gov't Aid	170,940	-	-	-	-	-	-	-
Total Revenue	172,825	-	-	-	-	-	300	300
Fund Balance		-	-	-	-	-	72,394	72,394

SCHEDULE C

DEPARTMENT: Law & Justice Group Admin
FUND: 2003 Local Law Enf Block Grant
BUDGET UNIT: SDU LNJ

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase transfers	-	30,343	-	30,343
	Since this fund was established mid-year, planned expenditures for next year reflect as an increase in appropriations.				
2.	Increase contingencies	-	42,351	-	42,351
	Since this fund was established mid-year, contingencies for next year reflect as an increase in appropriations. Each LLEBG allocation is spent over a two-year period.				
3.	Increase interest earnings	-	-	300	(300)
	Since this fund was established mid-year, interest earned on the fund balance is relected as an increase in revenue.				
	Total	-	72,694	300	72,394

2002 Local Law Enforcement Block Grant

DESCRIPTION OF MAJOR SERVICES

The grant provides funding for a law and justice data-sharing interface whereby the District Attorney, Public Defender, Probation, and Superior Court share information more efficiently.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	235,550	163,041	73,401
Departmental Revenue	231,982	3,568	3,568	892
Fund Balance		231,982		72,509

GROUP: Law & Justice
DEPARTMENT: Law & Justice Group Admin
FUND: 2002 Local Law Enf Block Grant

BUDGET UNIT: SDT LNJ
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	163,041	235,550	-	-	-	235,550	(162,149)	73,401
Total Appropriation	163,041	235,550	-	-	-	235,550	(162,149)	73,401
Departmental Revenue								
Use Of Money & Prop	3,568	3,568	-	-	-	3,568	(2,676)	892
Total Revenue	3,568	3,568	-	-	-	3,568	(2,676)	892
Fund Balance		231,982	-	-	-	231,982	(159,473)	72,509

SCHEDULE C

DEPARTMENT: Law & Justice Group Admin
FUND: 2002 Local Law Enf Block Grant
BUDGET UNIT: SDT LNJ

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

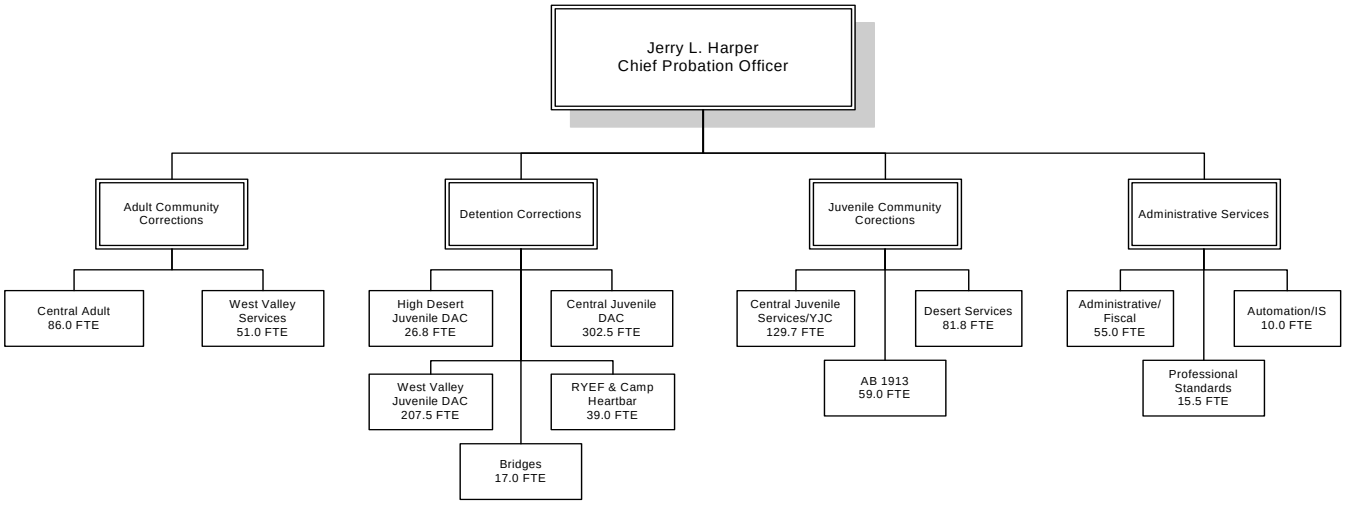
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Reduction in transfers out	-	(162,149)	-	(162,149)
	Transfers to District Attorney for EIS programming and support and to Sheriff for CIT training are reduced as this grant nears completion.				
2.	Reduction in interest earnings	-	-	(2,676)	2,676
	Interest earnings on fund balance are reduced as this grant nears completion.				
	Total	-	(162,149)	(2,676)	(159,473)

PROBATION
Jerry L. Harper

MISSION STATEMENT

To protect the community through assessment, treatment and control of adult and juvenile offenders by providing a range of effective services based on legal requirements and recognized professional standards.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Admin & Community Corrections	33,591,048	21,600,878	11,990,170		424.0
Court-Ordered Placements	5,382,883	-	5,382,883		-
Detention Corrections Bureau	43,304,971	13,294,339	30,010,632		598.8
AB 1913 Special Revenue	10,950,910	5,544,314		5,406,596	59.0
TOTAL	93,229,812	40,439,531	47,383,685	5,406,596	1,081.8

Administration and Community Corrections

DESCRIPTION OF MAJOR SERVICES

The Community Corrections Bureau provides adult and juvenile probationer investigation and case management services. As the primary public safety arm for probation, the Bureau focuses on providing efficient and cost-effective strategies, thereby promoting safe and vibrant communities to maximize the quality of life for all residents in San Bernardino County.

Probation Administration is responsible for overall management efforts of the department. To ensure safe field services and institutions, administration focuses on leadership with integrity and satisfaction of customers and staff.

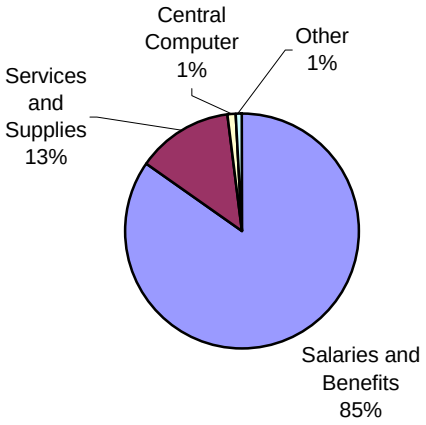
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	32,210,164	33,879,650	32,721,312	33,591,048
Departmental Revenue	21,949,340	20,846,422	20,698,233	21,600,878
Local Cost	10,260,824	13,033,228	12,023,079	11,990,170
Budgeted Staffing		458.6		424.0

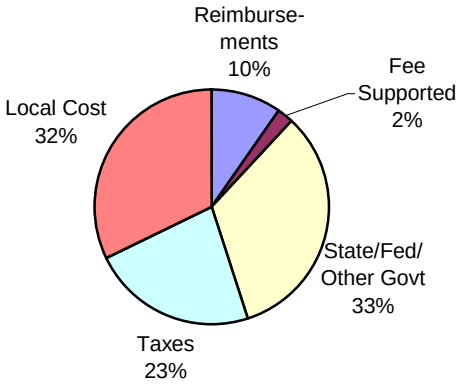
Workload Indicators

Adult Services:				
Supervision (avg)	17,787	20,000	19,000	20,000
Investigations (avg)	12,197	14,000	13,900	14,500
Electronic Monitoring (avg)	58	75	60	75
Juvenile Services:				
Supervision (avg)	3,265	3,700	3,200	3,300
Investigations (avg)	2,772	3,000	2,950	3,100
Intake/Community Services Team	9,691	7,800	9,150	9,200

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Prob - Admin
FUND: General

BUDGET UNIT: AAA PRB
FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	29,839,000	30,835,960	1,909,163	-	(1,108,559)	31,636,564	(968,985)	30,667,579
Services and Supplies	4,588,619	5,007,920	421,428	-	(169,422)	5,259,926	(457,237)	4,802,689
Central Computer	311,159	311,159	99,979	-	-	411,138	-	411,138
Other Charges	64,941	74,500	-	-	-	74,500	255,400	329,900
Vehicles	-	28,600	-	-	-	28,600	(28,600)	-
Transfers	944,700	973,165	-	-	-	973,165	(28,051)	945,114
Total Exp Authority	35,748,419	37,231,304	2,430,570	-	(1,277,981)	38,383,893	(1,227,473)	37,156,420
Reimbursements	(3,301,107)	(3,351,654)	-	-	-	(3,351,654)	(213,718)	(3,565,372)
Total Appropriation	32,447,312	33,879,650	2,430,570	-	(1,277,981)	35,032,239	(1,441,191)	33,591,048
Oper Trans Out	274,000	-	-	-	-	-	-	-
Total Requirements	32,721,312	33,879,650	2,430,570	-	(1,277,981)	35,032,239	(1,441,191)	33,591,048
Departmental Revenue								
Taxes	7,432,570	7,432,570	981,250	-	-	8,413,820	-	8,413,820
State, Fed or Gov't Aid	12,147,950	12,194,705	-	-	-	12,194,705	104,166	12,298,871
Current Services	1,112,405	1,217,147	-	-	-	1,217,147	(330,960)	886,187
Other Revenue	5,308	2,000	-	-	-	2,000	-	2,000
Total Revenue	20,698,233	20,846,422	981,250	-	-	21,827,672	(226,794)	21,600,878
Local Cost	12,023,079	13,033,228	1,449,320	-	(1,277,981)	13,204,567	(1,214,397)	11,990,170
Budgeted Staffing		458.6	-	-	(13.0)	445.6	(21.6)	424.0

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**458.6**	**33,879,650**	**20,846,422**	**13,033,228**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	1,920,163	-	1,920,163
Internal Service Fund Adjustments	-	470,015	-	470,015
Prop 172	-	-	981,250	(981,250)
Other Required Adjustments	-	40,392	-	40,392
Subtotal	**-**	**2,430,570**	**981,250**	**1,449,320**
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(13.0)**	**(1,277,981)**	**-**	**(1,277,981)**
TOTAL BASE BUDGET	**445.6**	**35,032,239**	**21,827,672**	**13,204,567**
Department Recommended Funded Adjustments	**(21.6)**	**(1,441,191)**	**(226,794)**	**(1,214,397)**
TOTAL 2004-05 PROPOSED BUDGET	**424.0**	**33,591,048**	**21,600,878**	**11,990,170**

SCHEDULE B

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staffing reductions	(13.0)	(1,277,981)	-	(1,277,981)
Cuts to training and recruitment (4.0 FTE - $392,825), adult on-site unit (3.0 FTE - $280,308), and other probation officers (6.0 FTE - $604,848). Loss of training/recruitment positions, in light of turnover and the opening of another juvenile facility, may expose the county to negative ramifications and liability related to inadequate training or background checks. Loss of the adult on-site unit will extend court proceedings by three to four weeks per case because the courts will not have the convenience of receiving a sentencing recommendation the same day as a guilty plea. One position ($90,244) is currently vacant in professional standards. The other 12 positions are filled ($1,018,315). See policy item #3 for restoration of training and recruitment, and #5 for restoration of the adult on-site unit.				
Total	(13.0)	(1,277,981)	-	(1,277,981)

SCHEDULE C

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Transfer staff from institutions (PRN)	7.0	597,470	-	597,470
	Training and aftercare responsiblilities will be coordinated by administration (PRB). Transfer 7.0 FTE including 1.0 probation custody specialist II, 2.0 probation custody specialist I, and 4.0 probation officer II.				
2.	Reductions in Adult Case Management/Supervision	(14.0)	(1,713,166)	(148,713)	(1,564,453)
	The department believes that continued investment in the lives of juvenile offenders and other at-risk youth will help the county avoid other costs related to destabilized families, criminal behavior, substance abuse, and family violence. For these reasons, staff recommends reducing the Adult Case Management program to salvage juvenile services. Eliminate 2.0 FTE probation officer III and 12.0 FTE probation officer II positions. All 14.0 positions are currently filled. Reduce adult supervision fee revenue accordingly. The adjustment enables the transfer of $1,211,859 in local cost to institutions to help offset the impact of the TANF reduction. The balance of this reduction partially offsets the transfer of training and aftercare responsibilities to this budget unit.				
3.	Delete unfunded grants	(21.0)	(1,594,775)	(1,610,736)	15,961
	The adverse economy has affected many agencies, resulting in the deletion or partial funding of various department grants, including: 1) State: PASSAGES adult grant deleted (eliminate 2.0 probation officer II positions); 2) Federal: COPS juvenile grant deleted (eliminate 9.0 probation officer II positions--schools in the Bear Valley/Rim districts and Ontario/Montclair district were able to fund these positions); 3) Federal: IMPACT/Night Light juvenile grant decreased (eliminate 1.0 supervising probation officer, 4.0 probation officer II, and 1.0 clerk II--leaving 1.0 probation officer II position); 4) PROP 36 at same funding level, but inadequate to fund existing positions (eliminate 3.0 probation officer III and 3.0 probation officer II positions, and redirect to other 1000 series costs; 5) JAIBG grant decreased; and 6) Federal: SB 933 decreased.				
4.	Increase worker's compensation charges by deleting positions.	(3.0)	6,920	-	6,920
	Add mandated worker's compensation surcharge of $322,979, not included in local cost target. Requires deletion of 3.0 supervising probation officer positions ($322,979) from Adult Case Management/Supervision to maintain funding level. These 3.0 positions are currently filled.				
5.	Revise Title IV-E revenue forecast	10.0	1,714,902	1,714,902	-
	Federal Title IV-E revenue is based on both family maintenance (permanency) and family reunification efforts, to reduce the number of children in out-of-home care and the length of time of these placements. Claims reimburse costs for case management activities by probation officers and probation corrections officers to the juvenile population. Reimbursement for services has increased over the last few years, and is now being recorded more accurately. To maximize reimbursements, this action allocates the revenue to add 0.5 transcriber typist II, 0.7 PSE, 0.8 extra help probation officer II, 1.0 FTE for overtime, 1.0 business application manager (transfer from AB 1913 grant) and 6.0 probation officer II positions--otherwise deleted due to state budget impact.				
6.	Adjust various 5000 series appropriations/reimbursements	(0.6)	(4,968)	-	(4,968)
	Transfers Out - net decrease of ($28,051), resulting from an increase to EHAP ($3,852); increase in rents ($25,519); increase sheriff/court notices ($3,116); and decrease in HSS admin support ($60,538). Transfer In - net increase of $213,718 in reimbursements, due to increase to ILSP ($205,648); increase TAD/AFDC ($28,810); increase Fout Springs ($30,128); decrease LLEBG ($20,268) with 0.6 position; and decrease administrative overhead ($30,600) to sheriff for pre-trial detention.				
7.	Risk management liability adjustments	-	(247,334)	-	(247,334)
	Adjust target increases for risk management liablilities, to distribute appropriately among funds. This change accommodates a transfer of $244,876 to PRN, and eliminates $2,538 that belongs with the sheriff for pre-trial detention.				
8.	Adjust revenue to reflect AB 3000 changes	-	(200,240)	(200,240)	-
	AB3000 was passed by the legislature in 2001, and became effective in January 2003. This legislation reprioritized the distribution of fines to insure that victims are paid first, followed by the state, and lastly county probation. The resulting projected loss of income is $200,240.				
9.	Adjust various other revenues	-	-	17,993	(17,993)
	Adjustments to reflect actuals.				
	Total	(21.6)	(1,441,191)	(226,794)	(1,214,397)

SCHEDULE D

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore Adult Case Management/Supervision staff	17.0	1,559,461	1,273,713	285,748
	Reducing Adult Supervision, both to transfer local cost to institutions and to increase worker's compensation charges to accommodate a mandatory surcharge, will force adult caseloads to an average of 700:1--an unimaginable level considering 95% of the approximate 18,000 probationers in San Bernardino County have felony convictions! These caseloads will reduce the probation officer function to mere report writing, leaving a little over 17,000 felons in the County basically free from supervision. Felony interactions will consist of telephone or mail contacts to collect information to produce required reports for the court. The lack of supervision will likely result in negative consequences, ultimately putting a strain on the county jail population. Offenders convicted of child molestation or domestic violence may not be monitored effectively, leaving room for them to continue their activities unchecked. An additional impact of the unmanagable caseload size will be employee stress resulting in increased sick leave usage and worker's compensation claims. The Department requests allocation of one-time Prop 172 excess funds from prior years to mitigate this program cut for FY 2004-05 and negate the need for 17 layoffs.				
2	Create Adult Sex Offender Unit	6.0	716,482	-	716,482
	Sex offenders on probation represent one of the highest threats to public safety and potential for victimization of any group on supervised release. Sex offenders are typically repeat offenders and have a high rate of recidivism. One study indicated that 153 child molesters accounted for 22,981 victims. These predators are among the most dangerous and difficult to supervise because of the hidden nature of their crimes and the reluctance of their victims to report the crime. Current adult caseloads provide little protection against the recidivism of sex offenders due to average adult caseloads of 345:1, where average face-to-face contact occurs once every three to six months. Due to the secretive, manipulative and convincing nature of these felons, they are often able to keep their activities covert. Therefore, probation officers with specialized training are necessary to effectively maintain the safety of the public. The most serious sex offenders are required to register with local law enforcement, and there are approximately 400 such registered offenders that are on probation in San Bernardino County. The activities of a sex offender unit would include regular home visits, home searches, computer searches, and counseling/therapy attendance enforcement. Add 1.0 supervising probation officer ($104,262) and 5.0 probation officer III ($451,220). Total staffing cost is $555,482; $100,000 for five (5) mid-size vehicles; and $61,000 for services and supplies.				
3	Restore Training and Recruitment Positions	4.0	392,825	-	392,825
	Despite constant turnover and the opening of another juvenile facility, training and recruitment positions were eliminated. Due to negative ramifications and liability related to inadequate training or background checks, the Department is requesting restoration of 1.0 supervising probation officer, 1.0 probation officer III, 1.0 probation custody specialist I, and 1.0 background investigator.				
4	Backfill Loss of Income Related to AB3000	-	200,240	-	200,240
	AB3000 was adopted by the legislature in 2001, and became effective January 2003. This measure reprioritized the distribution of fines to allow the victim of a crime to be paid first, followed by the state, and lastly the county probation department. As a result, the department is requesting additional local cost for the adult corrections bureau to offset the projected loss of income for FY 2004-05 in the amount of $200,240. Backfill would include $134,520 for salaries and benefits in adult supervision and $70,200 in services and supplies. Without this funding, the Department is further impacted in adult supervision and investigation of felons and other serious offenders that live in San Bernardino County.				
5	Restore Adult On-Site Unit Staff	3.0	280,308	-	280,308
	The adult on-site unit prepares investigations for approximately 450 cases per year, each upon entry of a guilty plea by the defendant. This allows a sentencing recommendation to be given the same day as the plea, thus saving three to four weeks of court time. This convenience to the courts and these cases will be handled following normal procedure if not restored. Restore 3.0 probation officer II positions.				
	Total	30.0	3,149,316	1,273,713	1,875,603

SCHEDULE E

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increase adult investigation fee		10,005	10,005	-
Actual costs for the investigation process have increased since last assessed. Since the courts charge based on ability to pay, a small percentage of revenue is received. The proposed adjustment would increase the fee in superior court from $467 to $505.				
Total	-	10,005	10,005	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Law & Justice
DEPARTMENT NAME: Probation-Admin/Comm Corrections
FUND NAME : General
BUDGET UNIT: AAA PRB PRB
PROGRAM: Adult Investigations

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 3,607,280	Revised Appropriations	$ 3,617,285	$ 10,005

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	152,100	Fee Revenue for listed fees	162,105	10,005
Fee Revenue for fees not listed	-	Fee Revenue for fees not listed	-	-
Non Fee Revenue	-	Non Fee Revenue	-	-
Local Cost	3,455,180	Local Cost	3,455,180	-
Budgeted Sources	$ 3,607,280	Revised Sources	$ 3,617,285	$ 10,005

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	10,005
Increased Inflationary Costs	-
Other	-
Total	$ 10,005

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

Penal Code Section 1203.1b allows the county to seek reimbursement for the reasonable cost of pre-plea/sentence investigations, based on the responsible party's ability to pay. This fee modification reflects an average cost incurred by the department in preparing such reports. Employee cost-of-living adjustments are the factor for increased costs.

The Courts charge a client based on an “ability to pay” determination, not necessarily on the approved fee amount, hence very little additional revenue is anticipated to be generated at this time.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Law & Justice
DEPARTMENT NAME: Probation-Admin/Comm Corrections
FUND NAME : General
PROGRAM: Adult Investigations

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0219 (c.) (1)	Adult Investigation Fee (P.C. 1203.1b)	Fee is based on ability to pay. Stated fee is $467.	326	$ 152,100	$ 505.00	321	$ 162,105	$ 10,005.00	(5)	$ 10,005	$ 10,005	Actual costs for the investigation process have increased since last assessed. However, the Courts charge a client based on an "ability to pay" determination, not necessarily on the approved fee amount, hence very little additional revenue is anticipated to be generated at this time.

Court-Ordered Placement

DESCRIPTION OF MAJOR SERVICES

Juveniles are committed to the California Youth Authority or group homes to facilitate their rehabilitation, in an attempt to offer intervention programs that will lead to their future safety and productivity. The county is required to pay costs of support for those minors not eligible for state or federal reimbursement programs. Appropriations are managed in an independent budget to identify expenditures and separate ongoing operational costs.

The department has sought alternatives to reduce court-ordered placements through a variety of programs that offer better service for our clients, and are innovative, efficient, and cost-effective. A positive trend shows that placements have decreased significantly, by more than 25% since FY 2002-03. This reduction enables the department to decrease general fund expenditures and transfer a portion of local cost to institutions to partially offset the loss of federal funding and maintain a treatment program that would otherwise be eliminated.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	6,338,894	7,382,883	4,002,354	5,382,883
Departmental Revenue	18,245	-	-	-
Local Cost	6,320,649	7,382,883	4,002,354	5,382,883

Workload Indicators

Average Monthly Private Placements	9	15	10	15
Average Monthly CYA Commitments	446	431	325	400

GROUP: Law & Justice
DEPARTMENT: Prob - Court Placement
FUND: General

BUDGET UNIT: AAA PYA
FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	4,892,654	8,376,010	(1,000,000)	-	-	7,376,010	(1,030,127)	6,345,883
Total Exp Authority	4,892,654	8,376,010	(1,000,000)	-	-	7,376,010	(1,030,127)	6,345,883
Reimbursements	(890,300)	(993,127)	-	-	-	(993,127)	30,127	(963,000)
Total Appropriation	4,002,354	7,382,883	(1,000,000)	-	-	6,382,883	(1,000,000)	5,382,883
Local Cost	4,002,354	7,382,883	(1,000,000)	-	-	6,382,883	(1,000,000)	5,382,883

DEPARTMENT: Prob - Court Placement
FUND: General
BUDGET UNIT: AAA PYA

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**7,382,883**	**-**	**7,382,883**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	(1,000,000)	-	(1,000,000)
Subtotal	**-**	**(1,000,000)**	**-**	**(1,000,000)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**6,382,883**	**-**	**6,382,883**
Department Recommended Funded Adjustments	**-**	**(1,000,000)**	**-**	(1,000,000)
TOTAL 2004-05 PROPOSED BUDGET	**-**	**5,382,883**	**-**	**5,382,883**

SCHEDULE C

DEPARTMENT: Prob - Court Placement
FUND: General
BUDGET UNIT: AAA PYA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Transfer local cost to offset TANF loss	-	(1,000,000)	-	(1,000,000)
	TANF represents $4.2 million of funding for San Bernardino County probation in FY 2004-05, and this local cost shift will help to retain staff.				
2.	Adjust obligation for court-ordered placement	-	(30,127)	-	(30,127)
	Reduce payment to Fouts Springs.				
3.	Adjust obligation for court-ordered placement	-	30,127	-	30,127
	Reduce reimbursement for Fouts Springs placements.				
	Total	-	(1,000,000)	-	(1,000,000)

Detention Corrections

DESCRIPTION OF MAJOR SERVICES

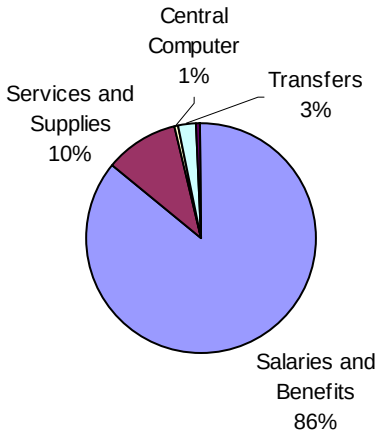
The Detention Corrections Bureau operates the county's juvenile detention and assessment centers that protect the community by providing a secure environment to legally detained youth. They offer specialized services such as multi-lingual staff, due to the diverse population of San Bernardino County.

Additionally, staff operates three treatment programs designed to offer quality services to post-adjudicated youth. Counseling, education and guidance offered in open settings are proven to positively impact outcomes for selected participants.

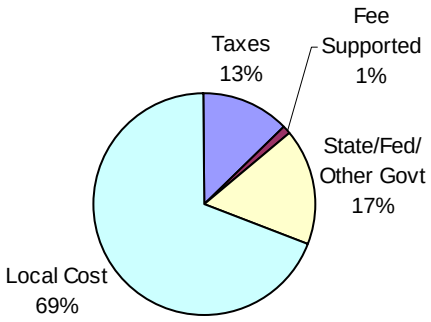
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	36,981,552	42,043,813	40,916,987	43,304,971
Departmental Revenue	17,870,779	16,003,119	16,114,052	13,294,339
Local Cost	19,110,773	26,040,694	24,802,935	30,010,632
Budgeted Staffing		613.0		598.8
Workload Indicators				
Average systemwide daily population	488	543	470	470
West Valley Juvenile Detention & Assessment Center	155	175	179	182
High Desert Juvenile Detention & Assessment Center				40
Camp Heart Bar	20	20	20	20
Regional Youth Educ Facility - Boys	26	40	27	30
Regional Youth Educ Facility - Girls (formerly KYC)	20	40	20	
Average length of stay - deten/assess facility (days)	34	34	34	34

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Prob - Deten/Correc
FUND: General

BUDGET UNIT: AAA PRN
FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	34,739,000	35,887,449	3,182,173	-	(4,851,178)	34,218,444	2,958,112	37,176,556
Services and Supplies	4,168,929	4,802,394	397,910	-	(288,664)	4,911,640	(365,718)	4,545,922
Central Computer	158,655	158,655	99,088	-	-	257,743	-	257,743
Other Charges	129,878	160,100	-	-	-	160,100	-	160,100
Equipment	175,225	43,000	-	-	-	43,000	-	43,000
Vehicles	67,675	-	-	-	-	-	-	-
Transfers	912,000	992,215	-	-	-	992,215	129,435	1,121,650
Total Appropriation	40,351,362	42,043,813	3,679,171	-	(5,139,842)	40,583,142	2,721,829	43,304,971
Oper Trans Out	565,625	-	-	-	-	-	-	-
Total Requirements	40,916,987	42,043,813	3,679,171	-	(5,139,842)	40,583,142	2,721,829	43,304,971
Departmental Revenue								
Taxes	4,729,930	4,729,930	981,250	-	-	5,711,180	-	5,711,180
State, Fed or Gov't Aid	10,942,037	10,833,189	-	-	(4,200,000)	6,633,189	526,970	7,160,159
Current Services	442,085	440,000	-	-	-	440,000	(17,000)	423,000
Total Revenue	16,114,052	16,003,119	981,250	-	(4,200,000)	12,784,369	509,970	13,294,339
Local Cost	24,802,935	26,040,694	2,697,921	-	(939,842)	27,798,773	2,211,859	30,010,632
Budgeted Staffing		613.0	13.0	-	(64.0)	562.0	36.8	598.8

DEPARTMENT: Prob - Deten/Correc
FUND: General
BUDGET UNIT: AAA PRN

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**613.0**	**42,043,813**	**16,003,119**	**26,040,694**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	2,439,512	-	2,439,512
Internal Service Fund Adjustments	-	118,359	-	118,359
Prop 172	-	-	981,250	(981,250)
Other Required Adjustments	13.0	1,121,300	-	1,121,300
Subtotal	**13.0**	**3,679,171**	**981,250**	**2,697,921**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(64.0)**	**(5,139,842)**	**(4,200,000)**	**(939,842)**
TOTAL BASE BUDGET	**562.0**	**40,583,142**	**12,784,369**	**27,798,773**
Department Recommended Funded Adjustments	**36.8**	**2,721,829**	**509,970**	**2,211,859**
TOTAL 2004-05 PROPOSED BUDGET	**598.8**	**43,304,971**	**13,294,339**	**30,010,632**

SCHEDULE B

DEPARTMENT: Prob - Deten/Correc
FUND: General
BUDGET UNIT: AAA PRN

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduction of TANF funding	(64.0)	(4,200,000)	(4,200,000)	-
The estimated TANF loss in 2004-05 is $4,200,000. Elimination of the Regional Youth Education Facility (RYEF) boys treatment program represents a salary savings of $1,450,490. Eliminate 1.0 probation corrections supervisor II; 2.0 probation corrections supervisor I; 3.0 probation night custody officer; and 13.0 probation correction officer positions. All 19.0 positions are currently filled. Elimination of the RYEF/girls treatment program represents a salary savings of $1,150,279 (18.0 FTE). Elimination of Bridges represents a net local cost savings related to salaries (17.0 FTE) of $1,090,606. Positions will also be eliminated at West Valley Juvenile Hall, including 8.0 probation corrections officer positions and 2.0 probation night custody officer positions, for a total of $508,625. Staff has approval for a CIP project that will eliminate the need for these 10 positions. Staff proposes to fund RYEF/girls and Bridges by transferring local cost from other probation budget units as reflected in Recommended Program Adjustments. See policy item #1 for restoration of RYEF/boys.				
2. Reduction in salaries & benefits and services & supplies	-	(939,842)		(939,842)
Required 9% adjustment to non-mandated program costs will be accomplished by reducing overtime and termination cashouts by $651,178. Expenses will be closely monitored and the department will implement any necessary measures to ensure that budgeted allocations are not exceeded. Services and supplies are also reduced for the RYEF program that is being eliminated.				
Total	(64.0)	(5,139,842)	(4,200,000)	(939,842)

SCHEDULE C

DEPARTMENT: Prob - Deten/Correc
FUND: General
BUDGET UNIT: AAA PRN

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Transfer local cost from Administration and Community Corrections (PRB)	19.0	1,211,859	-	1,211,859
Savings from Adult Case Management/Supervision is moved to institutions to offset 9% reduction and a portion of the TANF loss.				
2. Transfer local cost (from PYA) to offset TANF loss to institutions (PRN)	16.0	1,000,000	-	1,000,000
TANF represents $4.2 million of funding for San Bernardino County probation in FY 2004-05, and this local cost shift will help to retain some staff.				
3. Revise Title IV-E revenue forecast	8.8	850,000	850,000	-
Costs for intake services at the juvenile halls are being adjusted to reflect updated recordkeeping. This revenue is available to reimburse costs for case management, effective at the time wards are ordered into placement by the courts. Utilized to offset recurrent and overtime FTEs.				
4. Transfer training/aftercare responsibilities to administration (PRB)	(7.0)	(597,470)	-	(597,470)
Transfer 7.0 FTE including 1.0 probation custody specialist II, 2.0 probation custody specialist I, and 4.0 probation officer II.				
5. Adjust salaries & benefits	-	493,723	-	493,723
Increase expenses related to step advances.				
6. Risk management liability adjustments	-	244,876	-	244,876
Adjust target for risk management liablilities, to distribute appropriately among funds. This change accommodates a transfer of $244,876 from PRB.				
7. Reduce services and supplies.	-	(420,594)	-	(420,594)
Various reductions are made in expense accounts including training, equipment, and uniforms.				
8. Move expense for HDJDAC food service	-	-	-	-
Reduce services & supplies by $190,000, and increase transfers by $190,000.				
9. Various adjustments to transfers	-	(60,565)	-	(60,565)
Increase EHAP expense ($3,467) and adjust both HSS ($45,000) and sheriff costs for WVJH ($19,032).				
10. Adjust revenue related to the elimination of RYEF	-	-	(550,000)	550,000
Reduce realignment revenue and federal aid to children.				
11. Adjust various revenues	-	-	209,970	(209,970)
Adjust meal claim and other federal revenue.				
Total	36.8	2,721,829	509,970	2,211,859

SCHEDULE D

DEPARTMENT: Prob - Deten/Correc
FUND: General
BUDGET UNIT: AAA PRN

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Reinstate Boys Regional Youth Education Facility (RYEF)	19.0	1,450,490	550,000	900,490
	This program serves male youth that are on the cusp of being placed in foster care or California Youth Authority (CYA) commitments. Programming at the RYEF is geared towards self-improvement, including job skills training, drug counseling, anger management, and family counseling. Program participants pose a viable threat in foster care situations due to the open nature of group homes, and placement with CYA is an expensive alternative. Other impacts related to eliminating this program may include an increase in length of confinement time, resulting in higher occupancy at detention centers. Restore 1.0 probation corrections supervisor II; 2.0 probation corrections supervisor I; 3.0 probation night custody officer; and 13.0 probation correction officer positions. All positions are currently filled. Social services realignment will fund $500,000.				
2	Expand Boys RYEF Treatment Facility	5.0	575,600	-	575,600
	Relative to the costs of CYA and foster care programs, RYEF is a bargain-priced program with more directed and effective treatment components. If TANF funds are restored, staff recommends expansion of this program by 20 beds, with 5.0 staff and services/supplies, in the amount of $775,600. Add 4.0 probation corrections officer positions; 1.0 probation night custody officer; overtime allowance; and operating expenses.				
	Total	24.0	2,026,090	550,000	1,476,090

SCHEDULE E

DEPARTMENT: Prob - Deten/Correc
FUND: General
BUDGET UNIT: AAA PRN

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increase institution reimbursement rates - Girls Regional Youth Educ Facility		3,311	3,311	-
W&I Code 903 allows the county to seek reimbursement for reasonable costs of support for a minor, based on ability to pay. This fee increase, from $5.47 to $10.51, is justified based on the department's costs and offsets loss of federal funding.				
Increase institution reimbursement rates - Boys Regional Youth Educ Facility		3,344	3,344	-
W&I Code 903 allows the county to seek reimbursement for reasonable costs of support for a minor, based on ability to pay. This proposed fee represents an increase from $5.01 to $10.46. Since this program is being eliminated, there will be no additional income related to the fee increase at this time.				
Increase institution reimbursement rates - Central Juvenile Hall	-	51,975	51,975	-
W&I Code 903 allows the county to seek reimbursement for reasonable costs of support for a minor, based on ability to pay. This fee increase, from $5.73 to $11.10, is justified based on the department's costs and offsets loss of federal funding.				
Add fee for institution reimbursement rates - Camp Heart Bar Treatment	-	13,779	13,779	-
This new fee, in the amount of $15.31, is now applicable to this program.				
Total	-	72,409	72,409	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Law & Justice
DEPARTMENT NAME: Probation - Detention Corrections
FUND NAME : General
BUDGET UNIT: AAA PRN PRN
PROGRAM: Institutional Reimbursement Rate

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 35,658,223	Revised Appropriations	$ 35,730,632	$ 72,409

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	244,756	Fee Revenue for listed fees	317,164	72,409
Fee Revenue for fees not listed	-	Fee Revenue for fees not listed	-	-
Non Fee Revenue	15,197,717	Non Fee Revenue	15,197,717	-
Local Cost	21,215,750	Local Cost	21,215,750	-
Budgeted Sources	$ 36,658,223	Revised Sources	$ 36,730,631	$ 72,409

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	7,241
Increased Inflationary Costs	65,168
Other	-
Total	$ 72,409

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

Welfare & Institutions Code 903 allows the county to seek reimbursement for reasonable costs of support (food, food prep, clothing, personal supplies & medical expense) for a minor, based on the responsible party's ability to pay. Costs in those approved areas are compiled for a year by program, and then apportioned according to the number of child care days amassed in that year by program.

These increases will help offset the loss of Federal TANF-Ranch/Camp funds cut in FY05. Note that this is not a new fee for the institutions as a whole, just new for the Camp Heart Bar program.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Law & Justice
DEPARTMENT NAME: Probation - Detention Corrections
FUND NAME : General
PROGRAM: Institutional Reimbursement Rate

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0129 (a) (1)	Institution Reimbursement Rates (W&I 903) RYEF-Girls (was Kuiper Youth Center)	$ 5.47	3,960	$ 21,661	$ 10.51	2,376	$ 24,972	$ 5.04	(1,584)	$ 3,311	$ 3,311	W&I Code 903 allows the county to seek reimbursement for reasonable costs of support (food, food prep, clothing, personal supplies & medical expense) for a minor, based on ability to pay. This fee increase will help offset the loss of Federal Ranch/Camp funds due to TANF cuts in FY05.
16.0129 (a) (2)	Institution Reimbursement Rates (W&I 903) Central Juv. Assessment/ Detention Center	$ 5.73	35,000	$ 200,550	$ 11.10	22,750	$ 252,525	$ 5.37	(12,250)	$ 51,975	$ 51,975	W&I Code 903 allows the county to seek reimbursement for reasonable costs of support (food, food prep, clothing, personal supplies & medical expense) for a minor, based on ability to pay. This fee increase will help offset the loss of Federal Ranch/Camp funds due to TANF cuts in FY05.
16.0129 (a) (3)	Institution Reimbursement Rates (W&I 903) RYEF-Boys (previously Regional Youth Educational Facility)	$ 5.01	4,500	$ 22,545	$ 10.46	2,475	$ 25,889	$ 5.45	(2,025)	$ 3,344	$ 3,344	W&I Code 903 allows the county to seek reimbursement for reasonable costs of support (food, food prep, clothing, personal supplies & medical expense) for a minor, based on ability to pay. This fee increase will help offset the loss of Federal Ranch/Camp funds due to TANF cuts in FY05.
16.0129(a)(5)	Institution Reimbursement Rates (W&I 903) Camp Heart Bar Treatment Facility	$ -	-	$ -	$ 15.31	900	$ 13,779	$ 15.31	900	$ 13,779	$ 13,779	W&I Code 903 allows the county to seek reimbursement for reasonable costs of support (food, food prep, clothing, personal supplies & medical expense) for a minor, based on ability to pay. This fee increase will help offset the loss of Federal Ranch/Camp funds due to TANF cuts in FY05.

Pretrial Detention

DESCRIPTION OF MAJOR SERVICES

On December 4, 1989 the Board of Supervisors authorized the establishment of the Pretrial Detention Review program under the direction of the Probation Department. A transfer of responsibility to the Sheriff was authorized by the Board on February 3, 2004 to provide increased efficiency and help alleviate jail overcrowding with no additional local cost. Beginning in 2004-05 this program is included in the Sheriff budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	392,853	512,610	496,029	-
Total Revenue	-	-	-	-
Local Cost	392,853	512,610	496,029	-
Budgeted Staffing		7.0		-
Workload Indicators				
Felony Screening	35,990	39,000	25,417	-
Court Referrals	720	1,000	605	-
Daily Pre-Arraignment	5,216	5,900	-	-
On-site Interviews	349	500	3,319	-

Note: Pre-Arraignment reporting service to the courts was discontinued as a workload indicator.

GROUP: Law & Justice
DEPARTMENT: Probation
FUND: General

BUDGET UNIT: AAA POR
FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	449,572	451,719	-	-	-	451,719	(451,719)	-
Services and Supplies	10,377	24,211	-	-	-	24,211	(24,211)	-
Central Computer	4,867	4,867	-	-	-	4,867	(4,867)	-
Transfers	31,213	31,813	-	-	-	31,813	(31,813)	-
Total Appropriation	496,029	512,610	-	-	-	512,610	(512,610)	-
Local Cost	496,029	512,610	-	-	-	512,610	(512,610)	-
Budgeted Staffing		7.0	-	-	-	7.0	(7.0)	-

SCHEDULE C

DEPARTMENT: **Probation**
FUND: **General**
BUDGET UNIT: **AAA POR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Transfer appropriations to Sheriff budget unit (AAA SHR)	(7.0)	(451,719)	-	(451,719)
	Transfer of responsibility results in an equivalent increase of local cost in the Sheriff's budget.				
2.	Transfer appropriations to Sheriff budget unit	-	(24,211)	-	(24,211)
	Transfer of responsibility results in an equivalent increase of local cost in the Sheriff's budget.				
3.	Transfer appropriations to Sheriff budget unit	-	(4,867)	-	(4,867)
	Transfer of responsibility results in an equivalent increase of local cost in the Sheriff's budget.				
4.	Transfer appropriations to Sheriff budget unit	-	(31,813)	-	(31,813)
	Transfer of responsibility results in an equivalent increase of local cost in the Sheriff's budget.				
	Total	(7.0)	(512,610)	-	(512,610)

AB 1913

DESCRIPTION OF MAJOR SERVICES

Assembly Bill 1913 (Schiff Cardenas Crime Prevention Act of 2000) allocates state resources annually to fund programs that address juvenile crime prevention and focus on public safety. This fund will no longer be used and is replaced with AB1913 - Special Revenue, where all operational activities have been combined beginning in 2004-05.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	274,212	260,781	255,767	-
Total Revenue	-	-	-	-
Departmental Revenue	274,201	260,781	255,767	-
Local Cost	11	-	-	-
Budgeted Staffing		72.0		-
Workload Indicators				
House Arrest Program	78	70	1,020	-
Day Reporting Centers	939	800	1,780	-
Schools Programs	1,314	1,200	1,100	-
SUCCESS Expansion	351	575	365	-

NOTE: Figures given represent total number of minors in the program (completed, in progress, and incomplete),

GROUP: Law & Justice
DEPARTMENT: Prob - AB1913
FUND: General

BUDGET UNIT: AAA PRG 1913
FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	4,404,616	4,794,692	328,011	-	-	5,122,703	(5,122,703)	-
Services and Supplies	1,077,662	196,014	-	-	-	196,014	(196,014)	-
Central Computer	35,654	35,654	11,821	-	-	47,475	(47,475)	-
Other Charges	1,718	2,000	-	-	-	2,000	(2,000)	-
Transfers	303,656	734,357	-	-	-	734,357	(734,357)	-
Total Exp Authority	5,823,306	5,762,717	339,832	-	-	6,102,549	(6,102,549)	-
Reimbursements	(5,567,539)	(5,501,936)	(339,832)	-	-	(5,841,768)	5,841,768	-
Total Appropriation	255,767	260,781	-	-	-	260,781	(260,781)	-
Departmental Revenue								
State, Fed or Gov't Aid	255,767	260,781	-	-	-	260,781	(260,781)	-
Total Revenue	255,767	260,781	-	-	-	260,781	(260,781)	-
Local Cost	-	-	-	-	-	-	-	-
Budgeted Staffing		72.0	-	-	-	72.0	(72.0)	-

SCHEDULE C

DEPARTMENT: Prob - AB1913
FUND: General
BUDGET UNIT: AAA PRG 1913

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Merge accounting in special revenue fund (SIG PRG)	(72.0)	(5,122,703)	-	(5,122,703)
	Accounting adjustment in accordance with GASB 34.				
2.	Merge accounting in special revenue fund (SIG PRG)	-	(196,014)	-	(196,014)
	Accounting adjustment in accordance with GASB 34.				
3.	Merge accounting in special revenue fund (SIG PRG)	-	(47,475)	-	(47,475)
	Accounting adjustment in accordance with GASB 34.				
4.	Merge accounting in special revenue fund (SIG PRG)	-	(2,000)	-	(2,000)
	Accounting adjustment in accordance with GASB 34.				
5.	Merge accounting in special revenue fund (SIG PRG)	-	(734,357)	-	(734,357)
	Accounting adjustment in accordance with GASB 34.				
6.	Merge accounting in special revenue fund (SIG PRG)	-	5,841,768	-	5,841,768
	Accounting adjustment in accordance with GASB 34.				
7.	Merge accounting in special revenue fund (SIG PRG)	-	-	(260,781)	260,781
	Accounting adjustment in accordance with GASB 34.				
	Total	(72.0)	(260,781)	(260,781)	-

AB 1913 Special Revenue Fund

DESCRIPTION OF MAJOR SERVICES

Assembly Bill 1913 (Schiff Cardenas Crime Prevention Act of 2000) was signed by Governor Davis on September 7, 2000. Also known as AB1913, the Bill allocates state resources annually to fund programs that address juvenile crime prevention and focus on public safety. The Juvenile Justice Coordinating Council (JJCC), mandated to oversee local AB1913 programming, consists of a variety of county and community leaders that develop and recommend the Comprehensive Multi-Agency Juvenile Justice Plan. This Plan identifies and addresses public safety gaps in services for juvenile offenders and their families throughout San Bernardino County.

Current programs include Day Reporting Centers, House Arrest Program, SUCCESS Program, and a variety of others, each designed to utilize probation officers to meet the diverse needs of youth throughout the county.

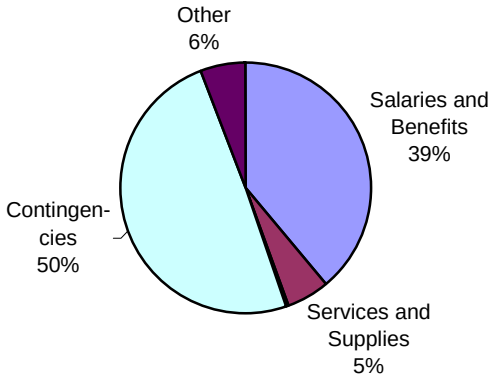
Operations have been combined in a single special revenue fund beginning in 2004-05.

BUDGET AND WORKLOAD HISTORY

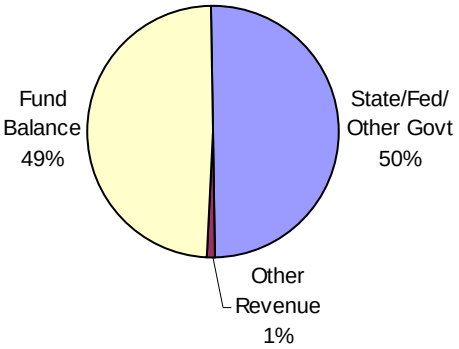
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	5,948,667	12,511,539	6,097,002	10,950,910
Departmental Revenue	6,080,669	6,320,513	5,312,572	5,544,314
Fund Balance		6,191,026		5,406,596
Budgeted Staffing		-		59.0
Workload Indicators				
House Arrest Program	78	70	1,020	980
Day Reporting Centers	939	800	1,780	1,800
Schools Programs	1,314	1,200	1,100	1,300
SUCCESS Expansion	351	575	365	370

NOTE: Figures given represent total number of minors in the program (completed, in progress, and incomplete), as reported to the State Board of Corrections.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Probation
FUND: Prob - AB1913 Spec Rev

BUDGET UNIT: SIG PRG PRG
FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	-	-	-	-	-	-	4,259,381	4,259,381
Services and Supplies	-	-	-	-	-	-	598,622	598,622
Central Computer	-	-	-	-	-	-	47,475	47,475
Other Charges	-	-	-	-	-	-	650	650
Transfers	6,097,002	6,313,833	-	-	-	6,313,833	(5,675,647)	638,186
Contingencies	-	6,197,706	-	-	-	6,197,706	(791,110)	5,406,596
Total Appropriation	6,097,002	12,511,539	-	-	-	12,511,539	(1,560,629)	10,950,910
Departmental Revenue								
Use Of Money and Pro	176,489	400,000	-	-	-	400,000	(277,429)	122,571
State, Fed or Gov't Aid	5,136,083	5,920,513	-	-	-	5,920,513	(498,770)	5,421,743
Total Revenue	5,312,572	6,320,513	-	-	-	6,320,513	(776,199)	5,544,314
Fund Balance		6,191,026	-	-	-	6,191,026	(784,430)	5,406,596
Budgeted Staffing		-	-	-	-	-	59.0	59.0

SCHEDULE C

DEPARTMENT: Probation
FUND: Prob - AB1913 Spec Rev
BUDGET UNIT: SIG PRG PRG

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

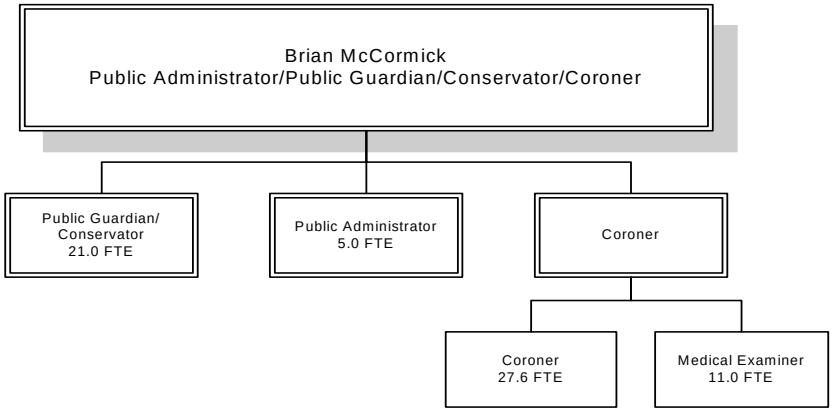
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Merge accounting in special revenue fund	72.0	260,781	260,781	-
	Accounting adjustment in accordance with GASB 34, to establish special revenue fund for both revenue and expenses. Add salaries and benefits of $5,122,703; services and supplies in the amount of $196,041; $47,475 in central computer charges; and other charges of $2,000. Add transfers of $734,357 and $5,841,768 in reimbursements. Include gov't aid revenue in the amount of $260,781.				
2.	Transfer position to Probation Administration	(1.0)	-	-	-
	Due to funding constraints, 1.0 business application manager is moved to another business unit. The $119,485 salary cost of the position is transferred and is offset by a reduction in reimbursements that represents the former funding source.				
3.	Discontinue PRO program and related funding	(9.0)	-	-	-
	Preventing Repeat Offenders (PRO) program is eliminated due to lack of funding. Delete 1.0 supervising probation officer, 1.0 probation officer III, 3.0 probation office II, 3.0 probation corrections officer, and 1.0 clerk II. Eliminate $986,307 in appropriations (salaries-$549,977; other costs-$1,350; transfers-$434,980), which is offset by a reduction in reimbursements that represents the former funding source.				
4.	Adjust school positions and increase available revenues	(2.0)	24,879	24,879	-
	Two schools were unable to renew current contracts, resulting in the deletion of 2.0 probation officer II positions and decreasing salaries and corresponding reimbursements by $129,147. The remaining five schools have increased their reimbursement portion to 75% of each position, resulting in a net increase to appropriations and revenues of $24,879.				
5.	Defund one probation corrections officer position	(1.0)	-	-	-
	Eliminate 1.0 probation corrections officer in the amount of $64,713 which is offset by a reduction in reimbursements that represents the former funding source.				
6.	Adjust transfers and reimbursements	-	(1,055,379)	-	(1,055,379)
	Operating costs for AB 1913 have been moved to a special revenue fund in accordance with GASB 34. Net adjustment is -$1,055,379. Transfers Out - net decrease of $5,733,417 as a result of all AB 1913 grant-related activities (salaries/services/other costs) now occurring within the special revenue fund. Transfers In - net decrease of $4,678,038 in reimbursements as there is no longer a need to repay another fund for the AB 1913 grant expenditures.				
7.	Adjust services and supplies	-	-	-	-
	Operating costs for AB 1913 have been moved to the special revenue fund. Increase services and supplies by $402,608; decrease transfers by $241,807; and increase reimbursements by $160,801.				
8.	Increase EHAP charges	-	200	-	200
	Increase charges related to employee benefit				
9.	Decrease contingencies	-	(791,110)	-	(791,110)
	Fund balance less expenses equals contingencies.				
10.	Adjust revenue	-	-	(1,061,859)	1,061,859
	Reduce federal revenue by $784,430 and interest by $277,429, to reflect current estimates.				
	Total	59.0	(1,560,629)	(776,199)	(784,430)

PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/CONSERVATOR/CORONER
Brian McCormick

MISSION STATEMENT

1. To treat all persons with dignity and respect
2. To set up systems in order to monitor costs of services rendered and quality control analysis.
3. To provide quality and cost effective services to the people of San Bernardino County associated with the Administration, Operations/Investigations, Guardianship/Conservatorship, and Pathology Services rendered to those in need of services.
4. To interface with groups from time-to-time such as the San Bernardino Medical Society, the San Bernardino County Bar Association, Chambers of Commerce, civic clubs and other community based organizations.
5. To nurture and develop an occupational environment which will encourage staff to reach their fullest potential.
6. To provide facilities which are safe, clean, and efficient and that reflect compassion to those served by this office.
7. Develop and implement information systems services and related technologies in order to more efficiently service the public.

ORGANIZATIONAL CHART



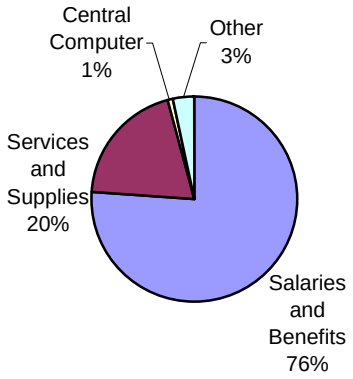
DESCRIPTION OF MAJOR SERVICES

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. 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. The Coroner investigates deaths to determine the cause and clarify all circumstances surrounding or pertaining to the manner of death.

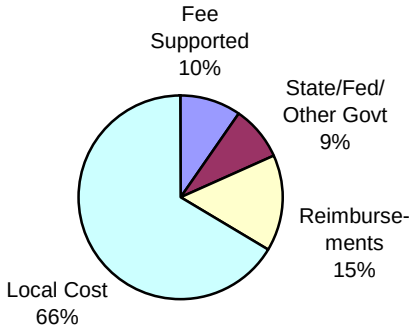
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,885,178	5,468,851	5,315,496	5,159,469
Departmental Revenue	916,450	1,259,556	1,132,850	1,131,921
Local Cost	3,968,728	4,209,295	4,182,646	4,027,548
Budgeted Staffing		76.1		65.6
Workload Indicators				
Public Administrator cases	387	480	396	410
Public Guardian Probate cases	196	240	211	218
Public Guardian Conservator cases	628	625	527	545
Coroner cases	9,038	9,400	9,644	9,982
Autopsies	608	740	660	683
Information and Assistance Contacts	27,334	-	25,191	26,073

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General

BUDGET UNIT: AAA PAC
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	4,912,252	5,071,001	288,831	-	(410,392)	4,949,440	(324,838)	4,624,602
Services and Supplies	1,065,939	1,060,742	23,161	-	(3,874)	1,080,029	121,821	1,201,850
Central Computer	38,593	38,593	13,551	-	-	52,144	-	52,144
Other Charges	188,103	190,000	-	-	-	190,000	-	190,000
Transfers	48,121	46,099	-	-	(33,024)	13,075	3,314	16,389
Total Exp Authority	6,253,008	6,406,435	325,543	-	(447,290)	6,284,688	(199,703)	6,084,985
Reimbursements	(937,512)	(937,584)	-	-	-	(937,584)	12,068	(925,516)
Total Appropriation	5,315,496	5,468,851	325,543	-	(447,290)	5,347,104	(187,635)	5,159,469
Departmental Revenue								
State, Fed or Gov't Aid	603,047	712,936	-	(21,000)	-	691,936	(166,936)	525,000
Current Services	529,803	546,620	-	81,000	-	627,620	(45,213)	582,407
Other Revenue	-	-	-	-	-	-	24,514	24,514
Total Revenue	1,132,850	1,259,556	-	60,000	-	1,319,556	(187,635)	1,131,921
Local Cost	4,182,646	4,209,295	325,543	(60,000)	(447,290)	4,027,548	-	4,027,548
Budgeted Staffing		76.1	-	-	(5.5)	70.6	(5.0)	65.6

DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General
BUDGET UNIT: AAA PAC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**76.1**	**5,468,851**	**1,259,556**	**4,209,295**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	288,831	-	288,831
Internal Service Fund Adjustments	-	36,712	-	36,712
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**325,543**	**-**	**325,543**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	60,000	(60,000)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**60,000**	**(60,000)**
Impacts Due to State Budget Cuts	**(5.5)**	**(447,290)**	**-**	**(447,290)**
TOTAL BASE BUDGET	**70.6**	**5,347,104**	**1,319,556**	**4,027,548**
Department Recommended Funded Adjustments	**(5.0)**	**(187,635)**	**(187,635)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**65.6**	**5,159,469**	**1,131,921**	**4,027,548**

SCHEDULE B

DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General
BUDGET UNIT: AAA PAC

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Eliminate the Needles and Morongo rent expenses and direct costs	-	(33,024)	-	(33,024)
The department is in the process of contracting with Sheriff's Department to provide coverage for the East Desert area. The estimated cost for this is $108,000 as a one time cost and $30,000 for on-going annual costs. The office in Morongo is not staffed at this time and investigations are done by the deputies from San Bernardino. See also #2 below and policy item request #1 for proposed solution.				
Eliminate 1 Deputy Coroner Investigator Position in the Needles Office	(1.0)	(79,161)	-	(79,161)
Due to the recent retirement of the Deputy Coroner Investigator living in the Needles area, elimination of this position leaves the East Desert with no reasonable coroner service coverage. At this time, the department is in negotiations with the Sheriff's Department to provide coroner service in that area. See also #1 above and policy item request #1 for proposed solution.				
Eliminate 3.5 Deputy Coroner Investigator psns in the San Bernardino Office	(3.5)	(267,227)	-	(267,227)
If these filled positions are eliminated, there will be substantial delays in death investigations and would cost the department significant overtime, call-back and stand-by pay. At current staffing levels, 2003-04 overtime is 5,548 hours year-to-date, with a projection of 7,000 hours for the entire year. Further reduction of investigators would generate more overtime and burn-out. Additionally, the state is proposing to repeal the SB90 mandate requiring additional autopsy protocols for SIDS deaths. This elimination of $70,000 in state reimbursement is part of this state cost reduction. See policy item request #2 for restoration. This reduction includes $263,353 in salaries and benefits and $3,874 in services and supplies.				
Eliminate 1 Staff Analyst I position	(1.0)	(67,878)	-	(67,878)
If this position is eliminated, the contracting and monitoring of the Coroner's transport services will have to be handled by the remaining Coroner and/or Administration staff that are already trying to absorb the work of a vacant Clerk III position. See policy item request #3 for restoration.				
Total	(5.5)	(447,290)	-	(447,290)

SCHEDULE C

DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General
BUDGET UNIT: AAA PAC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increased EHAP charges	-	-	-	-
	Move appropriations from services and supplies to transfers out for $897 increase in EHAP charges.				
2.	Eliminate reimbursement from special revenue fund		-	-	-
	Reduce $12,068 reimbursement for one-time funding in 2003-04 that was used for refurbishing morgue tables.				
3.	MAA revenue reduction	-	-	(166,936)	166,936
	Due to delay in reimbursements from the MediCal Administrative Activities (MAA) program, additional MAA revenues are not expected to be realized until some undetermined future date.				
4.	Adjustments to various items		141,458	(20,699)	162,157
	Several appropriations and revenues are being adjusted to reflect current trends including increased contracts costs, increased background investigation costs, reduced medical examiner costs, and reduced estate fee revenues. These adjustments reduce $49,882 in salaries and benefits, increase $188,923 in services and supplies, increase $2,417 in transfers, reduce $45,213 in current services, and increase $24,514 in other revenue.				
5.	Eliminate Clerk III position	(1.0)	(39,352)	-	(39,352)
	Eliminate vacant position to help offset the MAA revenue reduction and other necessary adjustments (items #3 and #4 above). This position has been vacant for some time and the workload has been redistributed to the existing clerical staff. There have been some service delays as a result. See policy item request #9 for restoration.				
6.	Eliminate 7 vehicles	-	(67,137)	-	(67,137)
	Eliminate vehicles for 6 Supervising Deputy Coroners and 1 Chief Deputy Coroner to help offset MAA revenue reduction and other necessary adjustments (items #3 and #4 above). This MAY cause delays in the investigations and will create increased mileage reimbursement due to employees using their own vehicles. See policy item request #5 for restoration.				
7.	Eliminate 2 Deputy Coroner Investigator positions in San Bernardino Office	(2.0)	(160,575)	-	(160,575)
	Eliminate 2 filled positions to help offset MAA revenue reduction and other necessary adjustment (items #3 and #4 above). If these positions are eliminated, the Coroner Department will have to reduce or discontinue some of the non-mandated activities such as hospice and emergency room investigations, or reduce the workload or pay more overtime. See policy item request #4 for restoration.				
8.	Eliminate 2 Medical Transcriber/Typist positions from Coroner Department	(2.0)	(62,029)	-	(62,029)
	Eliminate 2 filled positions to help offset MAA revenue reduction and other necessary adjustments (items #3 and #4 above). With the elimination of these positions, investigator staff would be expected to format and finalize all of their own reports and correspondence. Salaries and benefits would be reduced by $75,029, but an agreement with an outside vendor would be necessary to provide transcription service for the medical examiner/autopsy personnel, at an annual cost of $13,000. The medical examiner/autopsy transcriptions are frequently subpoenaed for court trials. In order to allow for a successful transition to a contract for these transcriptions, one position and incumbent is needed in the department until December 31, 2004. See policy item request #6 for restoration of these positions.				
	Total	(5.0)	(187,635)	(187,635)	-

SCHEDULE D

DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General
BUDGET UNIT: AAA PAC

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	MOU with Sheriff's Department for East Desert Coverage		138,000	-	138,000
	The recent retirement of an employee living in the Needles area has left the East Desert area with no reasonable Coroner Department coverage. An MOU has been discussed with the Sheriff's Department to provide coroner service for the area from Baker to the Colorado River at a lower overall cost and provide more efficient and timely investigations. There would be a $108,000 one-time cost for coroner investigation/morgue training for 4 Sheriff's deputies and their back-fill during the training. There would be on-going annual cost of only $30,000 for payroll, including a proposed differential that would be paid to the deputies for those hours actually engaged in coroner activities. Including the reduction of the office rent costs and the elimination of the vacant investigator position included as state budget cuts items #1 and #2, the on-going annual savings realized after the initial cost of this MOU would be $82,000.				

SCHEDULE D

DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General
BUDGET UNIT: AAA PAC

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2	Restore 3.5 Dep Coroner Investigator psns in San Bernardino Office	3.5	267,227	-	267,227
	If these positions are eliminated, there will be substantial delays in death investigations and would cost the department significant overtime, call-back, and standby pay. Projections of 2003-04 overtime hours at current staffing levels is 7,000 hours. Further reduction of investigators would generate more overtime and burn-out on the remaining staff. These positions are currently filled. See also state budget cut item #3.				
3	Restore 1 Staff Analyst I position	1.0	67,878	-	67,878
	If this position is eliminated, the contracting and monitoring function for the Coroner Department will have to be handled by the remaining Coroner and Administration staff that are already absorbing workload of a vacant Clerk III position. This position is currently filled. See also state budget cut item #4.				
4	Restore 2 Dep Coroner Investigators in San Bernardino Office	2.0	160,575	-	160,575
	If these positions are eliminated, the Coroner Department will have to reduce and/or discontinue some of the non-mandated investigations such as hospice and emergency room investigations to reduce the workload and avoid additional overtime, callback, and standby costs. One position is vacant due to difficulty in recruiting a candidate to pass background. The other position is currently filled with an employee out on medical leave. See also department recommended adjustment item #7. These positions were eliminated due to reduced MAA revenue budget and other needed adjustments.				
5	Restore 7 vehicles for Supv Deputy Coroners and Chief Deputy	-	67,137	-	67,137
	Elimination of these vehicles will cause delays in the investigations and will create increased mileage reimbursement. See also department recommended adjustment item #6. These vehicles were eliminated due to reduced MAA revenue budget and other needed adjustments.				
6	Restore 2 Medical Transcriber/Typist psns in the Coroner Dept	2.0	62,029	-	62,029
	If these positions are eliminated, an agreement with an outside vendor will be needed to provide this service at a cost of approximately $13,000 annually. This may cause some errors, and delays in service. These positions are currently filled. See also department recommended adjustment item #8. These positions were eliminated due to reduced MAA revenue budget and other needed adjustments.				
7	In-House Body Removal Services	10.0	707,219	180,000	527,219
	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. In 2002 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 through 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.				
8	Computerized Inventory System for Decedent and Estate Assets	1.0	129,425	-	129,425
	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.				
9	Restore 1 Clerk III position from the Coroner's department	1.0	39,352	-	39,352
	This position has been vacant for some time and the workload has been redistributed to the existing clerical staff. There have been some service delays as a result of this. Restoration of this position is needed to eliminate the travel of one of the other Clerk III from Victorville to San Bernardino 2 days a week. See also department recommended adjustment item #5. This position was eliminated due to reduced MAA revenue budget and other needed adjustments.				
10	Request for Automated Systems Analyst Position	1.0	56,000	-	56,000
	This department has a fully developed local area network (LAN) system that connects to 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.				
11	Restoration of Funding for Deputy Coroner Positions	1.5	77,567	-	77,567
	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 the County of San Bernardino and the extensive populations growth in the desert regions, we have encounter increases in reported deaths at the rate of 3.5% annually. The current number of Deputy Coroner Investigators cannot adequately cover our 24-hour/seven days a week operation. Overtime, standby and callback 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 would allow us to restore our staffing to only a baseline level to reduce risk/liability to the county.				

SCHEDULE D

DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General
BUDGET UNIT: AAA PAC

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
12	Request for Deputy Public Guardian Position	1.0	62,212	31,106	31,106
	The Public Guardian Department places approximately 500 active developmentally disabled 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 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 of facility information database and new facility reviews. This position would also be utilized to mitigate the existing case management workload.				
13	Request for Additional Supervising Dep Public Guardian Position	1.0	68,532	34,266	34,266
	The California Probate Code charges the Public Guardian's with responsibility for the care of individuals who are place on conservatorship by the court. The Deputy Public Guardian 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 is requested to increase supervisor representation in court, at a variety of agency meetings, and to reduce supervisory span of control in the office.				
14	Request for Additional Deputy Coroner Positions	5.0	387,835	-	387,835
	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.				
	Total	30.0	2,290,988	245,372	2,045,616

SCHEDULE E

DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General
BUDGET UNIT: AAA PAC

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increase Private Autopsy Fee from $2,000 to $3,000		12,000	12,000	-
To recover the increasing costs related to the performance of private autopsies and reduce the units from 24 to 20.				
Add Protective Wear Fee of $6.00		-	3,600	(3,600)
To recover the cost of protective wear issued to non-departmental individuals receiving training and/or observing medical examiner procedures in the morgue. Because the provision of these services is already included in the department budget, this would reduce local cost by $3,600.				
Total	-	12,000	15,600	(3,600)

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Law & Justice
DEPARTMENT NAME: PA/PG/Conservator/Coroner
FUND NAME : General
BUDGET UNIT: AAA PAC
PROGRAM: Coroner/Medical Examiner

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 3,218,944	Revised Appropriations	$ 3,230,944	$ 12,000

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	48,000	Fee Revenue for listed fees	63,600	15,600
Fee Revenue for fees not listed	254,204	Fee Revenue for fees not listed	254,204	-
Non Fee Revenue	24,410	Non Fee Revenue	24,410	-
Local Cost	2,892,330	Local Cost	2,888,730	(3,600)
Budgeted Sources	$ 3,218,944	Revised Sources	$ 3,230,944	$ 12,000

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	12,000
Total	$ 12,000

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

To recover direct costs in the performance of the program. The budgetary impact will be an increase in revenue of approximately $15,600 per fiscal year. The new fee for protective wear would also result in a decrease in local cost of $3,600.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Law & Justice
DEPARTMENT NAME: PA/PG/Conservator/Coroner
FUND NAME : General
PROGRAM: Coroner/Medical Examiner

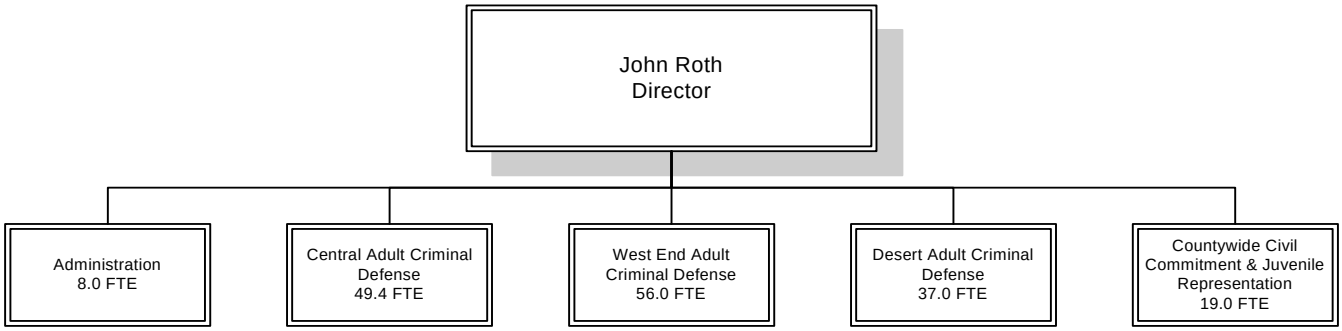
CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0220 (f)	Private Autopsy Fee	$ 2,000.00	24	$ 48,000	$ 3,000.00	20	$ 60,000	$ 1,000.00	(4)	$ 12,000	$ 12,000	To recover the full cost of performing private autopsies. This cost is $3,000. Increased cost in performing autopsies and related toxicology tests resulted in the reduction of budgeted overtime for forensic pathologists. Because the units are being reduced from 24 to 20, the combined impact will be an increase in revenue and appropriations of $12,000 per fiscal year.
16.0220 (u)	Protective Wear Fee	$ -	-	$ -	$ 6.00	600	$ 3,600	$ 6.00	600	$ 3,600	$ -	To recover the cost of protective wear issued to Non-Departmental individuals receiving training/observing medical examiner procedures in the morgue. The impact will be an increase in revenue of $3,600 per fiscal year but no increase to appropriations, because the provision of these services is already included in the department budget. This would reduce local cost by $3,600.

PUBLIC DEFENDER
John Roth

MISSION STATEMENT

The Public Defender is vested with the responsibility of guarding the constitutional rights of indigent citizens charged in criminal courts by providing competent legal counsel and zealous courtroom advocacy. With these mandates in mind, the Public Defender's Office will strive to provide all lawful avenues of protection and options available to our clients, and communicate clear explanations of the legal proceedings, in order for our clients to make informed decisions.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Public Defender's Office provides criminal defense attorneys to represent adult felony clients, adult misdemeanor clients, and juvenile delinquency clients. 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 assignment of the majority of indigent clients.

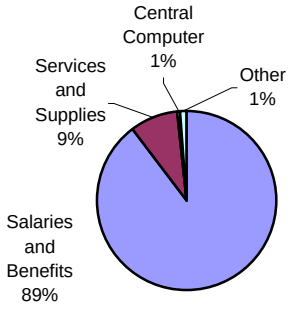
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	18,987,647	19,718,736	19,189,428	19,950,532
Departmental Revenue	1,140,378	500,000	275,000	250,000
Local Cost	17,847,269	19,218,736	18,914,428	19,700,532
Budgeted Staffing		180.0		170.4

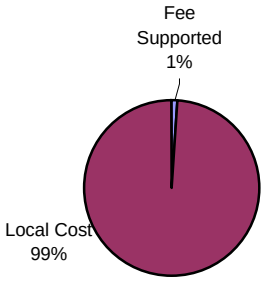
Workload Indicators

Felony Appointments	13,546	13,560	15,587	13,546
Misdemeanor Appointments	29,711	30,000	34,168	29,711
Juvenile Delinquency Appointments	4,094	4,100	4,544	4,094
Juvenile Dependency Appointments	1,069	-	-	-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Public Defender
FUND: General

BUDGET UNIT: AAA PBD
FUNCTION: Representation of indigents
ACTIVITY: Criminal Defense

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	17,297,960	17,463,146	1,235,776	-	(791,029)	17,907,893	-	17,907,893
Services and Supplies	1,591,402	1,955,524	36,057	-	(24,683)	1,966,898	(257,070)	1,709,828
Central Computer	97,768	97,768	25,675	-	-	123,443	-	123,443
Transfers	202,298	202,298	-	-	-	202,298	7,070	209,368
Total Appropriation	19,189,428	19,718,736	1,297,508	-	(815,712)	20,200,532	(250,000)	19,950,532
Departmental Revenue								
State, Fed or Gov't Aid	25,000	50,000	-	-	-	50,000	-	50,000
Current Services	250,000	450,000	-	-	-	450,000	(250,000)	200,000
Total Revenue	275,000	500,000	-	-	-	500,000	(250,000)	250,000
Local Cost	18,914,428	19,218,736	1,297,508	-	(815,712)	19,700,532	-	19,700,532
Budgeted Staffing		180.0	-	-	(9.6)	170.4	-	170.4

DEPARTMENT: Public Defender
FUND: General
BUDGET UNIT: AAA PBD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**180.0**	**19,718,736**	**500,000**	**19,218,736**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	1,203,560	-	1,203,560
Internal Service Fund Adjustments	-	61,732	-	61,732
Prop 172	-	-	-	-
Other Required Adjustments	-	32,216	-	32,216
Subtotal	**-**	**1,297,508**	**-**	**1,297,508**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(9.6)**	**(815,712)**	**-**	**(815,712)**
TOTAL BASE BUDGET	**170.4**	**20,200,532**	**500,000**	**19,700,532**
Department Recommended Funded Adjustments	**-**	**(250,000)**	**(250,000)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**170.4**	**19,950,532**	**250,000**	**19,700,532**

SCHEDULE B

DEPARTMENT: Public Defender
FUND: General
BUDGET UNIT: AAA PBD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
General Fund Support	(9.6)	(815,712)	-	(815,712)
Reduction in FTEs and service and supplies will result in potential increase in costs to the Indigent Defense budget.				
Total	(9.6)	(815,712)	-	(815,712)

SCHEDULE C

DEPARTMENT: Public Defender
FUND: General
BUDGET UNIT: AAA PBD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Service and Supplies Reduction		(257,070)	-	(257,070)
	The department has reduced General Office Expense, Professional and Specialized Services, and Computer Software Expense to accommodate the decrease in revenue for current services.				
2.	Intra Fund Transfers	-	7,070	-	7,070
	Increase transfers for increased rent expense.				
3.	Charges for Current Services	-	-	(250,000)	250,000
	Decrease in revenue for current services.				
	Total	-	(250,000)	(250,000)	-

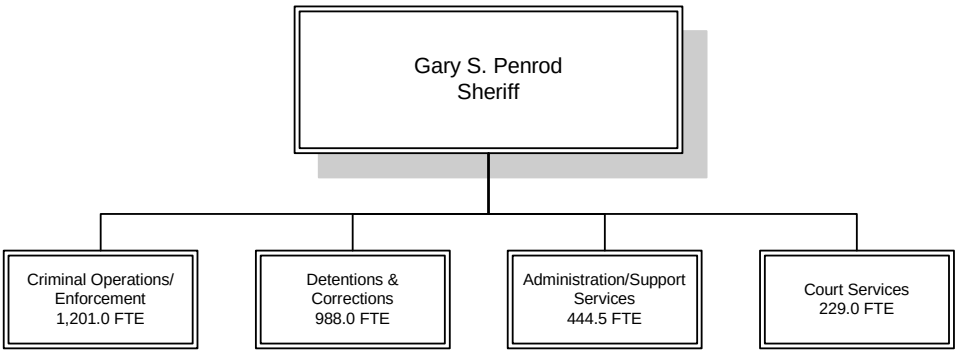
SHERIFF
Gary Penrod

MISSION STATEMENT

We believe in being a high performance, inclusive department with high professional standards of integrity, ethics and behavior—guided by the letter and spirit of the law and the law enforcement code of ethics. We will relentlessly investigate criminal acts and arrest those guilty of violating the law, while building relationships with those we serve.

This requires each of us to:
- Treat all people with respect, fairness and compassion;
- Value each contribution to the department by an employee or citizen, regardless of position, assignment or role;
- Work in partnership with each other and the community to reach an environment; and
- Be accountable and responsible to one another.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Sheriff	278,423,185	192,095,350	86,327,835		2,851.5
Contract Training	3,507,144	2,340,322		1,166,822	-
Public Gatherings	920,793	680,000		240,793	12.0
Aviation	1,878,480	875,490		1,002,990	-
IRNET Federal	1,422,584	400,000		1,022,584	-
IRNET State	600,106	258,474		341,632	-
High Intensity Drug Traffic Area	760,798	256,500		504,298	-
Federal Seized Assets (DOJ)	864,464	830,000		34,464	-
Federal Seized Assets (Treasury)	199,969	70,000		129,969	-
State Seized Assets	3,059,664	2,798,515		261,149	-
Vehicle Theft Task Force	837,435	530,000		307,435	-
Search and Rescue	189,818	30,000		159,818	-
CAL-ID Program	3,162,757	3,162,757		-	-
COPSMORE Grant	5,659,187	4,239,500		1,419,687	-
Capital Project Fund	1,920,458	1,252,216		668,242	-
Court Services Auto	753,855	244,000		509,855	-
Court Services Tech	252,048	153,084		98,964	-
TOTAL	304,412,745	210,216,208	86,327,835	7,868,702	2,863.5

Sheriff

DESCRIPTION OF MAJOR SERVICES

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.

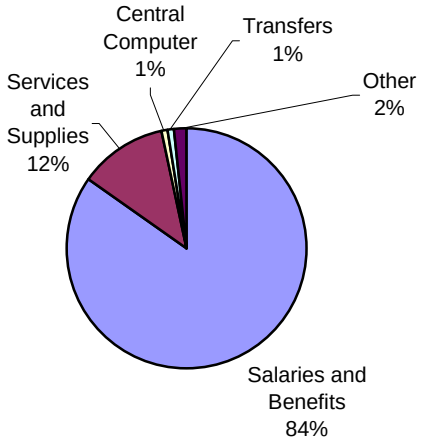
The general law enforcement mission is carried out through the operation of 10 county stations and centralized divisions including crime and narcotic investigations, a crime laboratory and identification bureau, central records, communication dispatch, and aviation division for general patrol and search and rescue activities. The Sheriff contracts with the courts to provide security and civil processing, and manages three major detention facilities—the Central Detention Center, the 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.

BUDGET AND WORKLOAD HISTORY

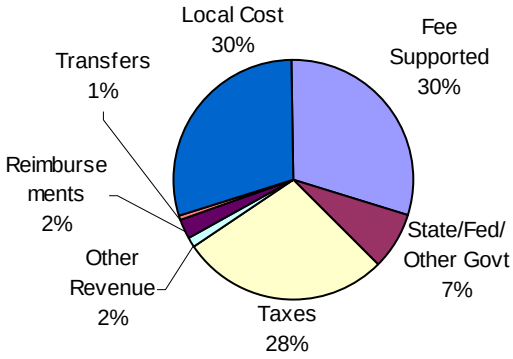
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	245,030,513	257,886,910	263,279,588	278,423,185
Total Financing Sources	159,912,837	170,859,153	176,251,831	192,095,350
Local Cost	85,117,676	87,027,757	87,027,757	86,327,835
Budgeted Staffing		2,867.0		2,851.5
Workload Indicators				
Criminal Operations and Enforcement				
Calls for Service	650,264	660,000	669,545	689,000
Total Crimes Reported	112,937	120,000	116,653	120,400
Pretrial Detention				
Felony Screening	35,990	39,000	25,417	29,000
Court Referrals	720	1,000	605	725
On-site Releases			3,319	14,400

Note: On-site Releases began mid-year during FY 2003-04 when the Sheriff assumed responsibility for Pretrial Detention.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: General

BUDGET UNIT: AAA SHR
FUNCTION: Public Safety
ACTIVITY: Police Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	226,330,693	221,807,937	23,016,210	510,786	(3,743,956)	241,590,977	(20,069)	241,570,908
Services and Supplies	35,373,730	32,852,177	382,802	24,211	(49,081)	33,210,109	1,221,232	34,431,341
Central Computer	1,931,868	1,931,868	423,590	6,432	-	2,361,890	-	2,361,890
Other Charges	1,216,700	1,221,650	-	-	-	1,221,650	-	1,221,650
Equipment	350,000	785,000	-	-	-	785,000	(200,000)	585,000
Vehicles	2,140,000	3,640,000	-	-	-	3,640,000	(440,000)	3,200,000
Transfers	1,640,429	1,756,742	-	31,813	-	1,788,555	165,908	1,954,463
Total Exp Authority	268,983,420	263,995,374	23,822,602	573,242	(3,793,037)	284,598,181	727,071	285,325,252
Reimbursements	(5,703,832)	(6,108,464)	(104,096)	-	-	(6,212,560)	(689,507)	(6,902,067)
Total Appropriation	263,279,588	257,886,910	23,718,506	573,242	(3,793,037)	278,385,621	37,564	278,423,185
Departmental Revenue								
Taxes	72,410,000	68,110,000	10,990,000	-	-	79,100,000	-	79,100,000
Licenses and Permits	21,500	45,000	-	-	-	45,000	-	45,000
Fines and Forfeitures	2,500	5,000	-	-	-	5,000	-	5,000
Use Of Money and Prop	4,200	6,100	-	-	-	6,100	(1,600)	4,500
State, Fed or Gov't Aid	21,929,384	22,211,171	-	-	(250,000)	21,961,171	(592,051)	21,369,120
Current Services	74,354,200	74,433,699	10,324,539	82,277	-	84,840,515	514,436	85,354,951
Other Revenue	4,060,047	4,348,183	-	54,355	-	4,402,538	114,241	4,516,779
Total Revenue	172,781,831	169,159,153	21,314,539	136,632	(250,000)	190,360,324	35,026	190,395,350
Operating Transfers In	3,470,000	1,700,000	-	-	-	1,700,000	-	1,700,000
Total Financing Sources	176,251,831	170,859,153	21,314,539	136,632	(250,000)	192,060,324	35,026	192,095,350
Local Cost	87,027,757	87,027,757	2,403,967	436,610	(3,543,037)	86,325,297	2,538	86,327,835
Budgeted Staffing		2,867.0	10.0	10.0	(31.0)	2,856.0	(4.5)	2,851.5

The transfer of responsibility for Pretrial Detention is reflected in column D, as approved by the Board of Supervisors on February 3, 2004 in the amount of $512,610.

DEPARTMENT: Sheriff
FUND: General
BUDGET UNIT: AAA SHR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**2,867.0**	**257,886,910**	**170,859,153**	**87,027,757**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	22,393,878	9,490,636	12,903,242
Internal Service Fund Adjustments	-	806,392	305,835	500,557
Prop 172	-	-	10,990,000	(10,990,000)
Other Required Adjustments	10.0	518,236	528,068	(9,832)
Subtotal	**10.0**	**23,718,506**	**21,314,539**	**2,403,967**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(76,000)	-	(76,000)
Mid-Year Board Items	10.0	649,242	136,632	512,610
Subtotal	**10.0**	**573,242**	**136,632**	**436,610**
Impacts Due to State Budget Cuts	**(31.0)**	**(3,793,037)**	**(250,000)**	**(3,543,037)**
TOTAL BASE BUDGET	**2,856.0**	**278,385,621**	**192,060,324**	**86,325,297**
Department Recommended Funded Adjustments	**(4.5)**	**37,564**	**35,026**	**2,538**
TOTAL 2004-05 PROPOSED BUDGET	**2,851.5**	**278,423,185**	**192,095,350**	**86,327,835**

SCHEDULE B

DEPARTMENT: Sheriff
FUND: General
BUDGET UNIT: AAA SHR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Unable to fill vacant safety positions	(31.0)	(3,743,956)	-	(3,743,956)
4% reduction - 31 safety positions. See policy item #1 for restoration.				
Standards and Training for Correctional Officers (CRT) reduction	-	-	(250,000)	250,000
STC reimbursement is eliminated due to state funding constraints.				
9% reduction to local cost for Pretrial Detention		(49,081)	-	(49,081)
Since responsibility for this function and fund was transferred to the Sheriff mid-year, these positions will be absorbed within the department (AAA SHR) effective 7/1/04. Various Sheriff expenditure accounts will be reduced to maintain staffing for this function.				
Total	(31.0)	(3,793,037)	(250,000)	(3,543,037)

SCHEDULE C

DEPARTMENT: Sheriff
FUND: General
BUDGET UNIT: AAA SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Decrease labor related expenses	(4.5)	(20,069)	-	(20,069)
This net reduction includes 4.5 deputy sheriff ($477,241) and significantly less overtime (708,701); offset by increases in termination benefits ($576,234) and step advances ($589,639).				
2. Increase food expenses		1,200,000	-	1,200,000
Reflects price adjustments for cost of food for jails, and is consistent with expenditures in the current fiscal year.				
3. Increase insurance costs (to be recovered by city contracts)	-	317,937	-	317,937
Target includes only the portion that is not billable.				
4. Increase risk management charges related to Pretrial Detention		2,538	-	2,538
Transfer of charges from probation.				
5. Decrease operating expenses	-	(776,937)	-	(776,937)
Reduce non-inventoriable equipment, clothing, software, and general maintenance.				
6. Decrease training expenses	-	(100,000)	-	(100,000)
Limit training expenditures due to budgetary constraints.				
7. Increase professional services expenses	-	272,694	-	272,694
Additional pharmaceutical purchases for jails.				
8. Increase systems development expenses	-	305,000	-	305,000
Anticipated work to be performed by Information Services Department.				
9. Fund transfers out	-	165,908	-	165,908
Increased transfers to Real Estate Services for rent expenses.				
10. Reimbursements	-	(689,507)	-	(689,507)
Increases in Juvenile Detention reimbursements and CAL-ID salaries from the special revenue fund.				
11. Increase earned income	-	-	514,436	(514,436)
Contract city overtime and live scan revenue.				
12. Reduce government aid	-	-	(592,051)	592,051
Fewer net state grants and pharmacy reimbursements.				
13. Inmate Welfare Fund revenue	-	-	114,241	(114,241)
Increased reimbursement for salaries and other expenses.				
14. Decrease equipment	-	(200,000)	-	(200,000)
Reduce patrol equipment. See policy item #3 for restoration.				
15. Decrease vehicles	-	(440,000)	-	(440,000)
Reduce vehicle purchases and maintenance expenditures. See policy item #4 for restoration.				
16. Decrease interest revenue	-	-	(1,600)	1,600
Adjust to lower interest rates on bank accounts.				
Total	(4.5)	37,564	35,026	2,538

SCHEDULE D

DEPARTMENT: Sheriff
FUND: General
BUDGET UNIT: AAA SHR

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore funding for safety positions and overtime	35.5	4,929,898	-	4,929,898
	Public safety will be compromised with understaffing, by potential closure of stations/substations, reduced (non-life threatening) call responses, and other considerations. Positions are valued at $4,221,997 and overtime is $708,701.				
2	Computer lease payments		1,400,000		1,400,000
	Lease of computer equipment formerly paid using asset seizure funds.				
3	Restore funding for equipment	-	200,000	-	200,000
	Investigative and patrol equipment is in need of replacement.				
4	Purchase vehicles	-	440,000	-	440,000
	Older vehicles result in increased maintenance expenditures.				
	Total	35.5	6,969,898	-	6,969,898

Contract Training

DESCRIPTION OF MAJOR SERVICES

Contract training represents a special law enforcement training function provided to the Sheriff's Department and other law enforcement agencies that prepare candidates for law enforcement positions. Fees for service provide the funding for contract law enforcement training activities. A large contract for driver training with San Bernardino Valley College provides substantial funding for this program.

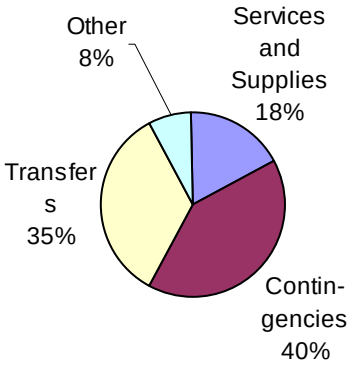
There is no staffing associated with this budget unit; however salary and benefit costs are reimbursed to the general fund for those positions billing for their services at both the Emergency Vehicle Operations Center (EVOC) and the Training Academy.

BUDGET AND WORKLOAD HISTORY

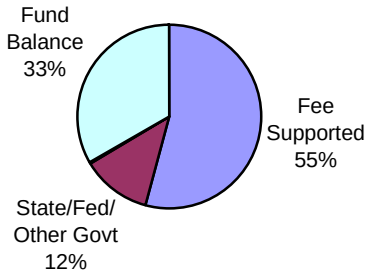
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,545,563	2,629,009	1,608,410	3,507,144
Departmental Revenue	2,065,950	1,596,754	1,742,977	2,340,322
Fund Balance		1,032,255		1,166,822

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Contract Training

BUDGET UNIT: SCB SHR
FUNCTION: Law Enforcement Training
ACTIVITY: Training

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	505,572	709,212	-	-	-	709,212	(92,862)	616,350
Improve to Struct	162,000	95,000	-	-	-	95,000	30,000	125,000
Equipment	-	40,000	-	-	-	40,000	(40,000)	-
Vehicles	-	122,769	-	-	-	122,769	27,231	150,000
L/P Equipment	-	35,000	-	-	-	35,000	(35,000)	-
Transfers	940,838	1,200,000	-	-	-	1,200,000	11,600	1,211,600
Contingencies	-	427,028	-	-	-	427,028	977,166	1,404,194
Total Appropriation	1,608,410	2,629,009	-	-	-	2,629,009	878,135	3,507,144
Departmental Revenue								
Use Of Money & Prop	12,035	15,000	-	-	-	15,000	-	15,000
State, Fed or Gov't Aid	406,729	400,000	-	-	-	400,000	27,000	427,000
Current Services	1,324,213	1,181,754	-	-	-	1,181,754	716,568	1,898,322
Total Revenue	1,742,977	1,596,754	-	-	-	1,596,754	743,568	2,340,322
Fund Balance		1,032,255	-	-	-	1,032,255	134,567	1,166,822

SCHEDULE C

DEPARTMENT: Sheriff
FUND: Contract Training
BUDGET UNIT: SCB SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Reduce service & supplies	-	(92,862)	-	(92,862)
	Reduction in general liability premium, based on current year cost.				
2.	Facilities maintenance	-	30,000	-	30,000
	Anticipated changes to EVOC and Live Fire House.				
3.	Equipment purchases		(40,000)	-	(40,000)
	No anticipated equipment needs for this year.				
4.	Vehicle purchases	-	27,231	-	27,231
	For purchase of one additional vehicle this year.				
5.	Lease purchase equipment	-	(35,000)	-	(35,000)
	Lease payments for the Fire Arm Training System are paid in full, and the department owns the system.				
6.	Salary transfer to department's general fund (AAA SHR)	-	11,600	-	11,600
	For additional part-time contractors and safety salary increases.				
7.	Adjust state revenue	-	-	27,000	(27,000)
	Anticipated increase for POST classes.				
8.	EVOC driver training	-	-	716,568	(716,568)
	Increase in training class revenue.				
9.	Contingencies	-	977,166	-	977,166
	Adjust for estimated year end fund balance.				
	Total	-	878,135	743,568	134,567

Public Gatherings

DESCRIPTION OF MAJOR SERVICES

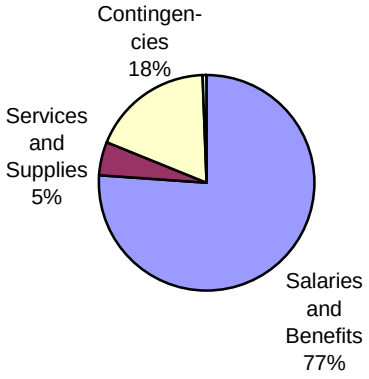
The Sheriff's Department provides protective services for various public gathering functions throughout the county, and this service is fully funded by fees charged to the sponsoring organization.

Staff is recurrent and used as needed throughout the year.

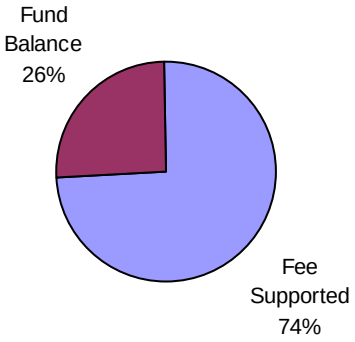
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	521,419	801,512	652,448	920,793
Departmental Revenue	579,816	575,271	667,000	680,000
Fund Balance		226,241		240,793
Budgeted Staffing		12.0		12.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Sheriff Public Gathering

BUDGET UNIT: SCC SHR
FUNCTION: Public Safety
ACTIVITY: Policing Special Events

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	636,003	636,813	-	-	-	636,813	65,187	702,000
Services and Supplies	14,775	44,945	-	-	-	44,945	-	44,945
Transfers	1,670	3,988	-	-	-	3,988	-	3,988
Contingencies	-	115,766	-	-	-	115,766	54,094	169,860
Total Appropriation	652,448	801,512	-	-	-	801,512	119,281	920,793
Departmental Revenue								
Current Services	667,000	575,271	-	-	-	575,271	104,729	680,000
Total Revenue	667,000	575,271	-	-	-	575,271	104,729	680,000
Fund Balance		226,241	-	-	-	226,241	14,552	240,793
Budgeted Staffing		12.0	-	-	-	12.0	-	12.0

SCHEDULE C

DEPARTMENT: Sheriff
FUND: Sheriff Public Gathering
BUDGET UNIT: SCC SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salary increase	-	65,187	-	65,187
	Reserve deputy salary increase approved FY2003-04.				
2.	Revenue increase	-	-	104,729	(104,729)
	Anticipated increase in services.				
3.	Contingencies	-	54,094	-	54,094
	Adjust to anticipated fund balance.				
	Total	-	119,281	104,729	14,552

Aviation

DESCRIPTION OF MAJOR SERVICES

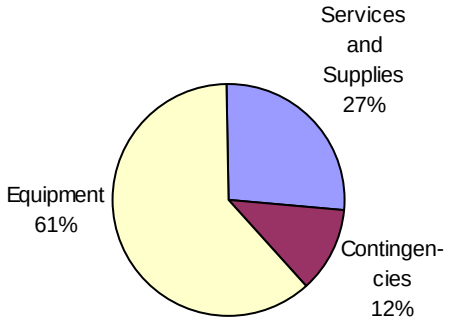
The Aviation Division of the Sheriff's Department provides law enforcement, search and rescue, fire suppression and transportation services for the county and other fire and law enforcement agencies. This fund is established for the maintenance and acquisition of helicopters, aircraft, and equipment for search and rescue, fire fighting and flight operations, with contract revenue and proceeds from the sale of surplus aircraft and equipment.

There is no staffing associated with this budget unit.

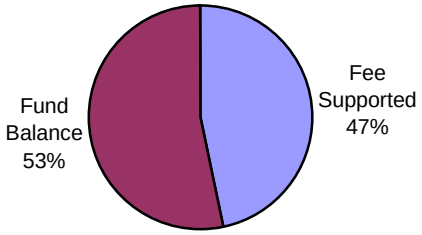
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,165,836	1,661,375	135,000	1,878,480
Departmental Revenue	574,741	875,490	352,105	875,490
Fund Balance		785,885		1,002,990

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Sheriff Aviation

BUDGET UNIT: SCE SHR
FUNCTION: Public Protection
ACTIVITY: Patrol, Search & Rescue

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	90,000	503,192	-	-	-	503,192	-	503,192
Equipment	45,000	1,158,183	-	-	-	1,158,183	-	1,158,183
Contingencies	-	-	-	-	-	-	217,105	217,105
Total Appropriation	135,000	1,661,375	-	-	-	1,661,375	217,105	1,878,480
Departmental Revenue								
Current Services	352,105	875,490	-	-	-	875,490	-	875,490
Total Revenue	352,105	875,490	-	-	-	875,490	-	875,490
Fund Balance		785,885	-	-	-	785,885	217,105	1,002,990

SCHEDULE C

DEPARTMENT: Sheriff
FUND: Sheriff Aviation
BUDGET UNIT: SCE SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies Adjust to estimated fund balance.	-	217,105	-	217,105
Total	-	217,105	-	217,105

IRNET Federal

DESCRIPTION OF MAJOR SERVICES

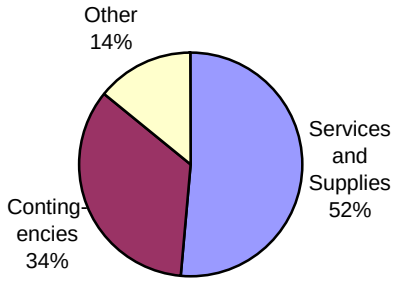
This fund accounts for the Inland Regional Narcotics Enforcement Team (IRNET) share of federal asset forfeitures. IRNET is a joint project among city, county, state and federal agencies in the Inland Empire aimed at combating major narcotics and money laundering operations. This fund also accounts for the High Intensity Drug Trafficking Area (HIDTA) grant from the Office of National Drug Control Policy allocated for task force operating expenses. This account is maintained according to federal audit requirements, and no county general funds are used.

There is no staffing associated with this budget unit.

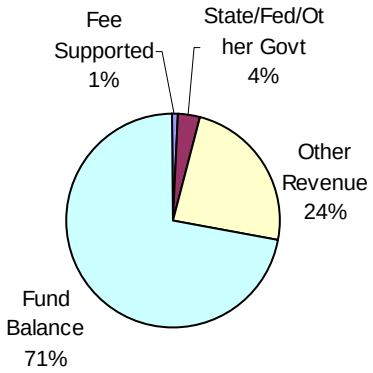
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	411,335	1,263,749	527,720	1,422,584
Departmental Revenue	391,567	384,000	670,555	400,000
Fund Balance		879,749		1,022,584

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: IRNET Federal

BUDGET UNIT: SCF SHR
FUNCTION: Narcotic investigation
ACTIVITY: Regional Task Force

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	487,720	732,955	-	-	-	732,955	-	732,955
L/P Equipment	40,000	200,000	-	-	-	200,000	-	200,000
Contingencies	-	330,794	-	-	-	330,794	158,835	489,629
Total Appropriation	527,720	1,263,749	-	-	-	1,263,749	158,835	1,422,584
Departmental Revenue								
Fines and Forfeitures	-	10,000	-	-	-	10,000	-	10,000
Use Of Money & Prop	21,515	4,000	-	-	-	4,000	16,000	20,000
State, Fed or Gov't Aid	50,000	50,000	-	-	-	50,000	-	50,000
Other Revenue	599,040	320,000	-	-	-	320,000	-	320,000
Total Revenue	670,555	384,000	-	-	-	384,000	16,000	400,000
Fund Balance		879,749	-	-	-	879,749	142,835	1,022,584

SCHEDULE C

DEPARTMENT: Sheriff
FUND: IRNET Federal
BUDGET UNIT: SCF SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingency	-	158,835	-	158,835
	Adjust to estimated fund balance.				
2	Increase revenue	-	-	16,000	(16,000)
	Adjust to actual .				
	Total	-	158,835	16,000	142,835

IRNET State

DESCRIPTION OF MAJOR SERVICES

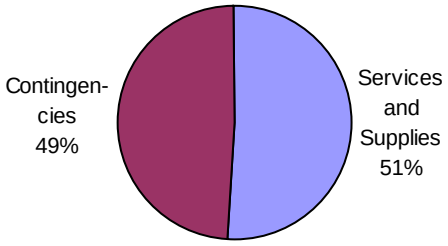
This fund accounts for IRNET share of state asset forfeitures, and was established to comply with federal guidelines requiring state forfeiture funds to be kept separate from federal forfeiture funds. Expenditures for this fund include task force operating expenses not reimbursed by the HIDTA grant and electronic surveillance equipment used to efficiently investigate sophisticated criminal organizations.

There is no staffing associated with this budget unit.

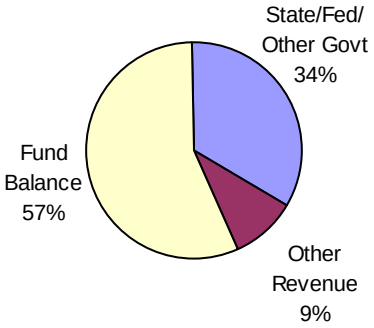
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	133,026	439,982	272,583	600,106
Departmental Revenue	128,703	121,474	295,707	258,474
Fund Balance		318,508		341,632

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: IRNET - State

BUDGET UNIT: SCX SHR
FUNCTION: Narcotics Task Force
ACTIVITY: Narcotics investigation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	272,583	241,223	-	-	-	241,223	63,777	305,000
Equipment	-	150,000	-	-	-	150,000	(150,000)	-
Contingencies	-	48,759	-	-	-	48,759	246,347	295,106
Total Appropriation	272,583	439,982	-	-	-	439,982	160,124	600,106
Departmental Revenue								
Use Of Money & Prop	7,404	10,000	-	-	-	10,000	(3,000)	7,000
State, Fed or Gov't Aid	242,578	101,474	-	-	-	101,474	100,000	201,474
Other Revenue	45,725	10,000	-	-	-	10,000	40,000	50,000
Total Revenue	295,707	121,474	-	-	-	121,474	137,000	258,474
Fund Balance		318,508	-	-	-	318,508	23,124	341,632

SCHEDULE C

DEPARTMENT: Sheriff
FUND: IRNET - State
BUDGET UNIT: SCX SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase services & supplies	-	63,777	-	63,777
	Increase for anticipated investigation and surveillance supplies.				
2.	Equipment	-	(150,000)	-	(150,000)
	No equipment purchases are anticipated this year.				
3.	Contingencies	-	246,347	-	246,347
	Adjust to estimated fund balance.				
4.	Interest revenue	-	-	(3,000)	3,000
	Adjust to actual due to decreasing interest rates.				
5.	Adjust state revenue	-	-	100,000	(100,000)
	Inrease for anticipated adjucation of seizure cases.				
6.	Other revenue	-	-	40,000	(40,000)
	Increase for anticipated higher share of funds.				
	Total	-	160,124	137,000	23,124

High Intensity Drug Traffic Area

DESCRIPTION OF MAJOR SERVICES

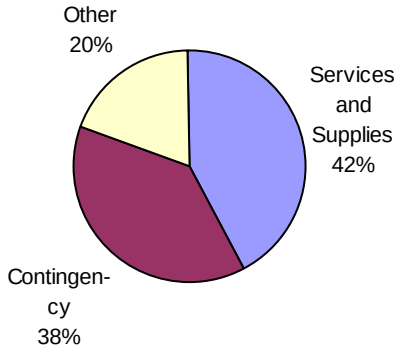
This fund accounts for the HIDTA task force revenues and operating expenses. Expenditures are for computer/electronic equipment and undercover vehicles to be used in the surveillance of narcotics-related criminal activities. This is a joint project among local, state and federal law enforcement agencies throughout Southern California. This account is maintained according to federal and state audit requirements, and no county general funds are used.

There is no staffing associated with this budget unit.

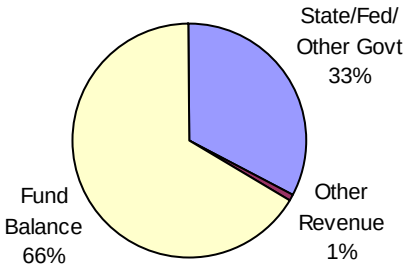
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	73,813	300,028	-	760,798
Departmental Revenue	158,161	79,000	283,270	256,500
Fund Balance		221,028		504,298

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: High Intensity Drug Traf Area

BUDGET UNIT: SCN SHR
FUNCTION: Public Protection
ACTIVITY: Investigation of Drug Traffic

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	-	23,308	-	-	-	23,308	494,895	518,203
Vehicles	-	242,595	-	-	-	242,595	-	242,595
Contingencies	-	34,125	-	-	-	34,125	(34,125)	-
Total Appropriation	-	300,028	-	-	-	300,028	460,770	760,798
Departmental Revenue								
Use Of Money & Prop	7,205	4,000	-	-	-	4,000	2,500	6,500
State, Fed or Gov't Aid	276,065	75,000	-	-	-	75,000	175,000	250,000
Total Revenue	283,270	79,000	-	-	-	79,000	177,500	256,500
Fund Balance		221,028	-	-	-	221,028	283,270	504,298

SCHEDULE C

DEPARTMENT: Sheriff
FUND: High Intensity Drug Traf Area
BUDGET UNIT: SCN SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase service & supplies	-	494,895	-	494,895
	Increase for purchase of investigation & surveillance supplies, and transfer to general fund for computers.				
2.	Contingencies	-	(34,125)	-	(34,125)
	Adjust to estimated fund balance.				
3.	Interest revenue	-	-	2,500	(2,500)
	Adjust to actual.				
4.	Increase federal revenue	-	-	175,000	(175,000)
	Adjust for anticipated increases in asset seizure settlements.				
	Total	-	460,770	177,500	283,270

Federal Seized Assets (DOJ)

DESCRIPTION OF MAJOR SERVICES

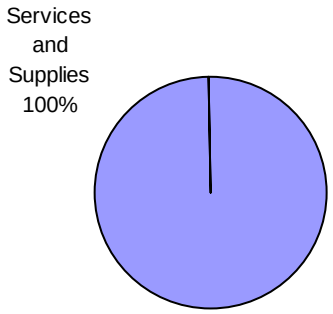
This fund accounts for asset forfeitures from federal cases filed with the U.S. Department of Justice (DOJ) through its asset forfeiture program. DOJ requires that all receipts from this program be maintained in a separate fund, subject to the Single Audit Act, and must not replace any existing funds that would be made available to the Sheriff's Department in the absence of forfeiture funds.

There is no staffing associated with this budget unit.

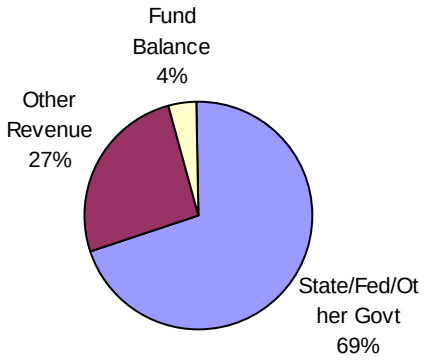
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,226,520	1,361,108	1,246,772	864,464
Departmental Revenue	610,307	830,000	750,128	830,000
Fund Balance		531,108		34,464

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Federal Seized Assets-DOJ

BUDGET UNIT: SCK SHR
FUNCTION: Public Protection
ACTIVITY: Seized Asset Accounting

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	1,246,772	1,318,545	-	-	-	1,318,545	(454,081)	864,464
Contingencies	-	42,563	-	-	-	42,563	(42,563)	-
Total Appropriation	1,246,772	1,361,108	-	-	-	1,361,108	(496,644)	864,464
Departmental Revenue								
Use Of Money & Prop	16,128	30,000	-	-	-	30,000	-	30,000
State, Fed or Gov't Aid	734,000	600,000	-	-	-	600,000	-	600,000
Other Revenue	-	200,000	-	-	-	200,000	-	200,000
Total Revenue	750,128	830,000	-	-	-	830,000	-	830,000
Fund Balance		531,108	-	-	-	531,108	(496,644)	34,464

SCHEDULE C

DEPARTMENT: Sheriff
FUND: Federal Seized Assets-DOJ
BUDGET UNIT: SCK SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1	Reduce expenditures	-	(454,081)	-	(454,081)
	Reduce equipment rentals, and cameras/surveillance equipment purchases.				
2.	Reduce contingency	-	(42,563)	-	(42,563)
	No estimated fund balance after this fiscal year.				
	Total	-	(496,644)	-	(496,644)

Federal Seized Assets (Treasury)

DESCRIPTION OF MAJOR SERVICES

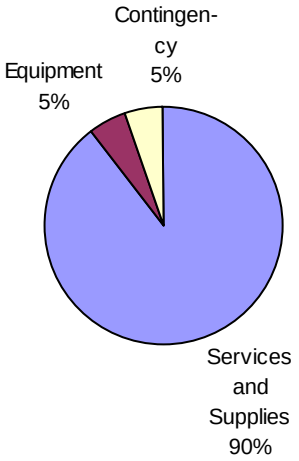
This fund accounts for asset forfeitures from federal cases filed with the U.S. Department of Treasury (DOT) through its asset forfeiture program. DOT requires that all receipts from this program be maintained in a separate fund, subject to the Single Audit Act, and must not replace any existing funds that would be made available to the Sheriff's Department in the absence of forfeiture funds.

There is no staffing associated with this budget unit.

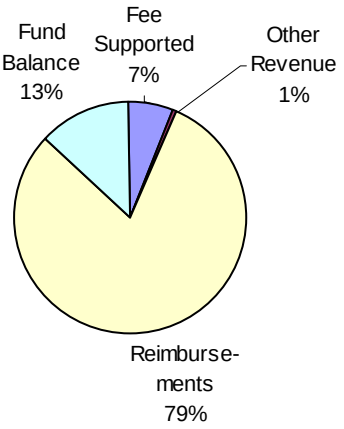
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	71	953,690	785,934	199,969
Departmental Revenue	26,611	70,000	32,213	70,000
Fund Balance		883,690		129,969

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Federal Seized Assets Treasury

BUDGET UNIT: SCO SHR
FUNCTION: Public Protection
ACTIVITY: Federal Seized Assets Treasury

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	785,934	897,911	-	-	-	897,911	-	897,911
Equipment	-	50,000	-	-	-	50,000	-	50,000
Contingencies	-	805,779	-	-	-	805,779	(753,721)	52,058
Total Exp Authority	785,934	1,753,690	-	-	-	1,753,690	(753,721)	999,969
Reimbursements	-	(800,000)	-	-	-	(800,000)	-	(800,000)
Total Appropriation	785,934	953,690	-	-	-	953,690	(753,721)	199,969
Departmental Revenue								
Fines and Forfeitures	-	65,000	-	-	-	65,000	-	65,000
Use Of Money & Prop	32,213	5,000	-	-	-	5,000	-	5,000
Total Revenue	32,213	70,000	-	-	-	70,000	-	70,000
Fund Balance		883,690	-	-	-	883,690	(753,721)	129,969

SCHEDULE C

DEPARTMENT: Sheriff
FUND: Federal Seized Assets Treasury
BUDGET UNIT: SCO SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	(753,721)	-	(753,721)
	Adjust to estimated fund balance.				
	Total	-	(753,721)	-	(753,721)

State Seized Assets

DESCRIPTION OF MAJOR SERVICES

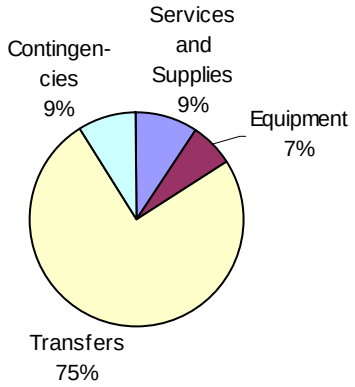
This fund accounts for asset forfeiture proceeds from cases filed and adjudicated under State Asset Seizure statutes. The California Health and Safety Code requires these funds be maintained and accounted for in a special fund and 15% of all forfeitures made after January 1994 be set aside to fund drug 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.

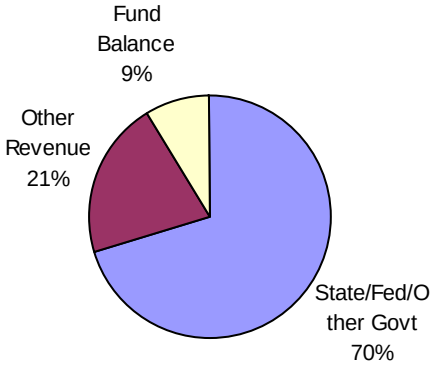
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,277,252	2,575,096	2,323,801	3,059,664
Departmental Revenue	1,328,454	2,798,515	2,808,369	2,798,515
Fund Balance		(223,419)		261,149

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: State Seized Assets

BUDGET UNIT: SCT SHR
FUNCTION: Public Protection
ACTIVITY: Narcotics investigation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	86,501	170,776	-	-	-	170,776	116,224	287,000
Equipment	-	90,000	-	-	-	90,000	-	90,000
Vehicles	28,000	114,320	-	-	-	114,320	-	114,320
Transfers	2,209,300	2,200,000	-	-	-	2,200,000	100,000	2,300,000
Contingencies	-	-	-	-	-	-	268,344	268,344
Total Appropriation	2,323,801	2,575,096	-	-	-	2,575,096	484,568	3,059,664
Departmental Revenue								
Use Of Money & Prop	32,370	50,000	-	-	-	50,000	-	50,000
State, Fed or Gov't Aid	1,589,945	2,148,515	-	-	-	2,148,515	-	2,148,515
Other Revenue	1,186,054	600,000	-	-	-	600,000	-	600,000
Total Revenue	2,808,369	2,798,515	-	-	-	2,798,515	-	2,798,515
Fund Balance		(223,419)	-	-	-	(223,419)	484,568	261,149

SCHEDULE C

DEPARTMENT: Sheriff
FUND: State Seized Assets
BUDGET UNIT: SCT SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase service & supplies	-	116,224	-	116,224
	Anticpated purchase of investigative supplies.				
2.	Adjust transfers	-	100,000	-	100,000
	Increase for salary reimbursement to general fund due to retirement and worker's comp.				
3.	Contingencies	-	268,344	-	268,344
	Adjust to estimated fund balance.				
	Total	-	484,568	-	484,568

Vehicle Theft Task Force

DESCRIPTION OF MAJOR SERVICES

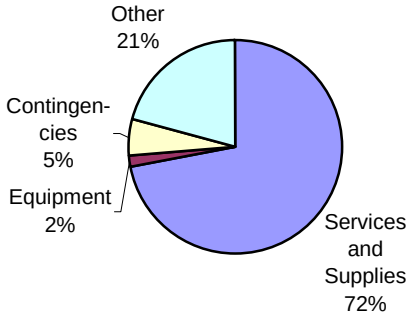
This fund accounts for vehicle registration assessments allocated to the San Bernardino Auto Theft Task Force (SANCATT), established in 1995 by the County Board of Supervisors to investigate major vehicle theft organizations. Revenue from these fees offsets operating expenses for qualified expenditures by participating agencies.

There is no staffing associated with this budget unit.

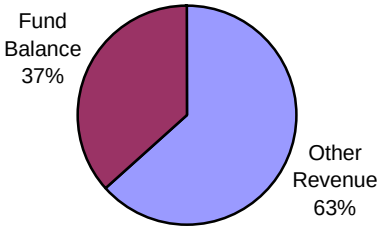
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	668,292	867,215	551,432	837,435
Departmental Revenue	530,381	530,000	521,652	530,000
Fund Balance		337,215		307,435

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: VEHICLE THEFT TASK FOR CE

BUDGET UNIT: SCL SHR
FUNCTION: Public Protection
ACTIVITY: Auto Theft Investigations

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	436,070	583,870	-	-	-	583,870	18,120	601,990
Equipment	3,362	30,000	-	-	-	30,000	(15,000)	15,000
Transfers	112,000	194,000	-	-	-	194,000	(19,000)	175,000
Contingencies	-	59,345	-	-	-	59,345	(13,900)	45,445
Total Appropriation	551,432	867,215	-	-	-	867,215	(29,780)	837,435
Departmental Revenue								
Use Of Money & Prop	5,800	10,000	-	-	-	10,000	-	10,000
Other Revenue	515,852	520,000	-	-	-	520,000	-	520,000
Total Revenue	521,652	530,000	-	-	-	530,000	-	530,000
Fund Balance		337,215	-	-	-	337,215	(29,780)	307,435

SCHEDULE C

DEPARTMENT: Sheriff
FUND: VEHICLE THEFT TASK FOR CE
BUDGET UNIT: SCL SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase service & supplies	-	18,120	-	18,120
	Anticipated costs for auto fuel, maintenance, and office supplies.				
2.	Adjust equipment	-	(15,000)	-	(15,000)
	Decrease in anticipated equipment purchases.				
3.	Reduce transfers out	-	(19,000)	-	(19,000)
	Fewer salary reimbursements to be paid to other departments.				
4.	Contingencies	-	(13,900)	-	(13,900)
	Adjust to estimated fund balance.				
	Total	-	(29,780)	-	(29,780)

Search & Rescue

DESCRIPTION OF MAJOR SERVICES

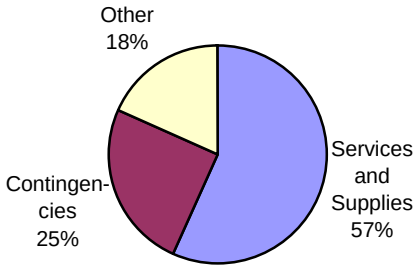
This fund accounts for the principal and interest from a restricted donation for search and rescue, along with reimbursements for search and rescue operations. Budgeted expenditures include supplies and equipment.

There is no staffing associated with this budget unit.

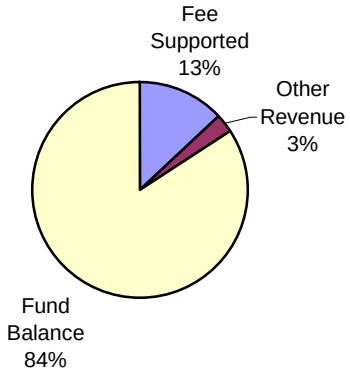
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	37,159	219,818	38,500	189,818
Departmental Revenue	77,353	30,000	8,500	30,000
Fund Balance		189,818		159,818

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Search and Rescue

BUDGET UNIT: SCW SHR
FUNCTION: Public Protection
ACTIVITY: Search & Rescue

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	38,500	124,338	-	-	-	124,338	-	124,338
Equipment	-	40,000	-	-	-	40,000	-	40,000
Contingencies	-	55,480	-	-	-	55,480	(30,000)	25,480
Total Appropriation	38,500	219,818	-	-	-	219,818	(30,000)	189,818
Departmental Revenue								
Use Of Money & Prop	4,000	5,000	-	-	-	5,000	-	5,000
Current Services	4,500	25,000	-	-	-	25,000	-	25,000
Total Revenue	8,500	30,000	-	-	-	30,000	-	30,000
Fund Balance		189,818	-	-	-	189,818	(30,000)	159,818

SCHEDULE C

DEPARTMENT: **Sheriff**
FUND: **Search and Rescue**
BUDGET UNIT: **SCW SHR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Reduce contingencies	-	(30,000)	-	(30,000)
	Adjust to estimated fund balance.				
	Total	-	(30,000)	-	(30,000)

CAL-ID Program

DESCRIPTION OF MAJOR SERVICES

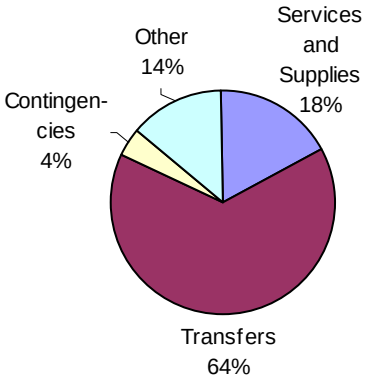
CAL-ID funding is used for operating expenses of the Inland Empire Regional Automated Fingerprint Identification System, and reimburses general fund expenditures for salaries and benefits. This budget unit is funded from joint trust account contributions by all local contracting municipal agencies.

There is no staffing associated with this budget unit.

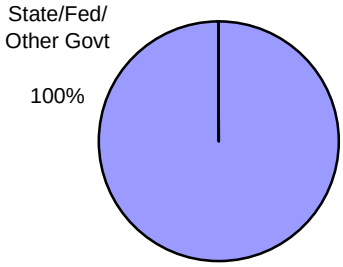
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,814,638	2,471,569	2,690,632	3,162,757
Departmental Revenue	1,686,338	2,598,674	2,817,737	3,162,757
Fund Balance		(127,105)		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: CAL-ID Program

BUDGET UNIT: SDA SHR
FUNCTION: Public Protection
ACTIVITY: Criminal identification

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	512,000	334,600	-	-	-	334,600	220,600	555,200
Equipment	505,000	463,337	-	-	-	463,337	(23,337)	440,000
Transfers	1,673,632	1,673,632	-	-	-	1,673,632	366,820	2,040,452
Contingencies	-	-	-	-	-	-	127,105	127,105
Total Appropriation	2,690,632	2,471,569	-	-	-	2,471,569	691,188	3,162,757
Departmental Revenue								
State, Fed or Gov't Aid	2,817,737	2,598,674	-	-	-	2,598,674	564,083	3,162,757
Total Revenue	2,817,737	2,598,674	-	-	-	2,598,674	564,083	3,162,757
Fund Balance		(127,105)	-	-	-	(127,105)	127,105	-

SCHEDULE C

DEPARTMENT: Sheriff
FUND: CAL-ID Program
BUDGET UNIT: SDA SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase service & supplies	-	220,600	-	220,600
	Additional supplies approved by RAN Board.				
2.	Adjust equipment	-	(23,337)	-	(23,337)
	Decreased projected expenditures to actual expense for this year.				
3.	Increase transfers	-	366,820	-	366,820
	Reimburse salaries for MOU and benefit increases.				
4.	Contingencies	-	127,105	-	127,105
	Adjust to estimated fund balance.				
5.	Increase revenue	-	-	564,083	(564,083)
	Reimbursement will be received for increased expenditures.				
	Total	-	691,188	564,083	127,105

COPSMORE Grant

DESCRIPTION OF MAJOR SERVICES

The COPSMORE 98 grant provides funding to upgrade Computer Aided Dispatch (CAD) and Records Management System (RMS) software, and for Mobile Data Computers (MDC) for patrol units. FY 2004-05 will be the last year of the grant.

There is no staffing associated with this budget unit in 2004-05.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	5,587,584	6,619,681	3,780,126	5,659,187
Total Financing Sources	3,026,656	8,457,731	7,037,863	4,239,500
Fund Balance		(1,838,050)		1,419,687
Budgeted Staffing		3.0		-

GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: COPSMORE Grant

BUDGET UNIT: SDE SHR
FUNCTION: Public Protection
ACTIVITY: Technical Upgrades

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	88,126	506,536	-	-	-	506,536	(506,536)	-
Services and Supplies	-	99,517	-	-	-	99,517	(151,255)	(51,738)
Equipment	3,692,000	6,013,628	-	-	-	6,013,628	(302,703)	5,710,925
Total Appropriation	3,780,126	6,619,681	-	-	-	6,619,681	(960,494)	5,659,187
Departmental Revenue								
Use Of Money & Prop	15,000	-	-	-	-	-	2,000	2,000
State, Fed or Gov't Aid	5,881,737	7,357,731	-	-	-	7,357,731	(3,120,231)	4,237,500
Total Revenue	5,896,737	7,357,731	-	-	-	7,357,731	(3,118,231)	4,239,500
Operating Transfers In	1,141,126	1,100,000	-	-	-	1,100,000	(1,100,000)	-
Total Financing Sources	7,037,863	8,457,731	-	-	-	8,457,731	(4,218,231)	4,239,500
Fund Balance		(1,838,050)	-	-	-	(1,838,050)	3,257,737	1,419,687
Budgeted Staffing		3.0	-	-	-	3.0	(3.0)	-

SCHEDULE C

DEPARTMENT: Sheriff
FUND: COPSMORE Grant
BUDGET UNIT: SDE SHR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Decrease salaries & benefits	(3.0)	(506,536)	-	(506,536)
	Grant funding for positions ended in 2003-04.				
2.	Decrease service & supplies	-	(151,255)	-	(151,255)
	No anticipated expenditures.				
3.	Adjust equipment	-	(302,703)	-	(302,703)
	Budget reflects remaining encumbrances allowed by grant.				
4.	Adjust interest revenue	-	-	2,000	(2,000)
	Expected interest revenue on fund balance.				
5.	Reduce revenue	-	-	(3,120,231)	3,120,231
	Reduced to remaining balance of federal grant.				
6.	Decrease transfers	-	-	(1,100,000)	1,100,000
	Required matching funds were transferred in FY 2003-04.				
	Total	(3.0)	(960,494)	(4,218,231)	3,257,737

Capital Project Fund

DESCRIPTION OF MAJOR SERVICES

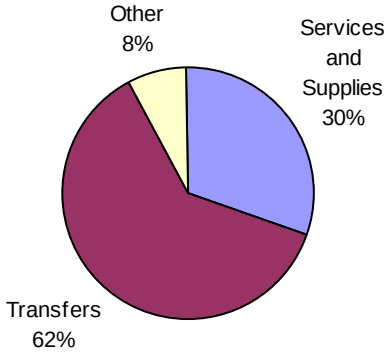
This fund represents revenue received from State Criminal Alien Assistance Program (SCAAP) and other special programs for one-time law enforcement or detention projects.

There is no staffing associated with this budget unit.

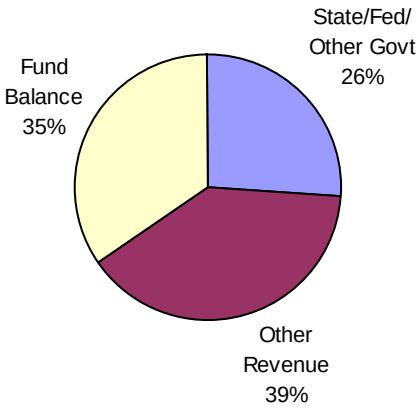
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	864,037	3,642,219	1,215,635	1,920,458
Total Financing Sources	85,774	1,252,216	(506,126)	1,252,216
Fund Balance		2,390,003		668,242

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Capital Project Fund

BUDGET UNIT: SQA SHR
FUNCTION: Public Protection
ACTIVITY: Law Enforcement Projects

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	115,635	584,219	-	-	-	584,219	-	584,219
Equipment	-	150,000	-	-	-	150,000	-	150,000
Transfers	-	800,000	-	-	-	800,000	-	800,000
Total Exp Authority	115,635	1,534,219	-	-	-	1,534,219	-	1,534,219
Oper Transfers Out	1,100,000	2,108,000	-	-	-	2,108,000	(1,721,761)	386,239
Total Requirements	1,215,635	3,642,219	-	-	-	3,642,219	(1,721,761)	1,920,458
Departmental Revenue								
Use Of Money & Prop	35,000	70,000	-	-	-	70,000	-	70,000
State, Fed or Gov't Aid	-	500,000	-	-	-	500,000	-	500,000
Other Revenue	600,000	682,216	-	-	-	682,216	-	682,216
Total Revenue	635,000	1,252,216	-	-	-	1,252,216	-	1,252,216
Operating Transfers In	(1,141,126)	-	-	-	-	-	-	-
Total Financing Sources	(506,126)	1,252,216	-	-	-	1,252,216	-	1,252,216
Fund Balance		2,390,003	-	-	-	2,390,003	(1,721,761)	668,242

SCHEDULE C

DEPARTMENT: **Sheriff**
FUND: **Capital Project Fund**
BUDGET UNIT: **SQA SHR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Decrease transfers	-	(1,721,761)	-	(1,721,761)
	One-time matching requirement for COPSMORE is satisfied.				
	Total	-	(1,721,761)	-	(1,721,761)

Court Services Auto

DESCRIPTION OF MAJOR SERVICES

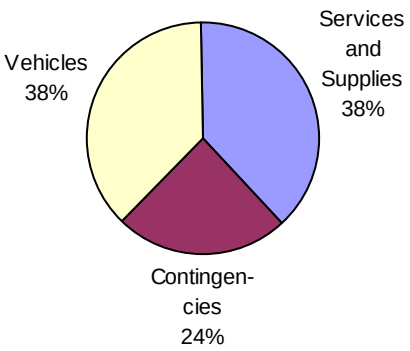
This fund accounts for processing fees collected under AB1109, used for purchase and maintenance of auto equipment necessary to operate court services.

There is no staffing associated with this budget unit.

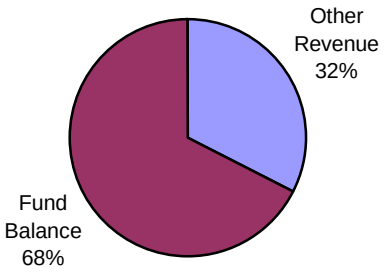
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	654,855	150,000	753,855
Departmental Revenue	366,242	240,000	245,000	244,000
Fund Balance		414,855		509,855

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Court Services Auto

BUDGET UNIT: SQR SHR
FUNCTION: Public Protection
ACTIVITY: Court Services Auto

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	150,000	287,685	-	-	-	287,685	-	287,685
Vehicles	-	287,066	-	-	-	287,066	-	287,066
Contingencies	-	80,104	-	-	-	80,104	99,000	179,104
Total Appropriation	150,000	654,855	-	-	-	654,855	99,000	753,855
Departmental Revenue								
Use Of Money & Prop	5,000	-	-	-	-	-	4,000	4,000
Other Revenue	240,000	240,000	-	-	-	240,000	-	240,000
Total Revenue	245,000	240,000	-	-	-	240,000	4,000	244,000
Fund Balance		414,855	-	-	-	414,855	95,000	509,855

SCHEDULE C

DEPARTMENT: **Sheriff**
FUND: **Court Services Auto**
BUDGET UNIT: **SQR SHR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	99,000	-	99,000
	Adjust to estimated fund balance.				
2.	Increase revenue	-	-	4,000	(4,000)
	Adjust interest to actual.				
	Total	-	99,000	4,000	95,000

Court Services Tech

DESCRIPTION OF MAJOR SERVICES

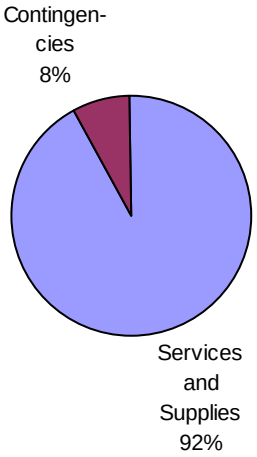
This fund accounts for processing fees under AB709, used for automated equipment and furnishings.

There is no staffing associated with this budget unit.

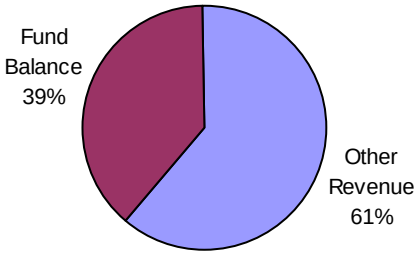
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	66,965	273,048	180,000	252,048
Departmental Revenue	166,647	151,084	157,000	153,084
Fund Balance		121,964		98,964

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Law & Justice
DEPARTMENT: Sheriff
FUND: Court Services Tech

BUDGET UNIT: SQT SHR
FUNCTION: Public Protection
ACTIVITY: Technical Systems/Upgrades

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	180,000	232,597	-	-	-	232,597	-	232,597
Contingencies	-	40,451	-	-	-	40,451	(21,000)	19,451
Total Appropriation	180,000	273,048	-	-	-	273,048	(21,000)	252,048
Departmental Revenue								
Use Of Money & Prop	2,000	-	-	-	-	-	2,000	2,000
Other Revenue	155,000	151,084	-	-	-	151,084	-	151,084
Total Revenue	157,000	151,084	-	-	-	151,084	2,000	153,084
Fund Balance		121,964	-	-	-	121,964	(23,000)	98,964

SCHEDULE C

DEPARTMENT: **Sheriff**
FUND: **Court Services Tech**
BUDGET UNIT: **SQT SHR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies	-	(21,000)	-	(21,000)
	Adjust to estimated fund balance.				
2.	Increase Revenue	-	-	2,000	(2,000)
	Adjust interest to actual.				
	Total	-	(21,000)	2,000	(23,000)

ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP
SUMMARY

GENERAL FUND	Page #	Approp	Revenue/ Financing Sources	Local Cost
ECONOMIC DEV/PUBLIC SVC GROUP ADMIN	6-1-1	59,876	-	59,876
AGRICULTURE, WEIGHTS AND MEASURES	6-2-1	5,301,606	3,552,266	1,749,340
AIRPORTS	6-3-1	2,503,423	2,468,134	35,289
COUNTY MUSEUM	6-5-1	3,789,730	2,305,417	1,484,313
ECONOMIC AND COMMUNITY DEVELOPMENT:				
ECONOMIC PROMOTION	6-6-5	719,289	-	719,289
SMALL BUSINESS DEVELOPMENT	6-6-9	156,214	-	156,214
LAND USE SERVICES:				
ADMINISTRATION	6-8-1	-	-	-
CURRENT PLANNING	6-8-5	2,374,495	2,292,212	82,283
ADVANCE PLANNING	6-8-12	3,387,890	2,263,881	1,124,009
BUILDING AND SAFETY	6-8-15	7,387,219	7,387,219	-
CODE ENFORCEMENT	6-8-18	2,963,825	575,000	2,388,825
FIRE HAZARD ABATEMENT	6-8-26	2,034,741	2,034,741	-
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS DIVISION	6-9-1	7,189,007	6,129,148	1,059,859
SURVEYOR	6-9-31	3,563,358	3,563,358	-
REGISTRAR OF VOTERS	6-10-1	3,285,368	652,000	2,633,368
SPECIAL DISTRICTS:				
FRANCHISE ADMINISTRATION	6-11-1	311,701	-	311,701
TOTAL GENERAL FUND		45,027,742	33,223,376	11,804,366

SPECIAL REVENUE FUNDS		Approp/ Requirement	Revenue/ Financing Sources	Fund Balance
AGRICULTURE, WEIGHTS AND MEASURES:				
CALIFORNIA GRAZING	6-2-6	146,571	8,800	137,771
AIRPORTS:				
COMMERCIAL HANGAR	6-3-5	535,572	503,561	32,011
COUNTY LIBRARY	6-4-1	10,916,787	10,228,110	688,677
ECONOMIC AND COMMUNITY DEVELOPMENT	6-6-1	55,793,954	40,455,119	15,338,835
JOBS AND EMPLOYMENT SERVICES	6-7-1	15,382,733	15,382,733	-
LAND USE SERVICES:				
GENERAL PLAN UPDATE	6-8-32	1,805,299	1,000,000	805,299
HABITAT CONSERVATION	6-8-34	143,992	-	143,992

ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP
SUMMARY

SPECIAL REVENUE FUNDS	Page #	Approp	Revenue/ Financing Sources	Fund Balance
PUBLIC WORKS DEPARTMENT:				
COUNTY TRAIL SYSTEM	6-9-8	2,210,871	2,249,259	(38,388)
PROPOSITION 12 PROJECTS	6-9-11	2,899,896	3,065,672	(165,776)
PROPOSITION 40 PROJECTS	6-9-13	5,745,820	5,551,538	194,282
MOABI BOAT LAUNCHING FACILITY	6-9-15	1,072,792	1,117,174	(44,382)
GLEN HELEN AMPHITHEATER	6-9-17	1,286,609	1,132,506	154,103
REGIONAL PARKS MAINTENANCE/DEV	6-9-19	760,573	180,000	580,573
CALICO GHOST TOWN MARKETING SVCS	6-9-21	400,631	381,900	18,731
OFF-HIGHWAY VEHICLE LICENSE FEE	6-9-23	128,012	40,000	88,012
GLEN HELEN PAVILION IMPROVEMENTS	6-9-25	215,009	30,000	185,009
SURVEY MONUMENT PRESERVATION	6-9-37	461,503	125,160	336,343
ROAD OPERATIONS CONSOLIDATED	6-9-39	75,312,457	59,938,842	15,373,615
CALTRANS CONTRACT	6-9-43	155,920	4,868	151,052
ETIWANDA INTERCHANGE IMPROVEMENT	6-9-45	106,917	47,634	59,283
HIGH DESERT CORRIDOR	6-9-47	888,100	756,539	131,561
DEVELOPMENT PROJECTS	6-9-49	4,528,964	1,058,806	3,470,158
MEASURE I FUNDS	6-9-51	19,991,524	10,583,625	9,407,899
SPECIAL DISTRICTS:				
FISH AND GAME COMMISSION	6-11-5	33,336	15,100	18,236
TOTAL SPECIAL REVENUE FUNDS		200,923,842	153,856,946	47,066,896

ENTERPRISE FUNDS		Operating Expense	Revenue	Revenue Over (Under) Exp
MUSEUM:				
MUSEUM STORE	6-5-9	165,541	169,650	4,109
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS SNACK BARS	6-9-27	67,603	76,000	8,397
REGIONAL PARKS CAMP BLUFF LAKE	6-9-29	292,594	328,650	36,056
SOLID WASTE OPERATIONS	6-9-53	56,353,012	56,580,789	227,777
SITE CLOSURE/MAINTENANCE	6-9-60	2,336,684	13,323,915	10,987,231
SITE ENHANCEMENT/EXPANSION	6-9-63	2,652,054	8,375,716	5,723,662
GROUNDWATER REMEDIATION	6-9-66	3,966,595	9,089,463	5,122,868
ENVIRONMENTAL MITIGATION	6-9-68	2,501,000	2,377,030	(123,970)
TOTAL ENTERPRISE FUNDS		68,335,083	90,321,213	21,986,130

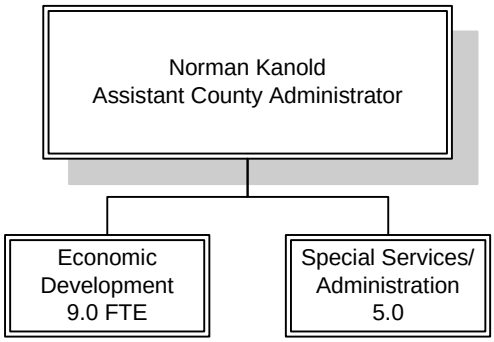
OTHER AGENCY FUNDS	Page #	Approp	Revenue	Fund Balance
COUNTY ECONOMIC DEVELOPMENT CORP	8-2-1	18,718	12,600	6,118
INDUSTRIAL DEVELOPMENT AUTHORITY	8-3-1	45,155	1,200	43,955
REDEVELOPMENT AGENCY:				
OPERATING FUND	8-4-1	7,113,260	1,960,300	5,152,960
HOUSING FUND	8-4-5	4,620,123	877,600	3,742,523
DEBT SERVICE FUND	8-4-7	5,230,185	4,281,000	949,185
RDA CAPITAL PROJECTS	8-4-9	4,349,190	74,000	4,275,190
RDA HOUSING PROJECTS	8-4-11	256,870	4,350	252,520
VICTOR VALLEY ECONOMIC DEVELOPMENT	8-4-13	556,722	43,000	513,722
VICTOR VALLEY ECON DEVLP - HOUSING	8-4-15	275,391	48,000	227,391
CEDAR GLEN RDA OPERATING FUND	8-4-17	145,878	145,878	-
CEDAR GLEN RDA HOUSING FUND	8-4-19	54,341	54,341	-
MISSION BOULEVARD RDA HOUSING FUND	8-4-20	7,315	7,315	-
TOTAL OTHER AGENCY FUNDS		22,673,148	7,509,584	15,163,564

ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP ADMININISTRATION
Norman A. Kanold

MISSION STATEMENT

Economic Development/Public Services Group Administration effectively oversees twelve county departments and/or functions responsible for a variety of municipal-type services to County residents, and ensures that economic development is promoted within the County to enhance the quality of life for the residents in accordance with the County's Mission Statement.

ORGANIZATIONAL CHART



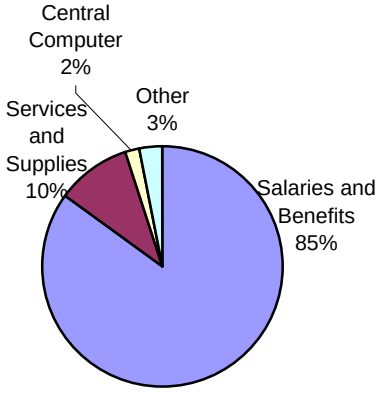
DESCRIPTION OF MAJOR SERVICES

Economic Development/Public Services Group Administration is responsible to the County Administrative Officer and the Board of Supervisors for the overall administration of the following twelve county departments and/or functions: Agriculture/Weights and Measures, Airports, County Fire, Economic and Community Development, Jobs and Employment Services, Land Use Services, County Library, County Museum, Public Works (includes the divisions of Transportation, Flood Control, Regional Parks, Solid Waste, and Surveyor) Redevelopment Agency, Registrar of Voters, and Special Districts. These departments/functions provide many countywide municipal-type services as well as economic development programs that attract and retain businesses and jobs throughout the county.

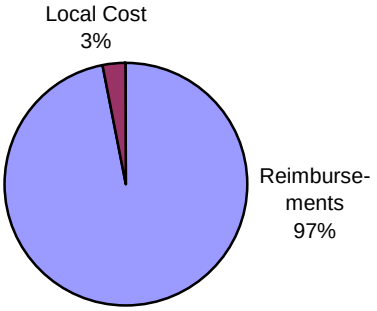
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	159,696	65,856	65,856	59,876
Departmental Revenue	4,363	-	-	-
Local Cost	155,333	65,856	65,856	59,876
Budgeted Staffing		17.0		15.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Econ Dev/Public Svc - Administration
FUND: General

BUDGET UNIT: AAA PSG
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,633,250	1,732,442	100,642	-	-	1,833,084	(151,785)	1,681,299
Services and Supplies	206,105	207,656	1,203	-	-	208,859	(11,277)	197,582
Central Computer	28,819	28,819	6,776	-	-	35,595	-	35,595
Other Charges	65,856	65,856	-	-	(5,980)	59,876	-	59,876
Transfers	3,555	3,555	-	-	-	3,555	(315)	3,240
Total Exp Authority	1,937,585	2,038,328	108,621	-	(5,980)	2,140,969	(163,377)	1,977,592
Reimbursements	(1,871,729)	(1,972,472)	(108,621)	-	-	(2,081,093)	163,377	(1,917,716)
Total Appropriation	65,856	65,856	-	-	(5,980)	59,876	-	59,876
Local Cost	65,856	65,856	-	-	(5,980)	59,876	-	59,876
Budgeted Staffing		17.0	-	-	-	17.0	(2.0)	15.0

DEPARTMENT: Econ Dev/Public Svc - Administration
FUND: General
BUDGET UNIT: AAA PSG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**17.0**	**65,856**	**-**	**65,856**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	100,642	-	100,642
Internal Service Fund Adjustments	-	7,979	-	7,979
Prop 172	-	-	-	-
Other Required Adjustments	-	(108,621)	-	(108,621)
Subtotal	**-**	**-**	**-**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(5,980)**	**-**	**(5,980)**
TOTAL BASE BUDGET	**17.0**	**59,876**	**-**	**59,876**
Department Recommended Funded Adjustments	**(2.0)**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**15.0**	**59,876**	**-**	**59,876**

SCHEDULE B

DEPARTMENT: Econ Dev/Public Svc - Administration
FUND: General
BUDGET UNIT: AAA PSG

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Cooperative Extension	-	(5,980)	-	(5,980)
Cooperative Extension is a service sponsored by the University of California/Riverside that includes identification of county agricultural, consumer, and nutrition problems in the local community and provides solutions based on applied research and knowledge. The reduced County subsidy will result in less funding available for Cooperative Extension.				
Total	-	(5,980)	-	(5,980)

SCHEDULE C

DEPARTMENT: **Econ Dev/Public Svc - Administration**
FUND: **General**
BUDGET UNIT: **AAA PSG**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

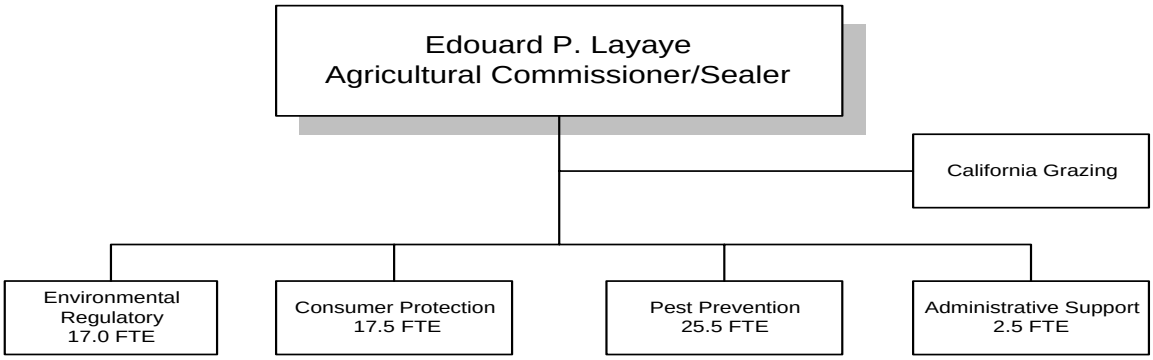
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	(2.0)	(151,785)	-	(151,785)
	2.0 Staff Analyst II's are being recommended for transfer, 1.0 to the Department of Economic and Community Department and 1.0 to the Jobs and Employment Services Department. This move would allow those departments to better manage this staff and provide more efficient and customer friendly services to the public.				
2.	Services and Supplies	-	(11,277)	-	(11,277)
	Appropriations have been decreased to correspond with the 2.0 reduction in staff.				
3.	Other Charges	-	(315)	-	(315)
	Reduced EHAP charges for 2004-05.				
4.	Reimbursements	-	163,377	-	163,377
	Reduced reimbursements from ED/PSG non-general fund departments because of decreased costs budgeted for 2004-05 primarily due to the transfer of the 2.0 Staff Analyst II positions.				
	Total	(2.0)	-	-	-

AGRICULTURE/WEIGHTS AND MEASURES
Edouard P. Layaye

MISSION STATEMENT

The Department of Agriculture/Weights and Measures protects the environment, agricultural industry, businesses and consumers of this state and county through regulation and satisfies its customers by providing services that promote the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the customers it serves.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Agriculture/Weights and Measures	5,301,606	3,552,266	1,749,340		63.5
California Grazing	146,571	8,800		137,771	-
TOTAL	5,448,177	3,561,066	1,749,340	137,771	63.5

DESCRIPTION OF MAJOR SERVICES

The Department of Agriculture/Weights and Measures protects the environment, public health, worker safety and the health and welfare of the public by enforcing state and local agricultural and consumer protection laws. The Department enforces plant quarantines, detects and eradicates unwanted foreign pests and regulates pesticide use, the agricultural industry and all business transactions based on units of measure such as weight or volume. Additional duties include inspecting produce, eggs, and nursery stock, controlling vegetation along state and county right-of-ways and flood control channels, and manufacturing rodent baits for sale to the general public.

The Environmental Regulatory Division regulates pesticide use, manufactures rodent baits, controls vegetation along right-of ways, regulates apiaries and the removal of desert native plants. Permits, registrations and inspection control the commercial use of pesticides and are used to help prevent serious environmental and human illness incidents resulting from the misuse of pesticides. Permits serve as California Environmental Quality Act equivalents of environmental impact reports, thus easing the burden of agricultural compliance and providing flexibility for growers. In addition, all pesticide use related complaints and illnesses are investigated to determine why the problem occurred and enforcement actions are taken to ensure compliance. Control of vegetation reduces maintenance costs and reduces fire hazards. Noxious weeds are controlled at a number of sites to prevent their spread. Public health and safety is enhanced by the appropriate placement of commercial apiaries. Rodent baits are sold at cost to the public to assist in controlling rodent-caused damage and rodent-borne diseases.

The Consumer Protection Division inspects all commercially used weighing and measuring devices, verifies price scanner accuracy and the quantity of pre-packaged goods, monitors certified farmer's markets and performs quality control inspections of eggs and produce. Consumers and businesses are protected and commerce enhanced by accurate weighing and measuring devices and correct pricing of goods. These devices are inspected on an annual basis and whenever complaints are received. Produce and egg quality inspections protect consumers by helping ensure food safety.

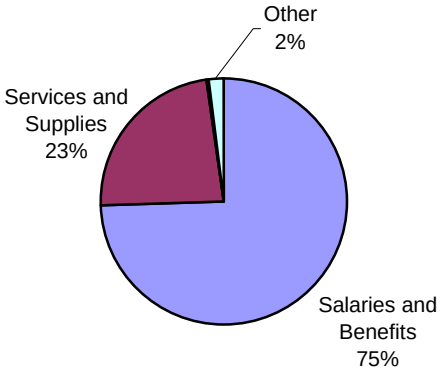
The Pest Prevention Division regulates the movement of plants and plant products, monitors the county to detect foreign pests, and inspects nurseries. Export certification and prompt inspection of plant and plant product shipments facilitates the movement of foreign and domestic goods in the channels of trade and prevents the spread of pests. Interception of foreign pests in shipments enhances the quality of life of county resident by preventing environmental degradation, disruption of trade and public inconvenience resulting from quarantine restrictions.

BUDGET AND WORKLOAD HISTORY

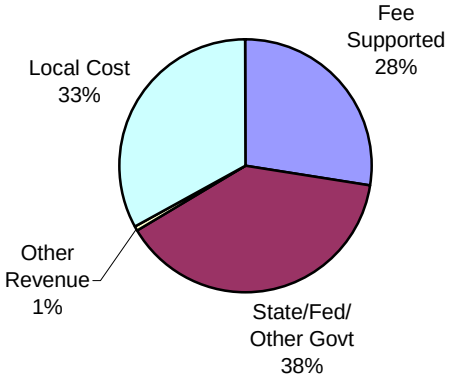
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,703,187	5,195,346	4,881,958	5,301,606
Departmental Revenue	3,234,608	3,433,055	3,580,656	3,552,266
Local Cost	1,468,579	1,762,291	1,301,302	1,749,340
Budgeted Staffing		64.5		63.5
Workload Indicators				
Detection traps	4,802	5,100	4,970	5,100
Pesticide Use Inspections	1,138	1,100	1,120	1,100
Weed Control Acres	5,255	6,500	5,050	6,500
Devices Inspected	35,899	34,000	39,500	36,000
Packages Inspected	112,710	125,000	127,600	125,000
Quarantine Shipments	25,581	30,000	25,100	28,000
Petroleum Sign Inspections	1,345	1,500	1,400	1,400
Egg Inspection Samples	3,051	2,400	2,600	2,500

Weed control workload indicators are estimated to be less than budgeted as the Public Works Department has requested fewer weed control acres to be treated due to lack of rain. Quarantine shipments workload indicators are estimated to be less than budgeted due to a decrease in the number of these types of shipments at carriers, such as, UPS and Fed Ex. Devices inspected workload indicators are estimated to be greater than budgeted due to new and expanded businesses that added devices, which subsequently require inspections. Reinspection of such devices found that out-of-tolerance exceptions increased as well.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Agriculture/Weights and Measures
FUND: General

BUDGET UNIT: AAA AWM
FUNCTION: Public Protection
ACTIVITY: Protective Inspection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,598,519	3,696,670	256,550	-	(48,847)	3,904,373	41,268	3,945,641
Services and Supplies	1,161,299	1,364,261	5,637	(88,910)	(124,145)	1,156,843	80,570	1,237,413
Central Computer	13,587	13,587	3,514	-	-	17,101	-	17,101
Other Charges	6,012	6,012	-	-	-	6,012	(2,746)	3,266
L/P Equipment	29,758	29,758	-	-	-	29,758	(1,574)	28,184
Transfers	72,783	85,058	-	(16,750)	-	68,308	1,693	70,001
Total Appropriation	4,881,958	5,195,346	265,701	(105,660)	(172,992)	5,182,395	119,211	5,301,606
Departmental Revenue								
Taxes	-	-	-	-	-	-	-	-
Licenses and Permits	529,900	514,330	-	-	-	514,330	15,570	529,900
Fines and Forfeitures	27,000	37,000	-	-	-	37,000	(5,000)	32,000
Use of Money & Prop	1,600	1,300	-	-	-	1,300	200	1,500
State, Fed or Gov't Aid	2,190,106	1,908,795	-	-	-	1,908,795	151,021	2,059,816
Current Services	783,050	934,630	-	-	-	934,630	(32,580)	902,050
Other Revenue	49,000	37,000	-	-	-	37,000	(10,000)	27,000
Total Revenue	3,580,656	3,433,055	-	-	-	3,433,055	119,211	3,552,266
Local Cost	1,301,302	1,762,291	265,701	(105,660)	(172,992)	1,749,340	-	1,749,340
Budgeted Staffing		64.5	-	-	(1.0)	63.5	-	63.5

DEPARTMENT: Agriculture/Weights and Measures
FUND: General
BUDGET UNIT: AAA AWM

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**64.5**	**5,195,346**	**3,433,055**	**1,762,291**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	256,550	-	256,550
Internal Service Fund Adjustments	-	9,151	-	9,151
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**265,701**	**-**	**265,701**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(105,660)	-	(105,660)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(105,660)**	**-**	**(105,660)**
Impacts Due to State Budget Cuts	**(1.0)**	**(172,992)**	**-**	**(172,992)**
TOTAL BASE BUDGET	**63.5**	**5,182,395**	**3,433,055**	**1,749,340**
Department Recommended Funded Adjustments	**-**	**119,211**	**119,211**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**63.5**	**5,301,606**	**3,552,266**	**1,749,340**

SCHEDULE B

DEPARTMENT: Agriculture/Weights and Measures
FUND: General
BUDGET UNIT: AAA AWM

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Pest Exclusion Inspections	(1.0)	(53,247)	-	(53,247)
Reduction of 1.0 Agricultural Standards Officer, and the one compact truck and tuition reimbursement associated with this position. See Department Recommended Funded Adjustments section for restoration of this position.				
General Supplies and Services		(81,517)	-	(81,517)
Decrease in Motor Pool ($15,017) from rate change; Decreases in Herbicides ($40,000), non-inventoriable equipment ($16,500), special department expense ($5,000), Courier Service ($3,000) and Travel ($2,000) are adjustments made to correspond to current expenditure levels as well as comply with the state impact cuts.				
Motor Pool Fleet Reduction	-	(38,228)	-	(38,228)
A fleet reduction of twelve vehicles would require all of our field staff, who do not require specialized vehicles for equipment, to drive their private vehicles. The reduction of fleet charges is offset by increased private mileage reimbursement. See Department Recommended Funded Adjustments section for restoration.				
Total	(1.0)	(172,992)	-	(172,992)

SCHEDULE C

DEPARTMENT: Agriculture/Weights and Measures
FUND: General
BUDGET UNIT: AAA AWM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Pest Exclusion Inspections	1.0	53,247	-	53,247
	Restoration of 1.0 Agricultural Standards Officer deleted in State Budget Cuts, and the one compact truck and tuition reimbursement associated with this position. Appropriations are comprised of $48,847 for salaries/benefits and $4,400 for services/supplies.				
2.	Motor Fleet	-	38,228	-	38,228
	Restoration of funding for twelve motor pool vehicles to increase public visibility of county services and keep employees from having to use their private vehicles for county work on a daily basis. Appropriations are comprised of services/supplies.				
3.	Red Imported Fire Ant	(1.0)	(28,030)	(30,000)	1,970
	The California Department of Food and Agriculture cancelled the contract that funded County detection and eradication activities for this pest. This position (1.0 FTE Ag. Field Aide) is vacant. Appropriations are comprised of a reduction in salaries/benefits and a revenue reduction in state aid.				
4.	Salary and Benefit Adjustments		10,540	-	10,540
	Increases in ranges and steps for Agricultural Standards Officers resulting from advancement in the classification series due to license acquisition.				
5.	Supplies and Services	-	35,338	-	35,338
	Restoration of State Impact Cuts and adjustments due to anticipated needs: Training, $8,000; Software $1,000; Membership ($800); Non-inventoried equipment, $25,000, includes pumps, computer and other spray truck parts; Special Department expense, $9,588, includes detection supplies, lab supplies; Office Expense Outside supplies, $1,500; Maintenance, $500; and, Travel, $1,000. Professional Services has been reduced, ($10,450), because animal control services are no longer performed by the Department.				
6.	Adjustments for Internal Service Funds and EHAP.	-	22,080	-	22,080
	Adjustments required for worker's compensation experience modification, $9,911, communication charges, $13,831, record storage, $100, ISD direct labor, ($1,327), and Employee Health and Productivity, ($310). The amount previously budgeted for slow-moving vehicle signs, $125, from Fleet Management has been eliminated because all our vehicles are now equipped. Appropriations are comprised of $9,911 for salaries/benefits, $12,604 for services/supplies, and a reduction of $435 for transfers.				
7.	Lease-Purchase of Weed Control Spray Truck	-	(4,320)	-	(4,320)
	The Department completed the payments of a weed control spray truck. One lease-purchase of equipment is still in effect and changes in the payments results in a $1440 shift from interest to principal. Appropriations are comprised of reductions of $2,746 for other charges and $1,574 for lease/purchase.				
8.	Office Rent	-	2,128	-	2,128
	The rent for the Department's office in Ontario is increasing per the long-term agreement for this facility. Rent for the Department's office in Victorville has also increased. Appropriations are comprised of transfers.				
9.	License and Permit Revenue Adjustments	-	-	15,570	(15,570)
	The amount collected for device registrations has increased by $16,700 due to additional weighing and measuring devices, price scanners and packing operations in the County. Minor adjustments in anticipated pesticide business registration, $500, certified producers and farmer's markets, ($1,530) and native plant tags, ($100) are made to correspond to actual FY 2003-04 revenue.				
10.	Miscellaneous Revenue Adjustments	-	-	(4,800)	4,800
	Revenue from fines levied for pesticide, weights and measures violations has decreased as compliance levels have improved. Rents collected from beekeepers for the use of County property has increased slightly as private lands have decreased in availability. Revenue for fine/forfeiture was reduced by $5,000, and revenue for use of money was increased by $200.				
11.	State Aid Revenue Adjustment	-	-	177,800	(177,800)
	The amount of Unclaimed Gas Tax revenue has increased statewide by more than $8.4 million because the State is collecting more Gas Tax. The Unclaimed Gas Tax is derived from off-road and farm use of gasoline and is disbursed to county agricultural commissioners for enforcing Food and Agricultural Code programs rather than used to fund road maintenance and construction. This $278,000 increase is offset with a reduction of $100,200 from the CA Department of Food and Agriculture for high-risk pest exclusion inspections.				
12.	State Aid - Other	-	-	3,221	(3,221)
	Adjustments in revenue received from the State for egg inspection,$5,300, nursery and seed inspection,$4,400, pesticide regulation, $14,021, Pierce's Disease regulation, ($13,000), and fruit and vegetable inspection, ($7,500).				
13.	Current Services Revenue Adjustment	-	-	(32,580)	32,580
	Revenue from phytosanitary certificates has decreased by $30,605 due to the closing of one packing house and changes in exports from other businesses. Weed control services to cities and other governmental agencies has decreased by $10,000. Increased revenue from other inspection services, $5,025, and licensing exams, $3,000, partially offset the decrease.				
14.	Rodent Bait Sales		(10,000)	(10,000)	-
	Sales of rodent baits to the public will decrease due to the cancellation of a product registration and changes in the legal use of another bait manufactured by the Department. These changes are the result of changes made by the California Department of Food and Agriculture. Supplies to make these baits has been decreased as well. Appropriations are comprised of a reduction in services/supplies, and a revenue reduction in other revenue.				
	Total	-	119,211	119,211	-

California Grazing

MISSION STATEMENT

The California Grazing program improves the federal rangeland leased by private ranchers in the county by utilizing U.S. grazing fees allocated to the county for this purpose.

DESCRIPTION OF MAJOR SERVICES

The California Grazing budget funds a variety of range improvement projects such as cattle guards, fencing, pipelines, tanks and other 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 representative, and are appointed by the Board of Supervisors. RIAC recommends to the Board of Supervisors various grazing improvement projects for funding. The BLM, the federal agency responsible for leasing the grazing allotments to the 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.

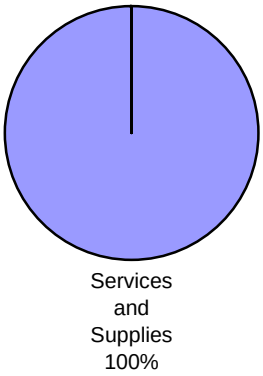
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	148,825	14,146	146,571
Departmental Revenue	8,585	6,000	9,092	8,800
Fund Balance		142,825		137,771
Budgeted Staffing		-		-
Workload Indicators				
Value of Projects	-	148,825	14,146	146,571

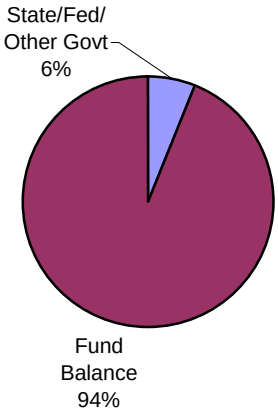
Expenditures in the California Grazing budget are less than the amount budgeted because the entire unreserved fund balance must be appropriated each year in accordance with Section 29009 of the State Government Code. The amount not expended in 2003-2004 has been carried over to the subsequent year's budget.

Revenue received has increased because ranchers are paying more grazing allotment fees to the federal government than expected. Anticipated reductions in grazing land, due to environmental restrictions on the use of the land, have not occurred.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Agriculture/Weights and Measures
FUND: California Grazing

BUDGET UNIT: SCD ARE
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	14,146	148,825	-	-	-	148,825	(2,254)	146,571
Total Appropriation	14,146	148,825	-	-	-	148,825	(2,254)	146,571
Departmental Revenue								
State, Fed or Gov't Aid	9,092	6,000	-	-	-	6,000	2,800	8,800
Total Revenue	9,092	6,000	-	-	-	6,000	2,800	8,800
Fund Balance		142,825	-	-	-	142,825	(5,054)	137,771

SCHEDULE C

DEPARTMENT: Agriculture/Weights and Measures
FUND: California Grazing
BUDGET UNIT: SCD ARE

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

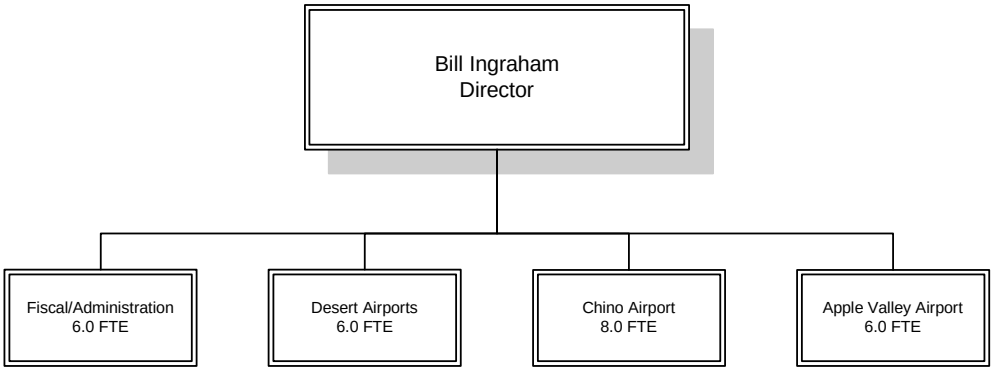
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Service and Supplies adjustment	-	(2,254)	-	(2,254)
	Decrease in appropriations (special department expense) based on the estimated reduction of financing sources (fund balance and revenues).				
2.	Revenue Adjustment	-	-	2,800	(2,800)
	Grazing fees paid by ranchers to the Federal Government for the use of Federal land have averaged more than budgeted during the last two fiscal years so the anticipated revenue has been increased.				
	Total	-	(2,254)	2,800	(5,054)

AIRPORTS
Bill Ingraham

MISSION STATEMENT

The San Bernardino County Department of Airports plans, organizes and directs the County's airport and aviation system to provide high-quality aviation facilities and services in a safe and efficient manner, optimizing the benefit to the communities and citizens of the County

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Airports	2,503,423	2,468,134	35,289		27.0
Chino Airport Commercial Hangars	535,572	503,561		32,011	-
TOTAL	3,038,995	2,971,695	35,289	32,011	27.0

DESCRIPTION OF MAJOR SERVICES

The Department of Airports provides for the management, maintenance, and operation of six airports (Apple Valley, Chino, Barstow-Daggett, Needles, Twentynine Palms, and Baker) and provides technical support to San Bernardino International Airport (a Joint Powers Authority comprised of the County and the cities of Colton, Highland, Loma Linda and San Bernardino). The department also assists the county's private and municipal airport operators in planning, interpreting, and implementing Federal Aviation Administration (FAA) general aviation requirements.

BUDGET AND WORKLOAD HISTORY

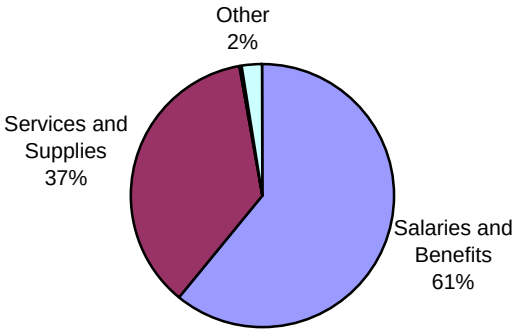
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,341,857	2,461,753	2,523,979	2,503,423
Departmental Revenue	2,279,907	2,422,940	2,485,166	2,468,134
Local Cost	61,950	38,813	38,813	35,289
Budgeted Staffing		28.9		27.0

Workload Indicators

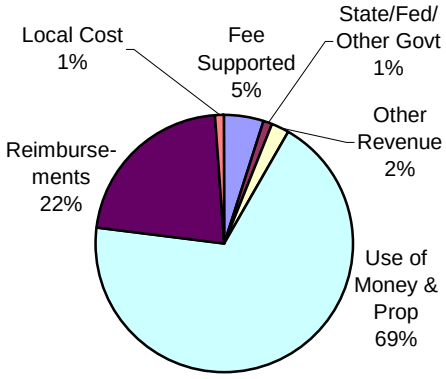
Maintenance Hours:				
Chino Airport	11,891	11,800	11,980	11,000
Barstow/Daggett Airport	5,596	7,200	6,260	6,700
Apple Valley Airport	5,996	7,200	6,000	7,200
Needles Airport	883	600	700	800
Twentynine Palms Airport	502	600	600	600
Baker Airport	221	120	100	100
Total Maintenance Hours	25,089	27,520	25,640	26,400

Total budgeted maintenance hours for FY 2004-05 are projected to decrease by 1,120 because of the department's recommendation to defund 1.9 public services employees due to budgetary constraints. The primary function of these employees was to assist the department with maintenance duties at the airports. While critical maintenance tasks will be performed, the reduction will increase intervals between routine maintenance activities. The 2004-05 budget reflects a 9 percent decrease in local cost due to state budget impacts. The department initially received local cost in 2001-02 to assist with the financing of certain positions resulting from an audit of Chino Airport.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Airports
FUND: General

BUDGET UNIT: AAA APT
FUNCTION: Public Ways and Facilities
ACTIVITY: Transportation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,681,123	1,830,950	124,958	-	-	1,955,908	(10,101)	1,945,807
Services and Supplies	1,350,909	1,240,771	245,911	-	(3,524)	1,483,158	(310,464)	1,172,694
Central Computer	5,182	5,182	4,652	-	-	9,834	-	9,834
Other Charges	49,253	49,255	-	-	-	49,255	(2,262)	46,993
Transfers	21,910	21,910	-	-	-	21,910	7,276	29,186
Total Exp Authority	3,108,377	3,148,068	375,521	-	(3,524)	3,520,065	(315,551)	3,204,514
Reimbursements	(584,398)	(686,315)	-	-	-	(686,315)	(14,776)	(701,091)
Total Appropriation	2,523,979	2,461,753	375,521	-	(3,524)	2,833,750	(330,327)	2,503,423
Departmental Revenue								
Use of Money & Prop	2,166,000	2,156,313	-	-	-	2,156,313	47,321	2,203,634
State, Fed or Gov't Aid	40,000	40,000	-	-	-	40,000	-	40,000
Current Services	226,766	166,627	-	-	-	166,627	(9,627)	157,000
Other Revenue	52,400	60,000	-	-	-	60,000	7,500	67,500
Total Revenue	2,485,166	2,422,940	-	-	-	2,422,940	45,194	2,468,134
Local Cost	38,813	38,813	375,521	-	(3,524)	410,810	(375,521)	35,289
Budgeted Staffing		28.9	-	-	-	28.9	(1.9)	27.0

DEPARTMENT: Airports
FUND: General
BUDGET UNIT: AAA APT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**28.9**	**2,461,753**	**2,422,940**	**38,813**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	124,958	-	124,958
Internal Service Fund Adjustments	-	250,563	-	250,563
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**375,521**	**-**	**375,521**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(3,524)**	**-**	**(3,524)**
TOTAL BASE BUDGET	**28.9**	**2,833,750**	**2,422,940**	**410,810**
Department Recommended Funded Adjustments	**(1.9)**	**(330,327)**	**45,194**	**(375,521)**
TOTAL 2004-05 PROPOSED BUDGET	**27.0**	**2,503,423**	**2,468,134**	**35,289**

SCHEDULE B

DEPARTMENT: Airports
FUND: General
BUDGET UNIT: AAA APT

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Decreased Security Guard Services at Chino Airport	-	(3,524)	-	(3,524)
Contract security services are used at Chino Airport after-hours and on weekends. Schedules overlap with department staff in the late afternoon and at various times on weekends. Reduction of the contract services during these hours will require additional diligence by maintenance personnel, which may result in some degree of productivity loss.				
Total	-	(3,524)	-	(3,524)

SCHEDULE C

DEPARTMENT: Airports
FUND: General
BUDGET UNIT: AAA APT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	(1.9)	(10,101)	-	(10,101)
	* 1.0 Airport Operations Supervisor ($66,930) is being added to supervise maintenance and construction activity at the desert airports (excluding Apple Valley Airport) primarily due to a significant increase in development activity at the airports. * 1.0 vacant Airports Real Estate Coordinator ($53,906) is being defunded because leasing support activity within the department is being decentralized to the individual airports for enhanced services to tenants and other airport users. * A total of 1.9 extra-help Public Service Employees ($45,125) who have been assisting the Department with a variety of maintenance duties have been defunded due to budgetary constraints. * Additional costs primarily due to step increases ($17,000) * Additional support from the Real Estate Services Department ($5,000) for increased Chino Airport leasing activity.				
2.	Services and Supplies	-	(310,464)	-	(310,464)
	* The department will be deferring 46.5% (or $347,000) of its portion of property insurance allocated for recapturing reserves. This deferment will be over a period of four years. Current insurance premiums are fully funded. * Increased general maintenance costs ($19,036) for hangars and other buildings located at County airports. * Increased costs ($17,500) for operating the Wastewater Treatment Plant at the Barstow/Daggett Airport.				
3.	Other Charges	-	(2,262)	-	(2,262)
	Reduced interest amount paid on State loans used to fund improvements at Chino Airport.				
4.	Transfers	-	7,276	-	7,276
	Increased charges for Human Resources employee relations support and ED/PSG computer services support.				
5.	Reimbursements	-	(14,776)	-	(14,776)
	* Increased MOU, Retirement, and Workers Compensation costs for Apple Valley Airport staff results in additional reimbursement of salary costs for this budget unit ($39,903). * A portion of deferred property insurance charges are allocated to Apple Valley Airport and the Commercial Hangars at Chino Airport, thus reducing the amount of reimbursements from those two budget units ($25,127).				
6.	Use of Money and Property	-	-	47,321	(47,321)
	This increase in revenue represents an annual inflationary adjustment in existing airport leases together with anticipated revenue from leasing facilities that are currently vacant.				
7.	Charges for Current Services	-	-	(9,627)	9,627
	An analysis of current year fuel flowage fees received on aviation fuels and oils indicates that revenue for FY 2004-05 will be slightly less than the amount budgeted in FY 2003-04.				
8.	Other Revenue	-	-	7,500	(7,500)
	Additional revenue from increased charges to an airport tenant for wastewater services at Barstow/Daggett.				
	Total	(1.9)	(330,327)	45,194	(375,521)

Chino Airport Commercial Hangar Facility

DESCRIPTION OF MAJOR SERVICES

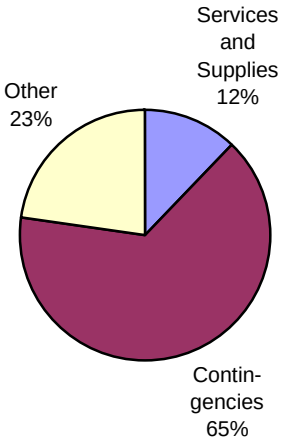
The Department of Airports manages, maintains, and operates the Chino Airport Commercial Hangar complex. The Commercial Hangars were constructed in 1987 with proceeds from a 30-year bond issue. In addition to maintenance expenses, appropriations are budgeted annually for insurance costs. Appropriations for this budget unit are financed from rental revenues and available fund balance. The debt service payment related to the outstanding bond issue will be financed by the County General Fund for FY 2004-05.

There is no staffing associated with this budget unit.

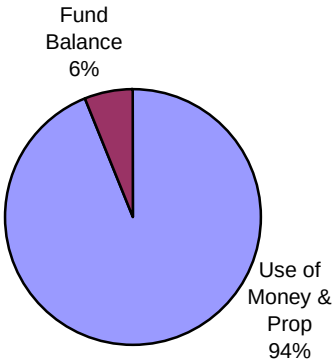
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	893,454	1,171,133	928,813	535,572
Departmental Revenue	316,038	438,809	228,500	503,561
Fund Balance		732,324		32,011
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Airports
FUND: Chino Airport Commercial Hangars

BUDGET UNIT: RCI APT
FUNCTION: Public Ways and Facilities
ACTIVITY: Transportation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	32,700	66,000	-	-	-	66,000	-	66,000
Transfers	896,113	994,376	-	-	-	994,376	(872,293)	122,083
Contingencies	-	110,757	-	-	-	110,757	236,732	347,489
Total Appropriation	928,813	1,171,133	-	-	-	1,171,133	(635,561)	535,572
Departmental Revenue								
Use of Money & Prop	228,500	438,809	-	-	-	438,809	64,752	503,561
Total Revenue	228,500	438,809	-	-	-	438,809	64,752	503,561
Fund Balance		732,324	-	-	-	732,324	(700,313)	32,011

SCHEDULE C

DEPARTMENT: Airports
FUND: Chino Airport Commercial Hangars
BUDGET UNIT: RCI APT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

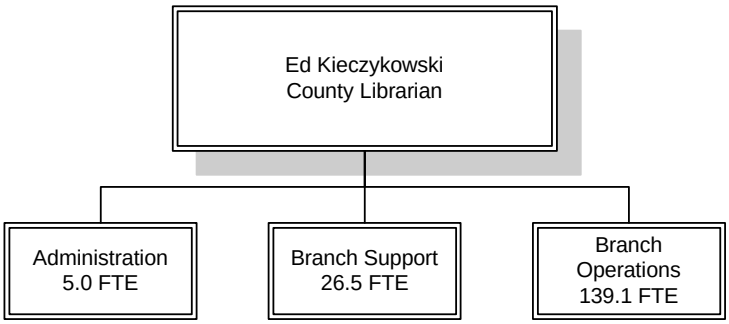
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Transfers	-	(872,293)	-	(872,293)
	* Reduced transfers to the County General Fund ($856,251) because for FY 2004-05 the General Fund will be financing the entire debt service cost of the outstanding Certificates of Participation issued to construct the Chino hangars. * The Airports Department is deferring 46.5% of its portion of property insurance allocated for recapturing reserves. A portion of this deferment is allocated to the Commercial Hangars, thus reducing the amount of transfers to the Airports Department by an additional $16,042.				
2.	Contingencies	-	236,732	-	236,732
	The decreased debt service requirement for FY 2004-05 will result in additional funds available for this budget unit. The Department is recommending that these additional funds be set aside in contingencies.				
3.	Revenue from Use of Money and Property	-	-	64,752	(64,752)
	Existing rental agreements are anticipated to generate additional revenues for FY 2004-05.				
	Total	-	(635,561)	64,752	(700,313)

LIBRARY
Ed Kieczykowski

MISSION STATEMENT

The San Bernardino County Library provides equal access to information services and materials for all residents of the County of San Bernardino. The Library actively promotes its information services, materials and programs for the informational, educational, cultural and recreational needs of all residents of San Bernardino County.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The San Bernardino County Library provides public library services through a network of 29 branches in unincorporated areas and 18 incorporated cities within the county. Two bookmobiles are utilized to reach people who live in sparsely populated areas or are unable to visit the traditional branches. The County Library also operates a specialized bookmobile unit in the High Desert that provides literacy and school readiness programming to young children and their parents or caregivers. The County Library provides access to information through its collection of 1,200,000 items as well as 500 Internet Accessible Public computers. The public computers also provide access to a number of on-line databases and other electronic resources. Electronic access to County Library's collection of materials is available through the Internet, and daily delivery services provide for materials to be shared among the various branches. Cultural and educational programs for all ages, including literacy services and other specialized programs, are provided at the branch locations. In addition, County Recorder Services are located at the Apple Valley, Fontana, and Montclair branch libraries.

The County Library is financed primarily through dedicated property tax revenues and is also supported by local "Friends of the Library" organizations that financially assist Library branches in local communities. A total of 1,500 volunteers, performing a variety of tasks, also assist in supporting local libraries.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	11,536,150	11,561,194	11,413,849	10,916,787
Total Financing Sources	11,697,656	10,875,152	11,416,484	10,228,110
Fund Balance		686,042		688,677
Budgeted Staffing		209.2		171.6

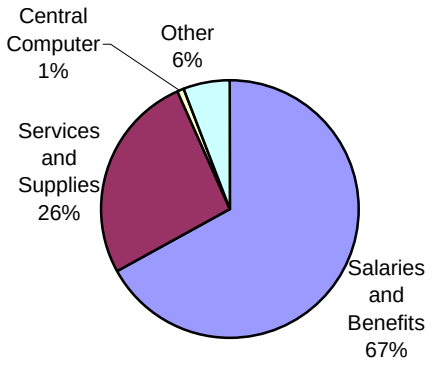
Workload Indicators

Circulation	2,902,322	2,900,000	2,726,900	2,300,000
Reference	547,728	625,000	385,500	378,800
Branches	29	29	29	29
Total Branch Hours	67,864	67,800	67,800	56,000
Total Patron Visits	3,309,508	3,350,000	3,314,300	3,000,000

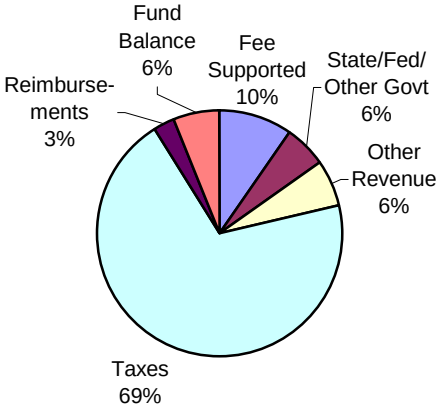
A projected $1.2 million loss of property tax revenues in FY 2004-05 through a State ERAF shift will require reductions in part-time staff that in turn will necessitate a decrease of eight (8) hours per week in public services hours at all branch libraries. Reduced hours of service are projected to cause in corresponding decreases in materials circulation, reference questions, and patron visits.

As part of the county's overall budget reduction plan, the ongoing general fund subsidy to Library operations will be reduced by 9 percent ($26,150.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: County Library
FUND: County Library

BUDGET UNIT: SAP CLB
FUNCTION: Education
ACTIVITY: Library

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,353,578	7,804,504	464,772	19,572	(777,425)	7,511,423	22,994	7,534,417
Services and Supplies	3,706,273	3,214,579	78,861	-	(435,095)	2,858,345	75,184	2,933,529
Central Computer	73,009	73,009	21,393	-	-	94,402	-	94,402
Other Charges	112,871	112,925	-	-	-	112,925	(157)	112,768
Improve to Struct	181,800	150,000	-	-	-	150,000	(100,000)	50,000
Transfers	495,948	520,707	-	-	-	520,707	(13,881)	506,826
Total Exp Authority	11,923,479	11,875,724	565,026	19,572	(1,212,520)	11,247,802	(15,860)	11,231,942
Reimbursements	(509,630)	(314,530)	-	-	-	(314,530)	(625)	(315,155)
Total Appropriation	11,413,849	11,561,194	565,026	19,572	(1,212,520)	10,933,272	(16,485)	10,916,787
Departmental Revenue								
Taxes	8,435,316	8,250,649	565,026	19,572	(1,186,370)	7,648,877	162,023	7,810,900
State, Fed or Gov't Aid	709,374	643,903	-	-	-	643,903	(8,903)	635,000
Current Services	1,030,000	1,080,000	-	-	-	1,080,000	-	1,080,000
Other Revenue	453,794	612,600	-	-	-	612,600	(172,240)	440,360
Total Revenue	10,628,484	10,587,152	565,026	19,572	(1,186,370)	9,985,380	(19,120)	9,966,260
Operating Transfers In	788,000	288,000	-	-	(26,150)	261,850	-	261,850
Total Financing Sources	11,416,484	10,875,152	565,026	19,572	(1,212,520)	10,247,230	(19,120)	10,228,110
Fund Balance		686,042	-	-	-	686,042	2,635	688,677
Budgeted Staffing		209.2	-	-	(37.4)	171.8	(0.2)	171.6

DEPARTMENT: County Library
FUND: County Library
BUDGET UNIT: SAP CLB

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**209.2**	**11,561,194**	**10,875,152**	**686,042**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	464,772	464,772	-
Internal Service Fund Adjustments	-	100,254	100,254	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**565,026**	**565,026**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	19,572	19,572	-
Subtotal	**-**	**19,572**	**19,572**	**-**
Impacts Due to State Budget Cuts	**(37.4)**	**(1,212,520)**	**(1,212,520)**	**-**
TOTAL BASE BUDGET	**171.8**	**10,933,272**	**10,247,230**	**686,042**
Department Recommended Funded Adjustments	**(0.2)**	**(16,485)**	**(19,120)**	**2,635**
TOTAL 2004-05 PROPOSED BUDGET	**171.6**	**10,916,787**	**10,228,110**	**688,677**

SCHEDULE B

DEPARTMENT: County Library
FUND: County Library
BUDGET UNIT: SAP CLB

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Tax revenue loss from State proposed ERAF shift and the resulting impact	(36.7)	(1,186,370)	(1,186,370)	-
* Defund a total of 32.5 entry level Library Page positions ($520,000). This action will result in a reduction in public service hours by approximately eight (8) hours per week at all branches. * Defund the following 4.2 vacant positions ($231,275): * 1.0 Bookmender * 1.0 Librarian I * 0.9 Librarian II * 1.3 Library Associates * Reduction in the purchase of Library Materials by $435,095. This action will result in a Library Materials budget for FY 2004-05 of $150,000.				
Reduced funding from the County General Fund	(0.7)	(26,150)	(26,150)	-
Defund a vacant extra-help Library Assistant position. The defunding of this position contributes to the reduction in public service hours.				
Total	(37.4)	(1,212,520)	(1,212,520)	-

SCHEDULE C

DEPARTMENT: County Library
FUND: County Library
BUDGET UNIT: SAP CLB

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits	(0.2)	22,994	-	22,994
	* 0.6 addition to a Library Program Coordinator ($39,924) that was partially funded in FY 2003-04. * 0.4 decrease for a Library Regional Manager position ($34,632) to allow for mid-year recruitment to replace the retiring incumbent. * Defund 0.4 vacant Library Associate ($22,000) * Additional amount budgeted primarily the result of step increases ($39,702)				
2.	Services and Supplies		75,184	-	75,184
	* Projected increase in reimbursement to Friends of the Library for video rentals ($115,000) * Increased vehicle charges estimated for FY 2004-05 ($21,000) * Decrease in programming costs charged by ISD due to the ability to use internal staff for most project work ($55,801) * Decrease in COWCAP Charges ($29,014) * Net increase of adjustments to all other services and supplies (23,999).				
3.	Other Charges	-	(157)	-	(157)
	Minimal decrease in interest charges for the Apple Valley Construction Loan.				
4.	Improvements to Structures	-	(100,000)	-	(100,000)
	Decrease due to the completion of improvement projects during FY 2003-04 at the Adelanto, 29 Palms, and Lucerne Valley branch libraries.				
5.	Transfers	-	(13,881)	-	(13,881)
	Decrease primarily the result of reduced rent payments transferred to the Real Estate Services Department.				
6.	Reimbursements	-	(625)	-	(625)
	Minimal change in reimbursements anticipated for FY 2004-05.				
7.	Taxes	-	-	162,023	(162,023)
	Additional property tax revenues are projected based on estimates provided by the County's Auditor/Controller-Recorder.				
8.	State, Federal, or Other Governmental Aid	-	-	(8,903)	8,903
	Reduced funds from the State for literacy programs.				
9.	Other Revenue	-	-	(172,240)	172,240
	* Reduced First Five Grant Funding ($125,000) * Reduction in federal E-Rate reimbursements ($82,740) * No further property tax loss payments from the City of Rancho Cucamonga ($50,000) * Other various minor decreases ($4,500) * Increased donations from the Friends of the Library ($90,000)				
	Total	(0.2)	(16,485)	(19,120)	2,635

SCHEDULE D

DEPARTMENT: County Library
FUND: County Library
BUDGET UNIT: SAP CLB

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Operating Transfers In	Fund Balance
1	Library Book Budget Augmentation	-	935,000	935,000	-
	During the past three (3) fiscal years, severe cuts in State Aid and Property Tax Revenues have significantly reduced the amount available for County Library's book budget. The $150,000 budgeted for books in FY 2004-05 represents a minimal level and is financed entirely by contributions from the Friends of the Library. In 2003-04, the Board of Supervisors provided the Library with a $500,000 augmentation for materials, resulting in a total book budget of $1,085,000. County Library is seeking an additional $935,000 from the County General Fund that would restore its materials budget to the FY 2003-04 level. Without this funding, purchases of books, audio-visual materials, magazines, and newspapers will be virtually eliminated.				
2	Restore Staffing and Library Hours	37.4	777,425	777,425	-
	Provide funding to restore all positions that were defunded as a result of projected State Budget Cuts. This action would avoid having County Library reduce eight (8) hours of public service per week at all branch libraries.				
	Total	37.4	1,712,425	1,712,425	-

SCHEDULE E

DEPARTMENT: County Library
FUND: County Library
BUDGET UNIT: SAP CLB

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Computer Printing Fee Change	-	93,400	93,400	-
Current fee structure charges $0.10/page for printing, with the first 25 pages being free. Under this current fee structure, the County Library generates approximately $6,600 in revenue per year. The Department proposes to maintain the same $0.10/page fee, but would allow only the first 5 pages to be printed free. It is estimated that this change would produce an additional $93,400 in revenue each year for County Library. This revenue is needed to offset the cost of paper, cartridges, and printer replacement. Directing revenues to support printing costs now subsidized by the Library's operating budget would free a corresponding amount to support the purchase of materials.				
Total	-	93,400	93,400	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: County Library
FUND NAME : County Library
BUDGET UNIT: SAP CLB
PROGRAM: Computer printing fee

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 6,600	Revised Appropriations	$ 100,000	$ 93,400

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	6,600	Fee Revenue for listed fees	100,000	93,400
Fee Revenue for fees not listed	-	Fee Revenue for fees not listed	-	-
Non Fee Revenue	-	Non Fee Revenue	-	-
Fund Balance	-	Fund Balance	-	-
Budgeted Sources	$ 6,600	Revised Sources	$ 100,000	$ 93,400

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	93,400
Total	$ 93,400

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The current fee structure charges $.10/page for printing, with the first 25 pages free. This structure has produced revenues of approximately $6,600 per year. The proposed fee revision would reduce the number of free copies allowed to 5 pages, which would enhance County Library's revenues by $93,400 annually. This additional revenue is needed to offset costs related to printing including paper, cartridges and printer replacement as needed.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: County Library
FUND NAME : County Library
PROGRAM: Computer printing fee

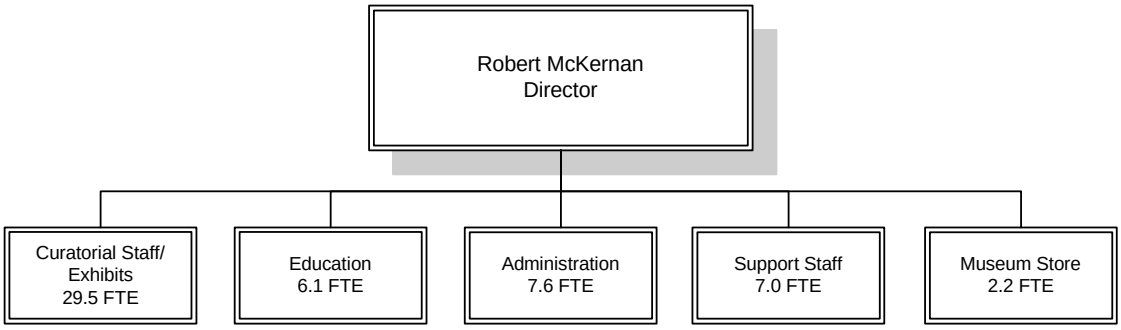
CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.026(b)(9)	Computer printing fee	$0.10 per page (first twenty-five pages free)	66,000	$ 6,600	$0.10 per page (first five pages free)	1,000,000	$ 100,000	No change in fee, but the number of free copies are being reduced.	934,000	$ 93,400	$ 93,400	Allowing only the first five copies to be free will generate an additional $93,400 in revenue to offset the cost of computer paper, cartridges, and printer replacement.

COUNTY MUSEUM
Robert L. McKernan

MISSION STATEMENT

The San Bernardino County Museum maintains and develops unique cultural and natural science collections related to the region and the greater Southwestern United States. Through responsible collection, preservation, exhibition, and education, the County Museum inspires the public to archive a deeper understanding of their cultural and natural history.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
County Museum	3,789,730	2,305,417	1,484,313		51.2
Museum Store	165,541	169,650		4,109	2.2
TOTAL	3,955,271	2,475,067	1,484,313	4,109	53.4

DESCRIPTION OF MAJOR SERVICES

The Museum provides cultural and educational programs and activities for the public at its main facility in Redlands and the following 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 programs and activities involve the preservation of cultural and natural heritage collections, display of permanent and special exhibitions, and care and preservation of 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 the scientific community. The County Museum has been accredited from the American Association of Museums since February 23, 1973. In 2002, the Museum received its decennial accreditation that will continue through 2012.

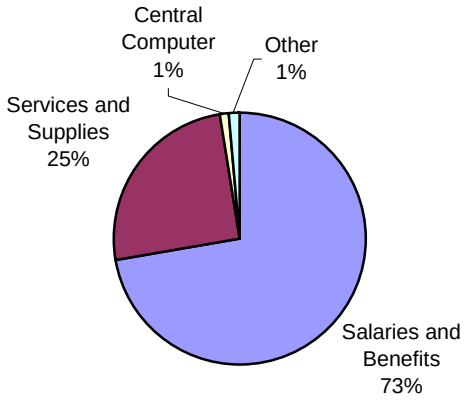
The Museum is comprised of the following divisions: Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. All divisions provide educational services for families, the general public, school groups, educators, and scholars at the main Museum facility and historic sites. In addition, the Biological Science and the Geological Sciences divisions conduct scientific field research and studies for public and private agencies. This research consists of both short and long-term field studies resulting in significant revenue for the department. A portion of this revenue is used to support other Museum programs and activities. Furthermore, this field research results in valuable collections being accessioned into the museum collections that are curated and exhibited for public education at the main facility and historic sites.

BUDGET AND WORKLOAD HISTORY

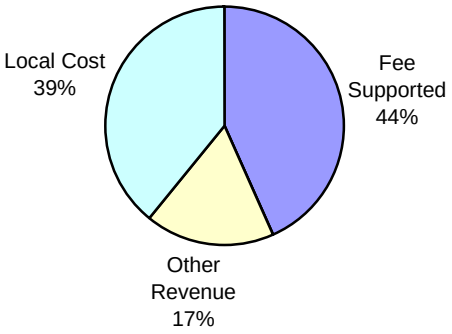
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,069,878	3,844,442	3,575,927	3,789,730
Total Financing Sources	2,676,985	2,231,590	1,978,085	2,305,417
Local Cost	1,392,893	1,612,852	1,597,842	1,484,313
Budgeted Staffing		52.5		51.2
Workload Indicators				
Total Attendance	65,185	70,000	67,000	72,000
Collected Lots, Objects and Specimens	1,500,000	1,510,000	1,510,000	1,550,000
Research Revenue	2,088,020	1,648,500	1,520,131	1,342,300

The proposed reduction in research revenue for FY 2004-05 is largely based on a decrease in the number of research projects scheduled for the upcoming year. This decrease is due to several projects being completed during FY 2003-04, primarily the United States Bureau of Reclamation lower Colorado River studies. However, these reductions are being partially offset by research projects for Nevada Power and the United State Forest Service.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: County Museum
FUND: General

BUDGET UNIT: AAA CCM
FUNCTION: Cultural Services
ACTIVITY: Museums

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	2,638,783	2,707,230	172,692	-	(144,181)	2,735,741	(3,840)	2,731,901
Services and Supplies	890,775	1,086,783	27,110	(185,301)	-	928,592	32,866	961,458
Central Computer	29,423	29,423	11,141	-	-	40,564	-	40,564
Improve to Struct	-	-	-	-	-	-	23,000	23,000
Equipment	9,800	9,800	-	-	-	9,800	13,000	22,800
Transfers	32,146	36,206	-	-	-	36,206	(26,199)	10,007
Total Exp Authority	3,600,927	3,869,442	210,943	(185,301)	(144,181)	3,750,903	38,827	3,789,730
Reimbursements	(25,000)	(25,000)	-	-	-	(25,000)	25,000	-
Total Appropriation	3,575,927	3,844,442	210,943	(185,301)	(144,181)	3,725,903	63,827	3,789,730
Departmental Revenue								
Use of Money & Prop	41,630	56,550	-	-	-	56,550	(9,050)	47,500
State, Fed or Gov't Aid	21,758	4,000	-	-	-	4,000	(1,800)	2,200
Current Services	1,520,131	2,010,201	-	10,000	-	2,020,201	(377,098)	1,643,103
Other Revenue	383,154	145,839	-	-	-	145,839	455,775	601,614
Total Revenue	1,966,673	2,216,590	-	10,000	-	2,226,590	67,827	2,294,417
Operating Transfers In	11,412	15,000	-	-	-	15,000	(4,000)	11,000
Total Financing Sources	1,978,085	2,231,590	-	10,000	-	2,241,590	63,827	2,305,417
Local Cost	1,597,842	1,612,852	210,943	(195,301)	(144,181)	1,484,313	-	1,484,313
Budgeted Staffing		52.5	-	-	(2.0)	50.5	0.7	51.2

DEPARTMENT: County Museum
FUND: General
BUDGET UNIT: AAA CCM

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**52.5**	**3,844,442**	**2,231,590**	**1,612,852**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	172,692	-	172,692
Internal Service Fund Adjustments	-	38,251	-	38,251
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**210,943**	**-**	**210,943**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(185,301)	10,000	(195,301)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(185,301)**	**10,000**	**(195,301)**
Impacts Due to State Budget Cuts	**(2.0)**	**(144,181)**	**-**	**(144,181)**
TOTAL BASE BUDGET	**50.5**	**3,725,903**	**2,241,590**	**1,484,313**
Department Recommended Funded Adjustments	**0.7**	**63,827**	**63,827**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**51.2**	**3,789,730**	**2,305,417**	**1,484,313**

SCHEDULE B

DEPARTMENT: **County Museum**
FUND: **General**
BUDGET UNIT: **AAA CCM**

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction in Salaries and Benefits	(2.0)	(144,181)	-	(144,181)
Defund 1.0 vacant deputy director and 1.0 vacant museum senior technician.				
Total	(2.0)	(144,181)	-	(144,181)

SCHEDULE C

DEPARTMENT: **County Museum**
FUND: **General**
BUDGET UNIT: **AAA CCM**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	0.7	(3,840)	-	(3,840)
	* Due to reduced revenues resulting from fewer research projects, the department is proposing to defund 1.0 vacant Professional Biologist and 1.0 Museum Educator for a total savings of $100,199. * The department is adding 2.5 Public Service Employees ($63,296) and 0.7 Contract Project Coordinator ($28,290) to assist with the development of the Inland Empire Archival Heritage Center and Web Module. This project is funded by a grant from the Institute of Museum and Library Services (IMLS). * 0.5 decrease in budgeted staff due to reductions in the number of hours worked for various positions. This results in a $23,657 savings. * Step increases result in an additional $28,430 budgeted for FY 2004-05.				
2.	Services and Supplies	-	32,866	-	32,866
	* Increase for development of the Inland Empire Archival Heritage Center & Web Module ($220,000). * Decreases to the following: * Professional Services ($55,000) * Vehicle charges ($29,073) * office expense ($26,576) * temporary help services ($18,706) * travel expenses ($14,160) * communications expenses ($14,127) * custodial services ($10,800) * various other charges ($18,692)				
3.	Improvements to Structures	-	23,000	-	23,000
	Purchase of Compact Storage for History Division to be funded by the IMLS grant.				
4.	Equipment	-	13,000	-	13,000
	Purchase of ARGUS web module and server.				
5.	Transfers	-	(26,199)	-	(26,199)
	Elimination of offsite leased office space. Administrative staff was relocated to the main museum so this rental expense could be terminated.				
6.	Reimbursements	-	25,000	-	25,000
	Biology research work for the Special Districts Department will be completed in FY 2003-04.				
7.	Revenue From Use of Money and Property	-	-	(9,050)	9,050
	Decrease in historic site weddings projected based on current trends.				
8.	State, Federal, or Other Governmental Aid	-	-	(1,800)	1,800
	Reduction in State Contract with the Archaeological Institute Center (AIC).				
9.	Current Services Revenue	-	-	(377,098)	377,098
	Decrease is the result of reduced research revenue due to the completion of several projects, as well as a decline in school group attendance at the Museum. These decreases are partially offset by the addition of the Western Center Project.				
10.	Other Revenue	-	-	455,775	(455,775)
	* Revenue from IMLS grant ($512,013). * Revenue from the Museum's Special Revenue Fund ($20,901) to assist with financing operations. * Contribution from the Museum Association to offset a portion of marketing costs ($9,200). * Decreased contributions and donations ($86,339) from the Irvine Foundation grant and the Fedco grant.				
11.	Operating Transfers In	-	-	(4,000)	4,000
	Decrease in Museum store contribution based on net income projections for FY 2004/05.				
	Total	0.7	63,827	63,827	-

SCHEDULE D

DEPARTMENT: County Museum
FUND: General
BUDGET UNIT: AAA CCM

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Mousley Museum of Natural History	0.7	39,962	-	39,962
	The Mousley Museum was closed during FY 2002-03 due to loss in local cost for the Museum. The Museum is seeking funding to re-open the Mousley Museum and partner with the local community to develop a more community based facility and enhance customer service. The funds being requested would be used to finance the addition of 0.7 Museum Educator and related services and supplies to support minimal operations at this site.				
2	Museum Clerk	0.5	16,064	-	16,064
	Additional funding for a Museum Clerk to increase the amount of hours for operating the front desk. Approval of this item will have a positive impact on customer service.				
3	Marketing	-	50,000	-	50,000
	Restoration of that portion of the Department's marketing budget reduced by Board action on September 23, 2003. Approval of this item would provide additional funds for newspaper advertising, theatre slides, direct mail, printing services (brochures, flyers, museum guides, etc.) and promotion with public television and other media partners.				
4	Building Maintenance	-	30,000	-	30,000
	Restoration of that portion of the Department's maintenance budget reduced by Board action on September 23, 2003. As a result of that action, building maintenance at all Museum sites have been severely restricted. Approval of this item would provide funding for much needed repairs and improvements to Museum facilities.				
5	Educational Center Development	-	31,500	-	31,500
	The development of an Educational Center would provide a hands on environment for all visitors to the Museum. This environment would enhance services for school districts, local communities, and residents within the County and the region.				
	Total	1.2	167,526	-	167,526

SCHEDULE E

DEPARTMENT: County Museum
FUND: General
BUDGET UNIT: AAA CCM

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increased hourly rate for professional services	0.5	10,000	10,000	-
County Code Section 16.0218(a)(1) allows the County Museum to charge a $68 hourly rate for services performed by its professional, curatorial, and supervisory personnel. Based on the results of a rate study completed by the Auditor/Controller's Office, as well as a 6% increase in the Museum's FY 2004-05 costs due to MOU and retirement rate adjustments, the Department is recommending that this $68/hour charge be increased to $72/hour. The financial impact of this increase for the upcoming year would be minimal (approximately $10,000) because most of the research work anticipated for FY 2004-05 would be charged at the current rate in accordance with existing Board-approved contracts. The primary financial benefit of this increase would occur in the following fiscal year; however, it is difficult to project the future financial impact from this action since it depends on a number of factors, principally the number of research projects for that year. The Department would use the additional $10,000 of revenue generated in FY 2004-05 to fund a 0.5 Exhibit Technician to assist with current collection-based exhibits. Based on the aforementioned Auditor/Controller study, the Museum does not believe that increases to its current $32/hour technician rate and $54/hour senior technician rate are warranted at this time. The Department will request that the Auditor/Controller review these rates again in the future to determine if subsequent increases are justified.				
Total	0.5	10,000	10,000	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: County Museum
FUND NAME : General
BUDGET UNIT: AAA CCM
PROGRAM: County Museum

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 3,789,730	Revised Appropriations	$ 3,799,730	$ 10,000

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	170,000	Fee Revenue for listed fees	180,000	10,000
Fee Revenue for fees not listed	1,473,103	Fee Revenue for fees not listed	1,473,103	-
Non Fee Revenue	662,314	Non Fee Revenue	662,314	-
Local Cost	1,484,313	Local Cost	1,484,313	-
Budgeted Sources	$ 3,789,730	Revised Sources	$ 3,799,730	$ 10,000

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	10,000
Other	-
Total	$ 10,000

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The Museum charges $68 per hour for services performed by its professional, curatorial, and supervisory personnel. The Department is recommending that this $68/hour charge be increased to $72/hour. The financial impact of this increase for the upcoming year would be minimal (approximately $10,000) because most of the research work anticipated for FY 2004/05 would be charged at the current rate in accordance with existing Board-approved contracts. The real financial benefit of this increase would occur in the following fiscal year. The Department would use the additional $10,000 of revenue generated in FY 2004/05 to fund a 0.5 Exhibit Technician to assist with current collection-based exhibits.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: County Museum
FUND NAME : General
PROGRAM: County Museum

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0218 (a)(1)	Services for professional, curatorial and supervisory personnel	$68 per hour	2,500	$ 170,000	$72 per hour	2,500	$ 180,000	$4 per hour	-	$ 10,000	$ 10,000	The Museum charges $68 per hour for services performed by its professional, curatorial, and supervisory personnel. The Department is recommending that this $68/hour charge be increased to $72/hour. The financial impact of this increase for the upcoming year would be minimal (approximately $10,000) because most of the research work anticipated for FY 2004/05 would be charged at the current rate in accordance with existing Board-approved contracts. The real financial benefit of this increase would occur in the following fiscal year. The Department would use the additional $10,000 of revenue generated in FY 2004/05 to fund a 0.5 Exhibit Technician to assist with current collection-based exhibits.

Museum Store

DESCRIPTION OF MAJOR SERVICES

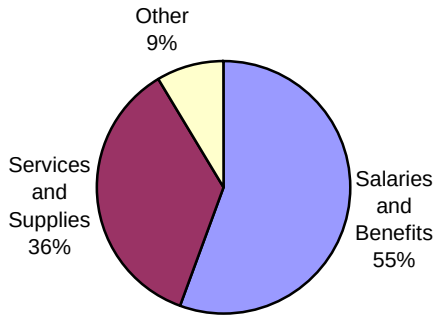
The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The Store is considered a critical part of the visitor experience and provides many museum related items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs. The store supports Museum operations and makes an annual financial contribution to the Museum.

During FY 2003-04, the Board of Supervisors approved the concept of a food service program at the Museum to enhance customer service and satisfaction. As a result, the Garden Café was opened to offer sandwiches, salads, snack products, fresh fruit, pastries, and bottled beverages for Museum visitors.

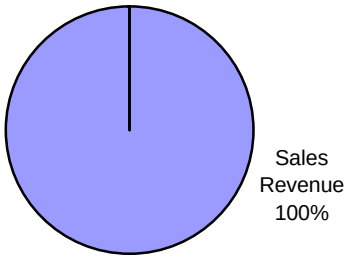
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	179,220	147,448	157,318	165,541
Departmental Revenue	174,800	148,400	160,000	169,650
Revenue Over/(Under) Expense	(4,420)	952	2,682	4,109
Budgeted Staffing		2.1		2.2
Fixed Assets	-	-	16,543	-
Workload Indicators				
Purchases for Resale	72,330	46,380	56,000	55,000
Taxable Sales	174,800	148,400	160,000	169,650

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by $ 4,109.

GROUP: Econ Dev/Public Svc
DEPARTMENT: County Museum
FUND: Museum Store

BUDGET UNIT: EMM CCR
FUNCTION: Cultural Services
ACTIVITY: Museums

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	85,670	85,670	5,119	-	-	90,789	1,131	91,920
Services and Supplies	60,250	46,380	-	-	-	46,380	12,843	59,223
Transfers	398	398	-	-	-	398	-	398
Total Appropriation	146,318	132,448	5,119	-	-	137,567	13,974	151,541
Oper Trans Out	11,000	15,000	-	-	-	15,000	(1,000)	14,000
Total Operating Expense	157,318	147,448	5,119	-	-	152,567	12,974	165,541
Departmental Revenue								
Sales Revenue	160,000	148,400	5,119	-	-	153,519	16,131	169,650
Total Revenue	160,000	148,400	5,119	-	-	153,519	16,131	169,650
Revenue Over/(Under) Exp	2,682	952	-	-	-	952	3,157	4,109
Budgeted Staffing		2.1	-	-	-	2.1	0.1	2.2
Fixed Asset								
Equipment	16,543	-	-	-	-	-	-	-
Total Fixed Assets	16,543	-	-	-	-	-	-	-

DEPARTMENT: County Museum
FUND: Museum Store
BUDGET UNIT: EMM CCR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**2.1**	**147,448**	**148,400**	**952**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	5,119	5,119	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**5,119**	**5,119**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**2.1**	**152,567**	**153,519**	**952**
Department Recommended Funded Adjustments	**0.1**	**12,974**	**16,131**	**3,157**
TOTAL 2004-05 PROPOSED BUDGET	**2.2**	**165,541**	**169,650**	**4,109**

2003-04 FINAL FIXED ASSETS	**-**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	-
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**-**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**-**

SCHEDULE C

DEPARTMENT: County Museum
FUND: Museum Store
BUDGET UNIT: EMM CCR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

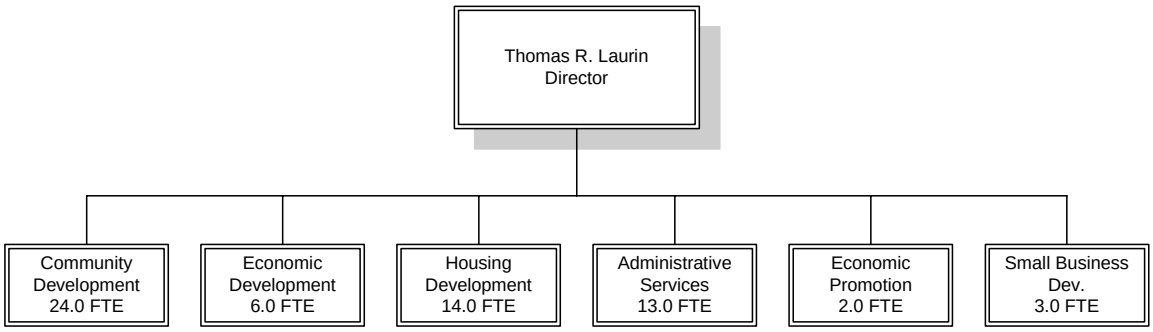
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits	0.1	1,131	-	(1,131)
	Increase of 0.1 Public Service Employee to assist with operation of the Museum Café.				
2.	Services and Supplies	-	12,843	-	(12,843)
	Increase in purchases for resale and food items for the café.				
3.	Operating Transfers Out	-	(1,000)	-	1,000
	$4,000 decrease in contribution to the County Museum (General Fund), partially offset by a $3,000 increase to the Museum's Special Revenue Fund.				
4.	Sales Revenue	-	-	16,131	16,131
	Increase in sales revenue based on anticipated attendance at the Museum for FY 2004/05.				
	Total	0.1	12,974	16,131	3,157

ECONOMIC AND COMMUNITY DEVELOPMENT
Thomas R. Laurin

MISSION STATEMENT

The Economic and Community Development Department works to improve the quality of life for residents of the County through the identification, obtainment and administration of local, state, federal and private funding resources available for community development, housing programs, and economic development.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
ECD Consolidated Spec. Revenue	55,793,954	40,455,119		15,338,835	58.0
Economic Promotion	719,289	-	719,289		2.0
Small Business Development	156,214	-	156,214		3.0
TOTAL	56,669,457	40,455,119	875,503	15,338,835	63.0

ECD Consolidated Special Revenue Funds

DESCRIPTION OF MAJOR SERVICES

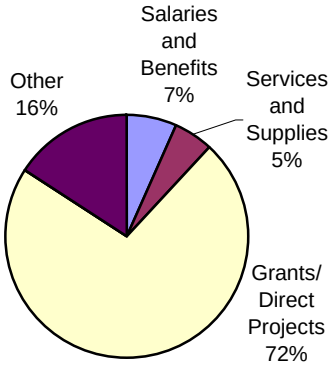
The Economic and Community Development is responsible for administering federal, state, and local grant funds allocated to the County of San Bernardino for housing, economic, and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through the Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), the Home Investment Partnership Grant (HOME), the Neighborhood Initiative Grant (NI) and the Economic Development Initiative Program (EDI) Grant. In addition, the department has received and will administer a United States Department of Agriculture Forest Service grant for Southern California Drought Assistance.

BUDGET AND WORKLOAD HISTORY

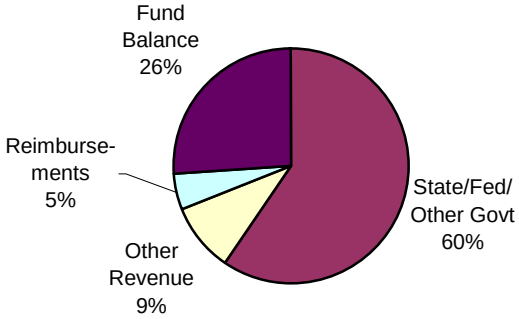
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	23,714,740	62,479,653	22,343,117	55,793,954
Departmental Revenue	25,026,053	45,674,109	20,876,408	40,455,119
Fund Balance		16,805,544		15,338,835
Budgeted Staffing		61.0		58.0

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 2003-04 have been carried over to the subsequent year's budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Economic and Community Dev
FUND: Economic and Community Dev

BUDGET UNIT: ECD Consolidated
FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,629,475	3,898,062	236,359	-	-	4,134,421	(162,339)	3,972,082
Services and Supplies	1,709,909	2,404,534	22,427	-	-	2,426,961	549,756	2,976,717
Grants/Direct Projects	14,228,589	51,887,647	-	-	-	51,887,647	(9,341,508)	42,546,139
Central Computer	34,249	34,249	6,846	-	-	41,095	-	41,095
Transfers	3,760,508	5,940,991	-	-	-	5,940,991	1,326,276	7,267,267
Total Exp Authority	23,362,730	64,165,483	265,632	-	-	64,431,115	(7,627,815)	56,803,300
Reimbursements	(2,423,900)	(1,898,138)	-	-	-	(1,898,138)	(1,111,208)	(3,009,346)
Total Appropriation	20,938,830	62,267,345	265,632	-	-	62,532,977	(8,739,023)	53,793,954
Oper Trans Out	1,404,287	212,308	-	-	-	212,308	1,787,692	2,000,000
Total Requirements	22,343,117	62,479,653	265,632	-	-	62,745,285	(6,951,331)	55,793,954
Departmental Revenue								
Taxes	39,275	-	-	-	-	-	40,000	40,000
Fines and Forfeitures	9,887	1,500	-	-	-	1,500	8,500	10,000
Use of Money & Prop	677,638	835,453	-	-	-	835,453	(46,053)	789,400
State, Fed or Gov't Aid	15,707,318	35,439,011	-	-	-	35,439,011	(455,337)	34,983,674
Other Revenue	4,442,290	9,398,145	-	-	-	9,398,145	(4,766,100)	4,632,045
Total Revenue	20,876,408	45,674,109	-	-	-	45,674,109	(5,218,990)	40,455,119
Fund Balance		16,805,544	265,632	-	-	17,071,176	(1,732,341)	15,338,835
Budgeted Staffing		61.0	-	-	-	61.0	(3.0)	58.0

DEPARTMENT: Economic and Community Dev
FUND: Economic and Community Dev
BUDGET UNIT: ECD Consolidated

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**61.0**	**62,479,653**	**45,674,109**	**16,805,544**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	236,359	-	236,359
Internal Service Fund Adjustments	-	29,273	-	29,273
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**265,632**	**-**	**265,632**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**61.0**	**62,745,285**	**45,674,109**	**17,071,176**
Department Recommended Funded Adjustments	**(3.0)**	**(6,951,331)**	**(5,218,990)**	**(1,732,341)**
TOTAL 2004-05 PROPOSED BUDGET	**58.0**	**55,793,954**	**40,455,119**	**15,338,835**

SCHEDULE C

DEPARTMENT: Economic and Community Dev
FUND: Economic and Community Dev
BUDGET UNIT: ECD Consolidated

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits	(3.0)	(162,339)	-	(162,339)
	There were 2 employees transferred into this consolidated fund, 1 FTE from AAA SBD to do work formerly done by contract worker, and 1 FTE from PSG Admin to CDBG Programs, $163,552. The department defunded 2 Program Manager positions ($177,246), A reclassification of an ECD Analyst II to a Fiscal Clerk II will save ($37,252). The elimination of a Clerk II position and 2 contract employee positions will save ($158,595). This reduction and restructuring was required to meet this year's budget limitations. An increase of $47,202 is due to due to opt out and miscellaneous benefit changes.				
2.	Service and Supplies		549,756	-	549,756
	There is an increase in services for CDBG projects by $218,460 (SBA). An increase of $184,618 is due to increased fund balance in IVDA Fund (SDK). Also, an increase of $148,300 is expected in services for administration (SAU). There will be a decrease in miscellaneous services of ($1,622).				
3.	Grants	-	(9,341,508)	-	(9,341,508)
	There is a ($6,370,758) reduction in NIP projects due to lack of HUD homes to purchase and rehab (SAR). A reduction of ($3,548,688) in CDBG projects is budgeted due to grant and fund balance reduction (SBA). A reduction of HOME Grant funds by ($1,069,694) due to this years grant reduction and the expenditure of previous years rolled-over grant funds (SAS). A reduction of ($1,105,961) due to lower amount of Section 108 loans being completed (SBE). There will be an increase of $2,840,836 due to new Forest Service Grants (SBQ). A decrease of ($87,243) is budgeted in miscellaneous Grant projects				
4.	Transfers	-	1,326,276	-	1,326,276
	This includes an increase of $1,266,541 in transfers for CDBG projects (SBA) due to more projects with county departments. There is a ($500,000) reduction due to accounting change for capital improvements and a reduction of ($200,000) due to a reduction of projects assigned to County Departments in Economic Development Initiative EDI (SCS). An increase of $359,502 in Demolition projects (SBC). An increase of $105,000 is budgeted in services for NIP (SAR). An additional $30,000 is budgeted for HOME projects (SAS) and a $52,636 increase for Blight projects (SAT). The department plans an increase of $100,000 due to new Forest service grant (SBQ). An increase of $70,000 is budgeted for Micro Loan labor charges (SBW). There will be an increase of $42,597 in miscellaneous funds.				
5.	Reimbursements	-	(1,111,208)	-	(1,111,208)
	An increase in reimbursements due to increase budgeted labor and service charges to other departmental funds. Fund SAU is a pass-through administration fund and needs to have a zero balance every year. This requires the other funds in the department to absorb their allocation of expenses. SAU increase is $1,111,208. This increase coincides with increased revenue in other departmental funds.				
6.	Operating Transfers out	-	1,787,692	-	1,787,692
	There is a $1,500,000 increase budgeted in CDBG projects with A&E (SBA), and an increase of $500,000 in EDI project payments (SCS). A decrease of ($212,308) is budgeted in Demo (SBC). These first two increases are due to an accounting change. Charging object code 5030 instead of 5012 for capital improvements. The SBC Fund decrease is to charging object code 5012 instead of 5030.				
7.	Taxes	-	-	40,000	(40,000)
	An increase of $30,000 is due to Special Assessments Prior Year history in Demolition program (SBC). An increase of $10,000 in Delinquent Tax Collection in the Demolition program is budgeted this year. (SBC).				
8.	Fines and Forfeitures	-	-	8,500	(8,500)
	An increase in penalty collections is expected on Business Expansion Loans of $8,500 (SBR).				
9.	Rev from Use of	-	-	(46,053)	46,053
	All interest earned from CDBG funds must be returned to the federal government. This reduction reflects the amount budgeted last year in error ($20,500). The reduction of ($30,000) for Business expansion loans due to last year's actual income (SBR). An increase of $4,447 miscellaneous funds is budgeted this year.				
10.	State Aid	-	-	(1,000)	1,000
	A reduction of ($1,000) is due to lack of SB90 funding from the state (SAU).				
11.	Federal Aid	-	-	(454,337)	454,337
	A decrease in funding for the Section 108 loan program of ($1,084,540) is due to less loans being done (SBE). A decrease of ($685,204) is due to the reduction in grant funds for the HOME program (SAS). A decrease of ($1,040,998) is due to the reduction of CDBG grant funds (SAU). A decrease of ($200,000) is due to the reduction of CDBG Rehabilitation funds (SAV). A decrease of ($387,614) is due to the reduction of CDBG grant funds (SBA). An increase of $2,890,836 is budgeted in SBQ due to the new Forest Service Grant (SBQ). An increase of $52,686 for Blight abatement is due to the increased grant allocation (SAT). An increase of $497 is budgeted in miscellaneous programs.				
12.	Other Revenue	-	-	(4,766,100)	4,766,100
	A decrease of ($6,000,000) is due to the NI programs low inventory of homes for resale (SAR). An increase of $850,000 is due to loan payoffs of HOME program assets (SAS). An increase of $208,000 is due to increase of Housing Rehabilitation loan payoffs (SAV). An increase of $180,000 is due to Business expansion loan payoffs (SBR). A decrease of ($4,100) is budgeted in other miscellaneous funds.				
	Total	(3.0)	(6,951,331)	(5,218,990)	(1,732,341)

Economic Promotion

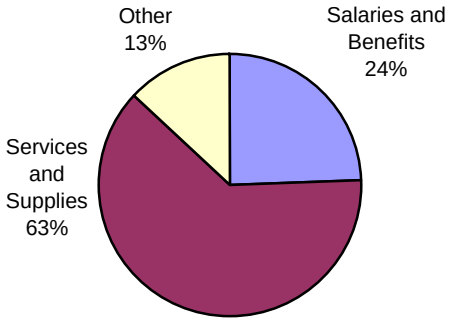
DESCRIPTION OF MAJOR SERVICES

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 sponsorship of regional economic councils and helps support the Quad State Joint Powers Authority. In addition, many Priority Policy Needs identified by the Board of Supervisors, which relate to community and economic development are implemented by the department.

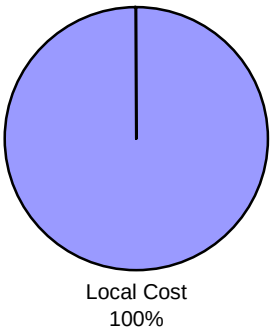
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	930,119	780,751	743,389	719,289
Departmental Revenue	67,872	-	-	-
Local Cost	862,247	780,751	743,389	719,289
Budgeted Staffing		2.0		2.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Economic and Community Dev
FUND: General

BUDGET UNIT: AAA ECD
FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	165,153	165,353	10,125	-	-	175,478	(6)	175,472
Services and Supplies	708,641	522,441	246	-	(71,833)	450,854	(29)	450,825
Transfers	92,957	92,957	-	-	-	92,957	35	92,992
Total Exp Authority	966,751	780,751	10,371	-	(71,833)	719,289	-	719,289
Reimbursements	(223,362)	-	-	-	-	-	-	-
Total Appropriation	743,389	780,751	10,371	-	(71,833)	719,289	-	719,289
Local Cost	743,389	780,751	10,371	-	(71,833)	719,289	-	719,289
Budgeted Staffing		2.0	-	-	-	2.0	-	2.0

DEPARTMENT: Economic and Community Dev
FUND: General
BUDGET UNIT: AAA ECD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**2.0**	**780,751**	**-**	**780,751**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	10,125	-	10,125
Internal Service Fund Adjustments	-	246	-	246
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**10,371**	**-**	**10,371**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(71,833)**	**-**	**(71,833)**
TOTAL BASE BUDGET	**2.0**	**719,289**	**-**	**719,289**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**2.0**	**719,289**	**-**	**719,289**

SCHEDULE B

DEPARTMENT: Economic and Community Dev
FUND: General
BUDGET UNIT: AAA ECD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Service and Supplies	-	(71,833)	-	(71,833)
The Local Cost target reduction required by the Board forces cost reductions in the following programs. A reduction of $38,000 in the Transient Occupancy Tax distribution. A reduction of $13,500 in Quad State payments. A decrease from last year's payments to Bear Fest of $500. The Diamond Venture program will be reduced by $500. The High Desert Leadership conference sponsorship will be reduced by $1,000 from last year's allocation. The Mojave Desert Mountain program will be reduced by $400. IEEP will be reduced by $18,000 from last year's allocation. Miscellaneous expenses will be increased by $67. See policy item request #1 for restoration.				
Total	-	(71,833)	-	(71,833)

SCHEDULE C

DEPARTMENT: Economic and Community Dev
FUND: General
BUDGET UNIT: AAA ECD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries	-	(6)	-	(6)
	Decrease due to miscellaneous changes in benefits.				
2.	Services and Supplies	-	(29)	-	(29)
	Decrease of $29 is in miscellaneous services.				
3.	Transfers	-	35	-	35
	Increase in EHAP charges are required per the budget instructions.				
	Total	-	-	-	-

SCHEDULE D

DEPARTMENT: Economic and Community Dev
FUND: General
BUDGET UNIT: AAA ECD

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restoration of 9% cut of Economic Promotions Budget.	-	71,833	-	71,833
	This policy item requests restoration of the 9% reduction in the economic promotions budgeted activities that are contracted out to organizations involved in economic development activities in the unincorporated areas of the County. These activities performed by the following organizations directly result in increased economic activity in the County thereby increasing capital investment and employment opportunities for our residents. The increases would be directly passed through to the participating organizations through the Board of Supervisor's approved agreements. Organizations/Programs receiving allocations: Transit Occupancy Tax Distribution, IEEP, Quad State, Hi Desert Opportunity, High Desert Leadership Summit, Bear Film Festival, Morongo Basin - ECOPAC.				
2	Increase funding to the Transient Occupancy Tax Program.	-	40,000	-	40,000
	The County's Transit Occupancy Tax (TOT) Distribution Program provides funds to Chambers of Commerce and other organizations approved by the Board of Supervisors that promote tourism and related business services in the unincorporated area of the County. The funds are generated by the 7% TOT received from affected hotel/transit rental units receipts in County unincorporated areas and totals between $1 million and $1.5 million annually depending on the level of overnight stays in any given year. During the latest tax year a total of $1,153,835 was collected. During budget development for FY2003/04 $260,000 was approved by the Board of Supervisors and included in ECD's Economic Promotions budget for distribution to 18 organizations serving the unincorporated areas of the County. Funding amounts were established for each organization based on a formula that reflects the pro-rata share of the TOT generated within the service area of the organization. ECD is requesting that the TOT Distribution Program allocation be increased to $300,000 from $260,000 with the increase to be passed directly to the participating organizations using the pro-rata share ratio. The recent devastating fires in our recreational areas has hurt the tourist trade and has adversely affected small business dependent on visitors in our unincorporated areas. The additional funds would be used to further market our area and get the word out that we are still open for business.				
	Total	-	111,833	-	111,833

Small Business Development

DESCRIPTION OF MAJOR SERVICES

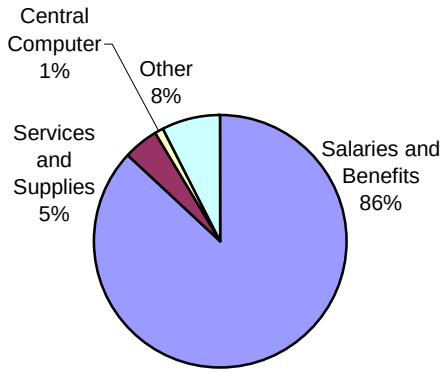
The Office of Small Business Development (OSBD) assists in the validation of U.S. Department of Transportation Disadvantaged Business Enterprises (DBE) requirements for the County, which permits the County's Department of Airports and Department of Public Works to receive federal funding. In addition, 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.

BUDGET AND WORKLOAD HISTORY

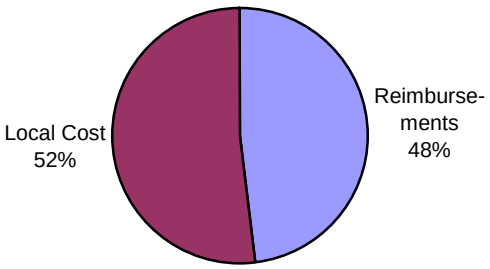
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	179,112	200,107	239,325	156,214
Departmental Revenue	-	40,000	87,891	-
Local Cost	179,112	160,107	151,434	156,214
Budgeted Staffing		4.0		3.0

Estimated appropriations are over budget by $39,218 due to the reduction of reimbursements from Community Development Block Grant funds received in prior year. One-time revenue of $87,891 was received from Agua Mansa Industrial Growth Association to reimburse Small Business Development for expense incurred. This one-time revenue offsets the loss of grant funding budgeted but not received.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Economic and Community Dev
FUND: General

BUDGET UNIT: AAA SBD
FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	323,291	322,323	20,179	-	-	342,502	(81,759)	260,743
Services and Supplies	24,181	49,404	491	(9,460)	(15,334)	25,101	(11,172)	13,929
Central Computer	2,437	2,437	231	-	-	2,668	-	2,668
Transfers	22,416	22,803	-	-	-	22,803	71	22,874
Total Exp Authority	372,325	396,967	20,901	(9,460)	(15,334)	393,074	(92,860)	300,214
Reimbursements	(133,000)	(196,860)	-	-	-	(196,860)	52,860	(144,000)
Total Appropriation	239,325	200,107	20,901	(9,460)	(15,334)	196,214	(40,000)	156,214
Departmental Revenue								
State, Fed or Gov't Aid	-	40,000	-	-	-	40,000	(40,000)	-
Other Revenue	87,891	-	-	-	-	-	-	-
Total Revenue	87,891	40,000	-	-	-	40,000	(40,000)	-
Local Cost	151,434	160,107	20,901	(9,460)	(15,334)	156,214	-	156,214
Budgeted Staffing		4.0	-	-	-	4.0	(1.0)	3.0

DEPARTMENT: Economic and Community Dev
FUND: General
BUDGET UNIT: AAA SBD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**4.0**	**200,107**	**40,000**	**160,107**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	20,179	-	20,179
Internal Service Fund Adjustments	-	722	-	722
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**20,901**	**-**	**20,901**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(9,460)	-	(9,460)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(9,460)**	**-**	**(9,460)**
Impacts Due to State Budget Cuts	**-**	**(15,334)**	**-**	**(15,334)**
TOTAL BASE BUDGET	**4.0**	**196,214**	**40,000**	**156,214**
Department Recommended Funded Adjustments	**(1.0)**	**(40,000)**	**(40,000)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**3.0**	**156,214**	**-**	**156,214**

SCHEDULE B

DEPARTMENT: Economic and Community Dev
FUND: General
BUDGET UNIT: AAA SBD

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Services and Supplies	-	(15,334)	-	(15,334)
This reduction is due to the state budget and was set as a target reduction by the Board of Supervisors. This reduction will reduce the amount of small business development assistance, counseling, information dissemination, and business promotion to the residents of San Bernardino County.				
Total	-	(15,334)	-	(15,334)

SCHEDULE C

DEPARTMENT: Economic and Community Dev
FUND: General
BUDGET UNIT: AAA SBD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

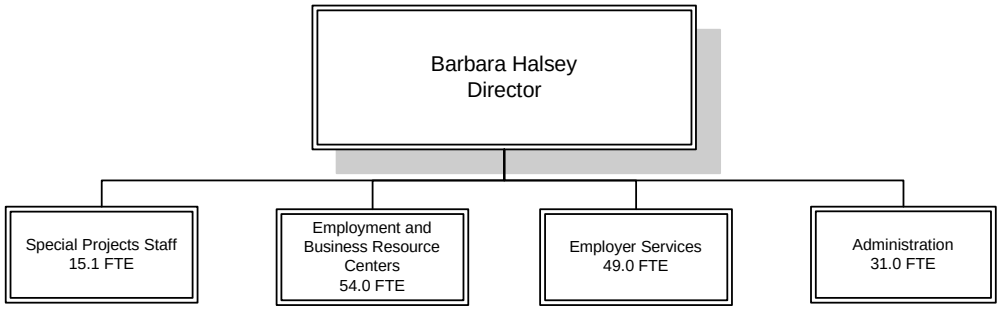
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries	(1.0)	(81,759)	-	(81,759)
	Reduction is caused due to budget limitations in this fund and resulted in a transfer of a Staff Analyst II to the CDBG Budget to fill a vacancy.				
2.	Reduction in Services and Supplies	-	(11,172)	-	(11,172)
	Miscellaneous services and supplies have been reduced due to the loss of the state grant of $40,000 and an accounting reclassification of reimbursements. This reduction will further reduce services such as counseling and education to the small businesses of the County.				
3.	Transfer Out	-	71	-	71
	This is an increase in EHAP charges per budget instructions.				
4.	Reimbursements	-	52,860	-	52,860
	There is a reduction of $25,000 due to an accounting change of an annual pass-through. The auditor controller requires that a previously budgeted transfer be an abatement of an expense. Also, there is a reduction of CDBG funded expenses of $27,860 due to program changes.				
5.	Revenue	-	-	(40,000)	40,000
	The elimination of State Grant of $40,000 due to the completion of the grant.				
	Total	(1.0)	(40,000)	(40,000)	-

JOBS AND EMPLOYMENT SERVICES
Barbara Halsey

MISSION STATEMENT

Jobs and Employment Services Department (JESD) provides comprehensive, employment, training, and support services in accordance with the Department of Labor (DOL) Workforce Investment Act (WIA), that respond to the needs of job seekers, employers, and communities within the County of San Bernardino.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Department of Jobs and Employment Services (JESD) is responsible for administering and operating programs under the Department of Labor's Workforce Investment Act. Funding for programs operated is allocated at the Federal level, and comes to the County from the State Employment Development Department/Workforce Investment Division. Under this funding stream, services are provided to job seeking customers and business customers through a One-Stop delivery system. These offices are called Employment Resource Centers and/or Business Resource Centers in San Bernardino County. JESD operates 4 offices in the county, located in Rancho Cucamonga, Hesperia, San Bernardino, and Redlands. The primary mission of the Department is to assist job seekers in securing employment opportunities that will provide them with an improved standard of living and to provide businesses with the human resources necessary to meet their workforce needs. The department uses a variety of service delivery methods to meet its customer's needs, including direct placement into employment, intensive coaching and mentoring of applicants, vocational training in demand occupations as well as on-the-job or customized training as appropriate.

In addition to administering and operating programs under the Workforce Investment Act, the Department has held a contract with the Human Service System (HSS), assisting the Temporary Assistance Division/Employment Services Program (TAD/ESP) with meeting program mandates for placement of Cal WORK's participants. Historically, services provided under this contract have been job development and job placement services for participants in the Cal WORKS program. In addition, JESD has been responsible for coordinating and conducting job fairs for the TAD/ESP clientele.

The Workforce Investment Board administratively oversees the program. This Board is comprised of private and public sector members who have been appointed by the county Board of Supervisors.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	18,478,494	17,020,579	11,834,950	15,382,733
Departmental Revenue	16,437,316	18,977,350	13,791,721	15,382,733
Fund Balance		(1,956,771)		-
Budgeted Staffing		141.0		150.1

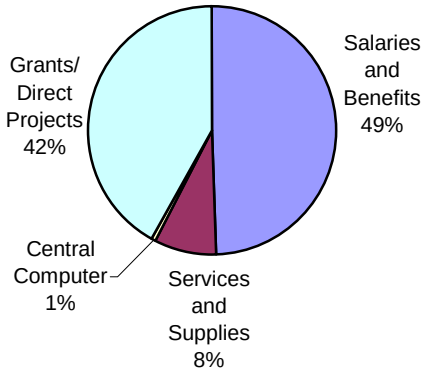
Workload Indicators

General Public *	26,071	28,093	52,902	52,902
# of Participants receiving services.	3,329	4,566	990	990

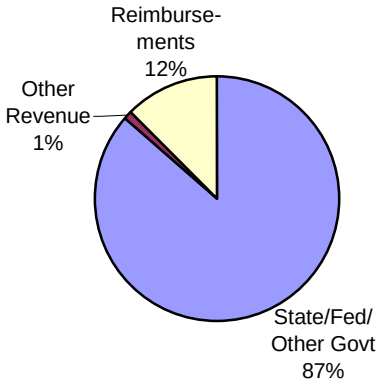
* Self service customers seeking employment information.

JESD has experienced an increase in the number of public customers seeking services from its one-stop Employment Resource Centers (ERCs) due to increases in the number of unemployed individuals in San Bernardino County as well as the increase in population due to migration. During the past year, and as a direct result of the transition of the Cal WORKS employment program back to HSS, JESD has carefully tracked the demand for WIA services. The increase in workload indicators for the general public is a result of increased accuracy in customer tracking. The decrease in workload indicators for number of participants receiving services is a direct result of elimination of the Welfare-to-Work (WtW) program under the Department of Labor. This program reached its duration as of 4/9/2004 and has been fully closed out.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Jobs and Employment Services
FUND: Jobs and Employment Services

BUDGET UNIT: SAC JOB
FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,725,105	7,279,275	470,342	243,700	-	7,993,317	673,660	8,666,977
Services and Supplies	953,299	1,588,285	(997)	-	-	1,587,288	(172,139)	1,415,149
Central Computer	96,000	108,620	(2,376)	-	-	106,244	-	106,244
Grants/Direct Projects	8,376,204	7,962,341	-	36,300	-	7,998,641	(2,553,341)	5,445,300
Equipment	-	30,000	-	-	-	30,000	20,000	50,000
Transfers	1,925,936	2,218,864	-	-	-	2,218,864	(348,725)	1,870,139
Total Exp Authority	19,076,544	19,187,385	466,969	280,000	-	19,934,354	(2,380,545)	17,553,809
Reimbursements	(7,241,594)	(2,166,806)	-	-	-	(2,166,806)	(4,270)	(2,171,076)
Total Appropriation	11,834,950	17,020,579	466,969	280,000	-	17,767,548	(2,384,815)	15,382,733
Departmental Revenue								
Use of Money & Prop	223,528	-	-	-	-	-	199,600	199,600
State, Fed or Gov't Aid	13,567,223	18,815,350	-	-	-	18,815,350	(3,632,217)	15,183,133
Current Services	970	-	-	-	-	-	-	-
Other Revenue	-	162,000	-	-	-	162,000	(162,000)	-
Total Revenue	13,791,721	18,977,350	-	-	-	18,977,350	(3,594,617)	15,382,733
Fund Balance		(1,956,771)	466,969	280,000	-	(1,209,802)	1,209,802	-
Budgeted Staffing		141.0	-	8.1	-	149.1	1.0	150.1

DEPARTMENT: Jobs and Employment Services
FUND: Jobs and Employment Services
BUDGET UNIT: SAC JOB

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**141.0**	**17,020,579**	**18,977,350**	**(1,956,771)**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	234,339	-	234,339
Internal Service Fund Adjustments	-	232,630	-	232,630
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**466,969**	**-**	**466,969**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	8.1	280,000	-	280,000
Subtotal	**8.1**	**280,000**	**-**	**280,000**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**149.1**	**17,767,548**	**18,977,350**	**(1,209,802)**
Department Recommended Funded Adjustments	**1.0**	**(2,384,815)**	**(3,594,617)**	**1,209,802**
TOTAL 2004-05 PROPOSED BUDGET	**150.1**	**15,382,733**	**15,382,733**	**-**

SCHEDULE C

DEPARTMENT: Jobs and Employment Services
FUND: Jobs and Employment Services
BUDGET UNIT: SAC JOB

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

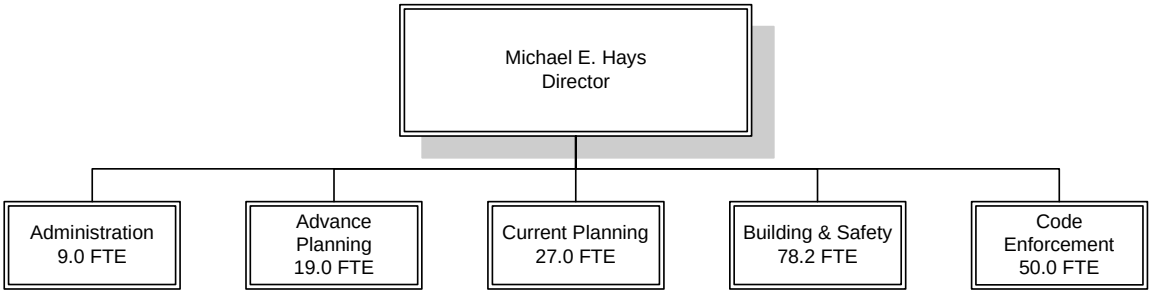
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits	1.0	673,660	-	673,660
	Transfer of filled Staff Analyst II position from ED/PSG to JESD. The position serves the Hesperia Business Resource Center, therefore should appropriately be in JESD's budget. Additional increases are due to correction of FY 2003-04 salaries and benefits budget to budget staff at the actual salary cost rather than an estimate as had been previously done. Also reflects yearly Salary & Benefit changes, including step fluctuations and staff promotions.				
2.	Computer Software Expense	-	450,000	-	450,000
	Increase to purchase a case management, fiscal and information management system compatible with State regulations and to renew various software licenses.				
3.	Inventoriable Equipment	-	(375,000)	-	(375,000)
	Decreased as no new offices will be opened. New equipment is not required as was the case in fiscal year 03/04				
4.	Services and Supplies	-	(247,139)	-	(247,139)
	Decrease in services and supplies charges due in part to reduction to COWCAP as a result of department size reduction, additional decreases are attributed to a fiscally conservative management plan.				
5.	Other Charges and State Aid	-	(2,553,341)	(3,632,217)	1,078,876
	Decrease in assessment services as this activity is now performed in-house. Decrease in outreach expenditures due to narrower customer base as Cal WORKS program was transitioned back to HSS. Participant training decreased in relation to decrease in funding for WtW and other specialty grants. The WtW funding reached its sunset in the 2003-04 budget year and other funding received by the department that supported training was for one time only training. Given national trends JESD is increasing its training budget in order to move a greater number of job seeking customers into vocational training.				
6.	Equipment	-	20,000	-	20,000
	Increase to replace copiers that are in their last year of useful life.				
7.	Transfers Out	-	(348,725)	-	(348,725)
	Decrease in transfers out attributed to closing the Colton office and moving the Redlands office, and decreases in EHAP charges and ED/PSG admin charges.				
8.	Transfers In	-	(4,270)	-	(4,270)
	Decrease in reimbursements from County Departments.				
9.	Rev From Use of Money/Property/Other Revenue	-	-	37,600	(37,600)
	Increase in rent from Employment and Business Resource Centers/One Stop partners.				
	Total	1.0	(2,384,815)	(3,594,617)	1,209,802

LAND USE SERVICES DEPARTMENT
Michael E. Hays

MISSION STATEMENT

The Land Use Services Department is dedicated to ensuring a balance in the areas of housing, business, and recreational needs for the diverse cultures and communities of San Bernardino County. This is accomplished by comprehensive regional planning and enforcement of building standards, land uses, and environmental impacts.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Administration	-	-	-		10.0
Current Planning	2,374,495	2,292,212	82,283		27.0
Advance Planning	3,387,890	2,263,881	1,124,009		19.0
Building & Safety	7,387,219	7,387,219	-		78.2
Code Enforcement	2,963,825	575,000	2,388,825		29.0
Fire Hazard Abatement	2,034,741	2,034,741	-		21.0
General Plan Update	1,805,299	1,000,000		805,299	-
Habitat Conservation	143,992	-		143,992	-
TOTAL	20,097,461	15,553,053	3,595,117	949,291	184.2

Administration

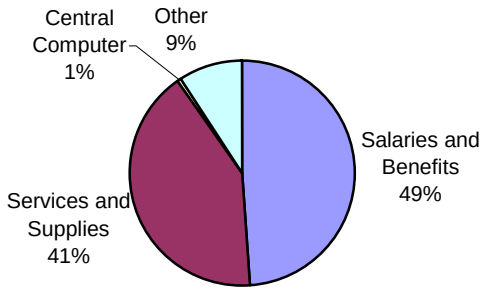
DESCRIPTION OF MAJOR SERVICES

The Administration Division 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.

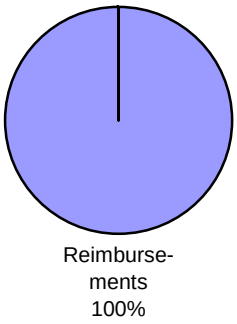
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	-	-	-
Departmental Revenue	-	-	-	-
Local Cost	-	-	-	-
Budgeted Staffing		11.0		10.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services Department
FUND: General

BUDGET UNIT: AAA LUS
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	733,580	756,578	47,378	-	(45,435)	758,521	16,825	775,346
Services and Supplies	676,595	676,597	1,123	-	-	677,720	(25,709)	652,011
Central Computer	8,767	8,767	688	-	-	9,455	-	9,455
Equipment	14,000	14,000	-	-	-	14,000	-	14,000
Transfers	103,065	104,880	-	-	-	104,880	26,620	131,500
Total Exp Authority	1,536,007	1,560,822	49,189	-	(45,435)	1,564,576	17,736	1,582,312
Reimbursements	(1,536,007)	(1,560,822)	(49,189)	-	45,435	(1,564,576)	(17,736)	(1,582,312)
Total Appropriation	-	-	-	-	-	-	-	-
Budgeted Staffing		11.0	-	-	(1.0)	10.0	-	10.0

DEPARTMENT: Land Use Services Department
FUND: General
BUDGET UNIT: AAA LUS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**11.0**	**-**	**-**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(1.0)**	**-**	**-**	**-**
TOTAL BASE BUDGET	**10.0**	**-**	**-**	**-**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**10.0**	**-**	**-**	**-**

SCHEDULE B

DEPARTMENT: Land Use Services Department
FUND: General
BUDGET UNIT: AAA LUS

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction of 1.0 Automated Systems Technician	(1.0)	(45,435)	-	(45,435)
Reduction of 1.0 Vacant Automated Systems Technician position will reduce salary & benefit costs to assist other divisions in reaching the 9% reduction requirements.				
Reduction of Reimbursements	-	45,435	-	45,435
Reduction of 1.0 Vacant Automated Systems Technician position will reduce reimbursements required from other budget units within Land Use Services to alleviate 9% reduction requirements.				
Total	(1.0)	-	-	-

SCHEDULE C

DEPARTMENT: **Land Use Services Department**
FUND: **General**
BUDGET UNIT: **AAA LUS**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increase in Salary & Benefits	-	16,825	-	16,825
	Reflects yearly Salary & Benefit changes, including step fluctuations and staff promotions offset by savings from position underfills.				
2.	Information Services Charges	-	(5,380)	-	(5,380)
	Changes to services provided through ISD.				
3.	COWCAP	-	(31,329)	-	(31,329)
	Cowcap change per Auditor Controller.				
4.	Adjust to Actual	-	11,000	-	11,000
	Increases for Courier & Printing Services and Rents & Leases of Equipment to actual charges.				
5.	Adjustment to Transfers	-	26,620	-	26,620
	The Administration Division of the Land Use Services Department reimburses the Public Works payroll division for costs incurred for departmental payroll processing, and for Human Resource Officer support B1and EHAP costs. Costs were increased to cover MOU costs and changes in departmental FTE counts.				
6.	Adjustment to Reimbursements	-	(17,736)	-	(17,736)
	All divisions of the Land Use Services Department reimburse the Administration unit for costs incurred for departmental administrative support. As costs are adjusted, reimbursements are also adjusted.				
	Total	-	-	-	-

Current Planning

DESCRIPTION OF MAJOR SERVICES

The Current Planning Division 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.

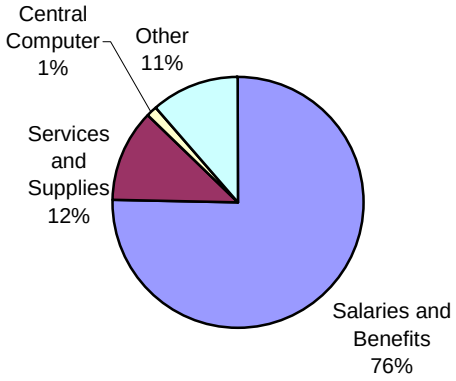
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,732,855	2,292,380	1,944,429	2,374,495
Departmental Revenue	1,536,723	2,292,380	1,900,731	2,292,212
Local Cost	196,132	-	43,698	82,283
Budgeted Staffing		27.0		27.0
Workload Indicators				
Conditional Use Permit	178	220	252	260
Tentative Parcel	82	55	75	75
Tentative Tract	11	10	27	30
Temporary Special	15	15	19	20
Concurrently Filed	67	65	120	120

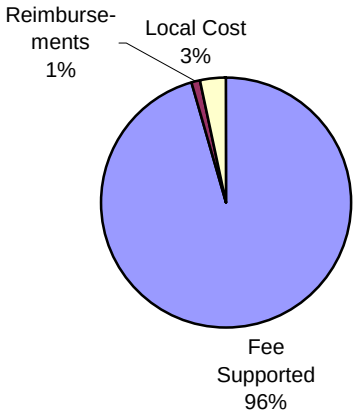
Appropriations are estimated to be under budget by $347,951 consisting of Salary & Benefit savings from vacant positions ($256,178), reductions in Services and Supplies ($86,871) and reductions in Transfers to the Administration Division for administrative support ($4,902). Current Revenue is estimated to be under budget by $391,649 primarily due to vacant positions which cause slower processing of projects submitted.

Estimated workload indicators reflect the increase in land development in the County that require land use approvals and planning services. Current Planning continues to experience a high level of project submittals and growth in workload that has been steadily rising for the last several years.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services
FUND: General

BUDGET UNIT: AAA CUR
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,468,019	1,724,197	106,752	-	-	1,830,949	(25,664)	1,805,285
Services and Supplies	197,796	284,667	94,814	-	-	379,481	(93,624)	285,857
Central Computer	22,122	22,122	12,856	-	-	34,978	-	34,978
Transfers	279,742	284,644	-	-	(8,217)	276,427	(4,802)	271,625
Total Exp Authority	1,967,679	2,315,630	214,422	-	(8,217)	2,521,835	(124,090)	2,397,745
Reimbursements	(23,250)	(23,250)	-	-	-	(23,250)	-	(23,250)
Total Appropriation	1,944,429	2,292,380	214,422	-	(8,217)	2,498,585	(124,090)	2,374,495
Departmental Revenue								
Current Services	1,900,731	2,292,380	123,922	-	-	2,416,302	(124,090)	2,292,212
Total Revenue	1,900,731	2,292,380	123,922	-	-	2,416,302	(124,090)	2,292,212
Local Cost	43,698	-	90,500	-	(8,217)	82,283	-	82,283
Budgeted Staffing		27.0	-	-	-	27.0	-	27.0

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**27.0**	**2,292,380**	**2,292,380**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	106,752	106,752	-
Internal Service Fund Adjustments	-	17,170	17,170	-
Prop 172	-	-	-	-
Other Required Adjustments	-	90,500	-	90,500
Subtotal	**-**	**214,422**	**123,922**	**90,500**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**(8,217)**	**-**	**(8,217)**
TOTAL BASE BUDGET	**27.0**	**2,498,585**	**2,416,302**	**82,283**
Department Recommended Funded Adjustments	**-**	**(124,090)**	**(124,090)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**27.0**	**2,374,495**	**2,292,212**	**82,283**

SCHEDULE B

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CUR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Adjustment to Transfers	-	(8,217)	-	(8,217)
All divisions of the Land Use Services Department reimburse the Administration unit for costs incurred for departmental administrative support. This adjustment reduces a portion of this charge based on the deletion of 1.0 vacant Automated Systems Technician required to reduce expenditures in those budget units required to meet the 9% reduction in local cost.				
Total	-	(8,217)	-	(8,217)

SCHEDULE C

DEPARTMENT: **Land Use Services**
FUND: **General**
BUDGET UNIT: **AAA CUR**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Reclass 1.0 Staff Analyst I to 1.0 Land Use Technician II	-	(4,718)	-	(4,718)
	Replace 1.0 Staff Analyst I position with 1.0 Land Use Technician position. The Land Use Technician position will assist the Accountant II in the Administration Division to track revenue trends and project hours.				
2.	Reduce Salary & Benefits	-	(20,946)	-	(20,946)
	Reflects yearly Salary & Benefit changes, including step fluctuations and staff promotions offset by savings from position underfills.				
3.	Information Services Charges	-	(8,768)	-	(8,768)
	Changes to services provided through ISD.				
4.	COWCAP	-	(14,955)	-	(14,955)
	Cowcap change per Auditor Controller				
5.	Adjust to Actual	-	(69,901)	-	(69,901)
	Increases for Memberships, Records Storage, GIS, Rents & Leases-Equipment and Vehicle Charges offset by reductions in Elec Equip Maint, Training, General Office Expense and Mileage Reimbursement to more accurately reflect actual cost trends.				
6.	Adjustment to Transfers	-	(4,802)	-	(4,802)
	All divisions of the Land Use Services Department reimburse the Administration unit for costs incurred for departmental administrative support and Human Resources for EHAP charges. This adjustment reflects the changes to those amounts for the fiscal year.				
7.	Revenue	-	-	(124,090)	124,090
	Reduction in revenue projection based on current trend.				
	Total	-	(124,090)	(124,090)	-

SCHEDULE E

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CUR

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
16.0215C Average Cost		-	60,785	(60,785)
The current average cost fees for this division are based on the average time to perform the functions required based on average hourly rates by position. Based on the differences in projects submitted and a review of the average time it takes to process these requests, some average cost fee items require increases to keep pace with time requirements and to ensure there is no impact to Local Cost.				
16.0215C Change to Actual Cost		-	101,534	(101,534)
The current average cost fees for this division are based on the average time to perform the functions required based on average hourly rates by position. Based on the differences in projects submitted, the complexity of those projects, and a review of the average time it takes to process these requests, it is requested that these fees be changed to actual cost fees to more accurately reflect the appropriate charge by project and to ensure there is no impact to Local Cost.				
16.0228 Miscellaneous Fees	-	-	6,545	(6,545)
This includes adjustments to average cost fees based on increased salary & benefit costs and the clarification between extensions for average and actual cost projects.				
Increase Staffing	1.0	86,581	-	86,581
Addition of 1.0 Planner III ($86,581) to help with the increase in workload in Current Planning.				
Total	1.0	86,581	168,864	(82,283)

NOTE: If all fees are approved this will eliminate all of Current Planning's local cost of $82,283.

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
BUDGET UNIT: AAA CUR
PROGRAM: Current Planning

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 2,374,586	Revised Appropriations	$ 2,461,167	$ 86,581

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	183,414	Fee Revenue for listed fees	352,278	168,864
Fee Revenue for fees not listed	2,108,857	Fee Revenue for fees not listed	2,108,857	-
Non Fee Revenue	-	Non Fee Revenue	-	-
Local Cost	82,283	Local Cost	-	(82,283)
Budgeted Sources	$ 2,374,554	Revised Sources	$ 2,461,135	$ 86,581

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	86,581
Total	$ 86,581

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The current average cost fees for this division are based on the average time to perform the functions required based on average hourly rates by position. Based on the differences in projects submitted and a review of the average time it takes to process these requests some average cost fee items require increases to keep pace with the time requirements. In addition increased Salary & Benefit and Services & Supply costs affect the average hourly billing rate for the positions in this division. Three of the fee changes requested reflect that the fee be changed to a charge for actual time spent. Due to the wide variations in processing times, which are a factor of the complexity of the proposed project, this approach would more accurately reflect the appropriate charge for these services. Use of the additional fee revenue will be used to add 1.0 Planner III and eliminate all of Current Planning's local cost of $82,283.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
PROGRAM: Current Planning

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
LAND USE AND DEVELOPMENT REVIEW - PLANNING SECTION 16.0215A												
16.0215A (b) (4) (A)	Certificate of land use compliance	$ 1,400.00	2	$ 2,800	Actual Cost	2	$ 4,178	$ -	-	$ 1,378	$ 1,378	The current charge for this fee item is based on the average time to perform the functions required to issue a certificate of land us compliance. Based on the differences in projects submitted it is requested that the fee be changed to a charge for actual time spent, which would more accurately reflect the appropriate charge for this service.
16.0215A (b) (4) (B)	Certificate of land use compliance - Initial Deposit	$ -	2	$ -	$ 1,000.00	2	$ -	$ -	-	$ -	$ -	This enables the department to collect a portion of the estimated cost up front in order to begin processing the application for a certificate of land use compliance. If this fee item is approved, approval of 16.0215A (b) (4) A) is also required.
16.0215A (j) (2)	Preliminary determination /conditions (for conditional use permits /department reviews)	$ 790.00	5	$ 3,950	$ 1,450.00	5	$ 7,250	$ 660.00	-	$ 3,300	$ 3,300	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the rate charged for preliminary determination/conditions. The current rate is based on the average time spent multiplied by the average hourly rate by position type. This change reflects a current analysis of time spent at current hourly rates and will provide for more accurate charge for services and ensure that there is no impact on Local Cost requirements.
16.0215A (j) (5)	Departmental Review - No preliminary determination filed	$ 3,150.00	-	$ -	$ 3,800.00	4	$ 15,200	$ 650.00	4	$ 15,200	$ 15,200	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the rate charged for departmental review with no preliminary determination filed. The current rate is based on the average time spent multiplied by the average hourly rate by position type. This change reflects a current analysis of time spent at current hourly rates and will provide for more accurate charge for services and ensure that there is no impact on Local Cost requirements.
16.0215A (k) (2)	Minor subdivision /tentative parcel map (4 or less parcels)	$ 1,512.00	73	$ 110,344	Actual Cost	73	$ 210,500	$ -	-	$ 100,156	$ 100,156	The current charge for this fee item is based on the average time to perform the functions required to issue process a minor subdivision/tentative parcel map. Based on the differences in projects submitted it is requested that the fee be changed to a charge for actual time spent, which would more accurately reflect the appropriate charge for this service.
16.0215A (k) (2) (a)	Minor subdivision /tentative parcel map (4 or less parcels) - Initial Deposit	$ -	-	$ -	$ 1,000.00	-	$ -	$ -	-	$ -	$ -	This enables the department to collect a portion of the estimated cost up front in order to begin processing the application for a certificate of land use compliance. If this fee item is approved, approval of 16.0215A (k) (2) is also required.
16.0215A (l) (10)	Condition compliance check for average cost applications	$ 370.00	27	$ 9,990	$ 525.00	27	$ 14,175	$ 155.00	-	$ 4,185	$ 4,185	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the rate charged for condition compliance check for average cost applications. The current rate is based on the average time spent multiplied by the average hourly rate by position type. This change reflects a current analysis of time spent at current hourly rates and will provide for more accurate charge for services and ensure that there is no impact on Local Cost requirements.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
PROGRAM: Current Planning

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0215A (n) (1)	Land use review	$ 815.00	60	$ 48,900	$ 1,450.00	60	$ 87,000	$ 635.00	-	$ 38,100	$ 38,100	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the rate charged for land use reviews. The current rate is based on the average time spent multiplied by the average hourly rate by position type. This change reflects a current analysis of time spent at current
LAND USE SERVICES DEPARTMENT - DEPARTMENT OF PUBLIC WORKS - LAND SECTION 16.0228												
16.0228 (e)	Pre-application conference	$ 920.00	1	$ 920	$ 1,200.00	1	$ 1,200	$ 280.00	-	$ 280	$ 280	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the rate charged for a pre-application conference. The current rate is based on the average time spent multiplied by the average hourly rate by position type. This change reflects a current analysis of time spent at current hourly rates and will provide for more accurate charge for services and ensure that there is no impact on Local Cost requirements.
16.0228 (g) (3)	Extensions of approved average cost applications	$ 210.00	31	$ 6,510	$ 250.00	16	$ 4,000	$ 40.00	(15)	$ (2,510)	$ (2,510)	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the rate charged for an extension of an approved average cost application. The current rate is based on the average time spent multiplied by the average hourly rate by position type. This change reflects a current analysis of time spent at current hourly rates and will provide for more accurate charge for services and ensure that there is no impact on Local Cost requirements.
16.0228 (g) (3) (A)	Extensions of approved actual cost applications	$ 210.00	-	$ -	Actual Cost	15	$ 8,775	$ -	15	$ 8,775	$ 8,775	This change is to clarify the language for extensions and differentiate between extension requests for average cost applications and actual cost applications

Advance Planning

DESCRIPTION OF MAJOR SERVICES

The Advance Planning Division 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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,955,111	3,395,955	1,927,627	3,387,890
Departmental Revenue	416,062	2,142,113	686,785	2,263,881
Local Cost	1,539,049	1,253,842	1,240,842	1,124,009
Budgeted Staffing		19.0		19.0

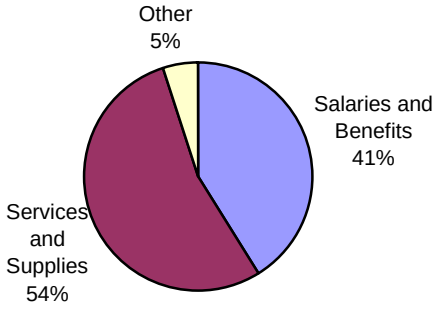
Workload Indicators

Environmental Review	16	25	21	25
Mine inspections	65	63	60	63
Mining/Land Reclamation	16	25	16	25

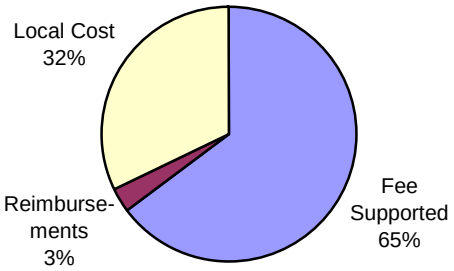
Appropriations are estimated to be under budget by $1,468,328 consisting of Salary & Benefit savings from vacant positions ($172,587), reductions in Services and Supplies ($1,346,136) primarily in reduced Professional Services related to lower than anticipated Environmental Impact Report (EIR) requests, an increase in transfers of $891 and reductions in Reimbursements from the General Plan Update program ($49,504).

Revenue is estimated to be under budget $1,455,328 primarily from reduced EIR requests and a direct offset to the reduction in professional services.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services
FUND: General

BUDGET UNIT: AAA ADV
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,174,779	1,347,366	83,586	-	-	1,430,952	5,882	1,436,834
Services and Supplies	617,892	1,964,028	(88,169)	(13,000)	(100,000)	1,762,859	121,319	1,884,178
Transfers	195,280	194,389	-	-	(12,250)	182,139	(4,937)	177,202
Total Exp Authority	1,987,951	3,505,783	(4,583)	(13,000)	(112,250)	3,375,950	122,264	3,498,214
Reimbursements	(60,324)	(109,828)	-	-	-	(109,828)	(496)	(110,324)
Total Appropriation	1,927,627	3,395,955	(4,583)	(13,000)	(112,250)	3,266,122	121,768	3,387,890
Departmental Revenue								
Current Services	685,319	2,142,113	-	-	-	2,142,113	121,768	2,263,881
Other Revenue	1,466	-	-	-	-	-	-	-
Total Revenue	686,785	2,142,113	-	-	-	2,142,113	121,768	2,263,881
Local Cost	1,240,842	1,253,842	(4,583)	(13,000)	(112,250)	1,124,009	-	1,124,009
Budgeted Staffing		19.0	-	-	-	19.0	-	19.0

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA ADV

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**19.0**	**3,395,955**	**2,142,113**	**1,253,842**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	83,586	-	83,586
Internal Service Fund Adjustments	-	2,331	-	2,331
Prop 172	-	-	-	-
Other Required Adjustments	-	(90,500)	-	(90,500)
Subtotal	**-**	**(4,583)**	**-**	**(4,583)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(13,000)	-	(13,000)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(13,000)**	**-**	**(13,000)**
Impacts Due to State Budget Cuts	**-**	**(112,250)**	**-**	**(112,250)**
TOTAL BASE BUDGET	**19.0**	**3,266,122**	**2,142,113**	**1,124,009**
Department Recommended Funded Adjustments	**-**	**121,768**	**121,768**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**19.0**	**3,387,890**	**2,263,881**	**1,124,009**

SCHEDULE B

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA ADV

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Professional Services	-	(100,000)	-	(100,000)
Reduce Professional Services for the completion of work provided by G. Hillier (Contract #01-862)				
Adjustment to Transfers	-	(12,250)	-	(12,250)
All divisions of the Land Use Services Department reimburse the Administrative unit for costs incurred for departmental administrative support. This adjustment reduces a portion of this charge based on the deletion of 1.0 vacant Automated Systems Technician required to reduce expenditures in those budget units required to meet the 9% reduction in local cost.				
Total	-	(112,250)	-	(112,250)

SCHEDULE C

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA ADV

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increase in Salary & Benefits	-	5,882	-	5,882
	Reflects yearly Salary & Benefit changes, including step fluctuations and staff promotions offset by savings from position underfills.				
2.	Information Services Charges	-	1,031	-	1,031
	Changes to services provided through ISD.				
3.	Adjustment to Transfers	-	(4,937)	-	(4,937)
	All divisions of the Land Use Services Department reimburse the Administration unit for costs incurred for departmental administrative support and Human Resources for EHAP charges. This adjustment reflects the changes to those amounts for the fiscal year.				
4.	Adjustment to Reimbursements	-	(496)	-	(496)
	Advance Planning is reimbursed by RHJ-LUS (General Plan Update) budget unit for costs associated with 1.0 GIS Tech position. Adjusted based on cost increase.				
5.	Current Services	-	-	121,768	(121,768)
	Increase in proposed revenue.				
6.	Adjustment to Actual	-	120,288	-	120,288
	Increases for Memberships, Non Inventoriable Equipment, Publications, Presort & Packaging, Printing, Rents & Leases-Equipment and Vehicle Charges to more accurately reflect actual cost trends.				
	Total	-	121,768	121,768	-

Building And Safety

DESCRIPTION OF MAJOR SERVICES

The Building and Safety Division 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.

BUDGET AND WORKLOAD HISTORY

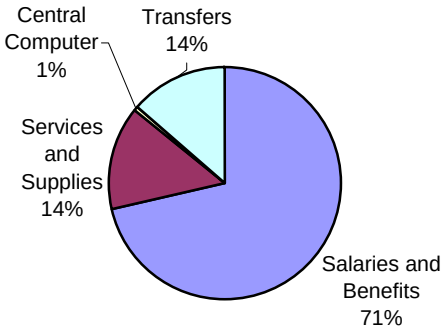
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,591,029	5,629,926	6,278,926	7,387,219
Departmental Revenue	4,593,069	5,629,926	6,335,445	7,387,219
Local Cost	(2,040)	-	(56,519)	-
Budgeted Staffing		62.2		78.2
Workload Indicators				
Permit applications	19,238	18,500	23,000	26,000
Inspections	47,693	46,000	56,000	64,000
Plan reviews	5,591	5,500	6,400	6,400

Appropriations are estimated to be over budget by $649,000, including a mid year increase in Professional Services of $200,000 and a mid year increase of 15.0 budgeted staffing. The cost for the additional staff includes Salary & Benefits of $474,943 offset by savings of 226,804 due to vacancies, position underfills and recruiting timeframes, an increase Services & Supplies of $73,150 offset by savings $32,658, and Equipment of $175,000.

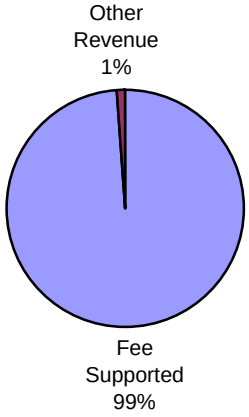
Revenue is estimated to be over budget $705,519, including increases in Current Services, Other Revenue and Financing Sources of $54,388. The remaining increase of $651,131 in Licenses and Permits is a direct offset to the approved appropriation increase and reflects an increase in issued Building Permits during fiscal year 2003/04.

Estimated workload indicators reflect the increased building activity within the County jurisdiction. An increase in issued Building Permits creates a corresponding but not equal increase in Plan Review and Inspection requirements.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services
FUND: General

BUDGET UNIT: AAA BNS
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	4,269,896	4,021,757	269,204	842,528	-	5,133,489	132,627	5,266,116
Services and Supplies	984,604	744,112	12,098	325,400	-	1,081,610	(11,516)	1,070,094
Central Computer	45,103	45,103	4,961	-	-	50,064	-	50,064
Vehicles	215,000	40,000	-	-	-	40,000	(40,000)	-
Transfers	767,674	778,954	-	-	-	778,954	221,991	1,000,945
Total Exp Authority	6,282,277	5,629,926	286,263	1,167,928	-	7,084,117	303,102	7,387,219
Reimbursements	(3,351)	-	-	-	-	-	-	-
Total Appropriation	6,278,926	5,629,926	286,263	1,167,928	-	7,084,117	303,102	7,387,219
Departmental Revenue								
Licenses and Permits	6,149,027	5,497,896	286,263	1,167,928	-	6,952,087	273,752	7,225,839
Current Services	80,564	68,030	-	-	-	68,030	12,500	80,530
Other Revenue	104,985	64,000	-	-	-	64,000	16,850	80,850
Other Financing Sourc	869	-	-	-	-	-	-	-
Total Revenue	6,335,445	5,629,926	286,263	1,167,928	-	7,084,117	303,102	7,387,219
Local Cost	(56,519)	-	-	-	-	-	-	-
Budgeted Staffing		62.2	-	15.0	-	77.2	1.0	78.2

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA BNS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**62.2**	**5,629,926**	**5,629,926**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	269,204	269,204	-
Internal Service Fund Adjustments	-	17,059	17,059	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**286,263**	**286,263**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	15.0	1,167,928	1,167,928	-
Subtotal	**15.0**	**1,167,928**	**1,167,928**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**77.2**	**7,084,117**	**7,084,117**	**-**
Department Recommended Funded Adjustments	**1.0**	**303,102**	**303,102**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**78.2**	**7,387,219**	**7,387,219**	**-**

SCHEDULE C

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA BNS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increase in Salary & Benefits	-	38,699	-	38,699
	Reflects yearly Salary & Benefit changes, including step fluctuations and staff promotions offset by savings from position underfills.				
2.	Information Services Charges	-	6,505	-	6,505
	Changes to services provided through ISD as indicated in FY 2004-05 budget instruction cost estimate.				
3.	COWCAP	-	(21,115)	-	(21,115)
	Cowcap change per Auditor Controller.				
4.	Adjust to Actual	-	3,094	-	3,094
	Includes increases in Printing Services, Special Departmental Expense, Rents & Leases - Equipment and monthly Vehicle Charges.				
5.	Adjustment to Transfers	-	221,991	-	221,991
	All divisions of the Land Use Services Department reimburse the Administration unit for costs incurred for departmental administrative support and Human Resources for EHAP charges. This adjustment reflects the changes to those amounts for the fiscal year.				
6.	Charges for Current Services	-	-	179,824	(179,824)
	Increase in proposed revenue based on workload requirements, additional staffing and current construction trends.				
7.	Other Revenue	-	-	29,350	(29,350)
	Increase in proposed revenue based on current trends.				
8.	Vehicles	-	(40,000)	-	(40,000)
	Reduction in need for new vehicle purchases.				
9.	Delete 1.0 Vacant Land Use Tech I position and Add 1.0 Land Use Tech II	-	(1,667)	(1,667)	-
	The workload in this budget unit requires the higher level expertise of a Land Use Technician II over those of a Land Use Technician I. All other technician positions in this budget unit are at the II level. This results in a savings because the vacant new position is budgeted at a lower step than was required for the previous incumbent.				
10.	Add 1.0 Regional Building Inspection Supervisor	1.0	95,595	95,595	-
	Due to workload factors this division is in need of a supervisor to oversee the Plan Review process for all offices. This position will be financed with increased revenue in licenses and permits.				
	Total	1.0	303,102	303,102	-

Code Enforcement

DESCRIPTION OF MAJOR SERVICES

The Code Enforcement Division 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.

BUDGET AND WORKLOAD HISTORY

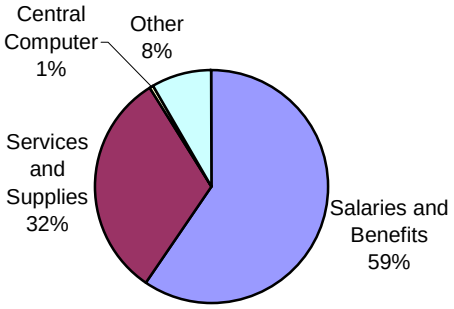
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,865,944	2,960,413	2,886,008	2,963,825
Departmental Revenue	263,724	408,200	390,041	575,000
Local Cost	2,602,220	2,552,213	2,495,967	2,388,825
Budgeted Staffing		30.0		29.0

Workload Indicators

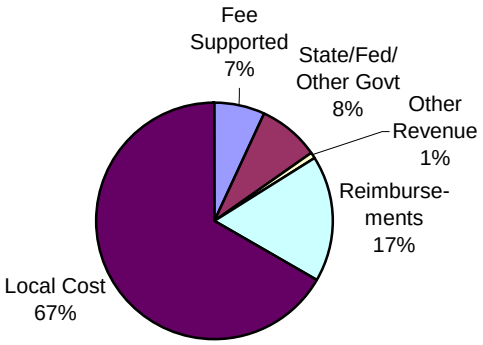
Code Enforcement Complaints	3,065	3,000	3,000	3,000
Rehab/Demolitions	177	140	100	100
Permit Inpsections	460	600	301	450

Estimated workload indicators reflect a reduction in Rehab/Demolition cases and permit inspections. Rehab/Demolitions are expected to decrease because the Shack Attack program has been completed. Permit Inspections are fluctuating based on changes to both the Sign permit and the Home Occupation Permit (HOP). Renewal permits for signs have been eliminated and the HOP permit now requires a biennial inspection rather than an annual inspection.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services
FUND: General

BUDGET UNIT: AAA CEN
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,996,573	2,041,714	142,960	-	(50,889)	2,133,785	(3,948)	2,129,837
Services and Supplies	823,134	927,506	(48)	-	(5,000)	922,458	212,095	1,134,553
Central Computer	17,928	17,928	5,351	-	-	23,279	-	23,279
Transfers	513,373	593,265	-	(67,738)	(32,673)	492,854	(196,698)	296,156
Total Exp Authority	3,351,008	3,580,413	148,263	(67,738)	(88,562)	3,572,376	11,449	3,583,825
Reimbursements	(465,000)	(620,000)	-	-	-	(620,000)	-	(620,000)
Total Appropriation	2,886,008	2,960,413	148,263	(67,738)	(88,562)	2,952,376	11,449	2,963,825
Departmental Revenue								
Taxes	3,806	-	-	-	-	-	-	-
Licenses and Permits	64,832	106,000	-	-	-	106,000	(6,000)	100,000
State, Fed or Gov't Aid	146,825	150,000	-	-	150,000	300,000	-	300,000
Current Services	144,692	122,200	5,351	-	-	127,551	17,449	145,000
Other Revenue	29,886	30,000	-	-	-	30,000	-	30,000
Total Revenue	390,041	408,200	5,351	-	150,000	563,551	11,449	575,000
Local Cost	2,495,967	2,552,213	142,912	(67,738)	(238,562)	2,388,825	-	2,388,825
Budgeted Staffing		30.0	-	-	(1.0)	29.0	-	29.0

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CEN

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**30.0**	**2,960,413**	**408,200**	**2,552,213**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	142,960	-	142,960
Internal Service Fund Adjustments	-	5,303	5,351	(48)
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**148,263**	**5,351**	**142,912**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(67,738)	-	(67,738)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(67,738)**	**-**	**(67,738)**
Impacts Due to State Budget Cuts	**(1.0)**	**(88,562)**	**150,000**	**(238,562)**
TOTAL BASE BUDGET	**29.0**	**2,952,376**	**563,551**	**2,388,825**
Department Recommended Funded Adjustments	**-**	**11,449**	**11,449**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**29.0**	**2,963,825**	**575,000**	**2,388,825**

SCHEDULE B

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CEN

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Delete 1.0 Vacant Code Enforcement Officer II	(1.0)	(55,889)	-	(55,889)
The deletion of this position will require the use of 1.0 CEO II from the Victorville office to cover the Lytle Creek area 2 days per week. Response times in both of these areas may increase due to lack of staff coverage. Reduction includes Salary & Benefits ($50,889) and Service & Supply ($5,000) costs. See policy item request for restoration.				
Increase California Integrated Waste Management Board Grant allocation	-	-	150,000	(150,000)
Code Enforcement was awarded a $150,000 grant for Fiscal Year 2003-04 to cover waste tire removal and inspection of tire facilities throughout the County. This amount has been increased to $300,000 for Fiscal Year 2004-05 and is expected to be renewed through Fiscal Year 2008-09.				
Adjustment to Transfers	-	(32,673)	-	(32,673)
All divisions of the Land Use Services Department reimburse the Administrative unit for costs incurred for departmental administrative support. This adjustment reduces a portion of this charge based on the deletion of 1.0 vacant Automated Systems Technician required to reduce expenditures in those budget units required to meet the 9% reduction in local cost.				
Total	(1.0)	(88,562)	150,000	(238,562)

SCHEDULE C

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CEN

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Decrease in Salary & Benefits	-	(3,948)	-	(3,948)
	Reflects yearly Salary & Benefit changes, including step fluctuations and staff promotions offset by savings from position underfills.				
2.	Information Services Charges	-	8,884	-	8,884
	Changes to services provided through ISD.				
3.	Adjust to Actual for Services & Supplies	-	40,401	-	40,401
	Increase for Comnet Outside Services, 800 MHz Radio Charges, Special Departmental Expense, General Office Expense, Presort & Packaging, Rents & Leases - Equipment, and Vehicle Charges offset by reductions in Elec Equip Maint, Non Inventoriable Equipment, Maintenance Charges and Other Travel to more accurately reflect actual spending trends.				
4.	Accounting Change for Services & Supplies	-	162,810	-	162,810
	Code Enforcement has accounted for County Counsel legal support as Transfers. This adjustment reflects the charge of that amount to Services and Supplies as requested by the Auditor/Controller.				
4.	Accounting Change in Transfers	-	(162,810)	-	(162,810)
	Code Enforcement has accounted for County Counsel legal support as Transfers. This adjustment reflects the charge of that amount to Services and Supplies as requested by the Auditor/Controller.				
4.	Adjustment to Transfers	-	(33,888)	-	(33,888)
	All divisions of the Land Use Services Department reimburse the Administration unit for costs incurred for departmental administrative support and Human Resources for EHAP charges. This adjustment reflects the change to those amounts for the fiscal year, less the amount credited towards the State Cut requirement.				
5.	Revenue	-	-	11,449	(11,449)
	The proposed revenue changes reflect current trends for this division.				
	Total	-	11,449	11,449	-

SCHEDULE D

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CEN

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Reinstate Code Enforcement II Position and Related Expenses	1.0	55,889	-	55,889
	Due to the State Budget Cuts of 9% this division was unable to fund 1.0 vacant Code Enforcement II position. This request is to add back that position in order to maintain the current level of customer service. The deletion of this position will require the use of 1.0 CEO II from the Victorville office to cover the Lytle Creek area 2 days per week. Response times in both of these areas may increase due to lack of staff coverage. This cost can be partially covered by increased fees of $7,690. If fee requests are approved, Local Cost funding can be reduced by $7,690.				
	Total	1.0	55,889	-	55,889

SCHEDULE E

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA CEN

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Hourly Rate Increases		1,690	1,690	-
The current hourly rate for six (6) separate fees no longer reflect an appropriate charge rate based on increased salary & benefits and services & supplies over the last ten years.				
Appeal Fee Increases		6,000	6,000	-
The increased amount for eight (8) separate fees will bring the Code Enforcement appeal rate to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works-Land Management and Surveyor sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.				
Total	-	7,690	7,690	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
BUDGET UNIT: AAA CEN
PROGRAM: Code Enforcement

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 2,963,825	Revised Appropriations	$ 2,971,515	$ 7,690

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	9,788	Fee Revenue for listed fees	17,478	7,690
Fee Revenue for fees not listed	235,212	Fee Revenue for fees not listed	235,212	-
Non Fee Revenue	330,000	Non Fee Revenue	330,000	-
Local Cost	2,388,825	Local Cost	2,388,825	-
Budgeted Sources	$ 2,963,825	Revised Sources	$ 2,971,515	$ 7,690

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	7,690
Total	$ 7,690

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

This request for fee changes includes an increase in the hourly rate for Code Enforcement actions which includes six separate fee categories. It has been ten years since the hourly rate for time spent on code enforcement actions has been adjusted and the current fee no longer reflects an appropriate charge rate based on increased salary & benefits and services & supplies. In addition the department is requesting an increase in the average cost rates that are charged for appeals to the Planning Commission and Board of Supervisors related to Code Enforcement actions. If adopted, this change will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
PROGRAM: Code Enforcement

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0215C (a) (4) (A)	Nuisance abatement fees pursuant to section 33.0311 of this Code: Preparation of job specifications	$52/hr $115 minimum	69	$ 3,588	$62/hr $115 minimum	69	$ 4,278	$10 / hr	1	$ 690	$ 690	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the hourly rate charged for code enforcement actions. This change will provide a more accurate charge for services and ensure that there is minor impact on Local Cost requirements.
16.0215C (a) (8) (A) (III)	Appeal to the Planning Commission (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 1,050.00	1	$ 1,050	$ 925.00	-	$ 925	$ 925	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.
16.0215C (a) (8) (A) (IV)	Appeal to the Board of Supervisors (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 700.00	1	$ 700	$ 575.00	-	$ 575	$ 575	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.
16.0215C (a) (8) (B) (III)	Appeal to the Planning Commission (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 1,050.00	1	$ 1,050	$ 925.00	-	$ 925	$ 925	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.
16.0215C (a) (8) (B) (IV)	Appeal to the Board of Supervisors (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 700.00	1	$ 700	$ 575.00	-	$ 575	$ 575	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.
16.0215C (a) (8) (C) (III)	Appeal to the Planning Commission (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 1,050.00	1	$ 1,050	$ 925.00	-	$ 925	$ 925	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
PROGRAM: Code Enforcement

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0215C (a) (8) (C) (IV)	Appeal to the Board of Supervisors (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 700.00	1	$ 700	$ 575.00	-	$ 575	$ 575	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.
16.0215C (a) (8) (E) (III)	Appeal to the Planning Commission (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 1,050.00	1	$ 1,050	$ 925.00	-	$ 925	$ 925	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.
16.0215C (a) (8) (E) (IV)	Appeal to the Board of Supervisors (See 16.0228 (a) of this Code)	$ 125.00	1	$ 125	$ 700.00	1	$ 700	$ 575.00	-	$ 575	$ 575	This increase will bring the Code Enforcement appeal rates to the same level as appeals related to actions by the rest of the Land Use Services Department and the Department of Public Works - Land Management and Surveyor Sections. The same work effort is required of staff to prepare the appropriate staff reports and provide the necessary documentation to the Planning Commission and the Board of Supervisors as appeals from the other departments.
16.0215C (a) (12)	Certificate of compliance	$52 / hr	-	$ -	$62 / hr	-	$ -	$10 / hr	-	$ -	$ -	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the hourly rate charged for code enforcement actions. This change will provide a more accurate charge for services and ensure that there is minor
16.0215C (a) (17)	Special Inspection	$52 / hr	-	$ -	$62 / hr	-	$ -	$10 / hr	-	$ -	$ -	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the hourly rate charged for code enforcement actions. This change will provide a more accurate charge for services and ensure that there is minor impact on Local Cost requirements.
16.0215C (b) (2)	Rehabilitation Enforcement	$52 / hr	-	$ -	$62 / hr	-	$ -	$10 / hr	-	$ -	$ -	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the hourly rate charged for code enforcement actions. This change will provide a more accurate charge for services and ensure that there is minor impact on Local Cost requirements.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
PROGRAM: Code Enforcement

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0215C (f) (2)	Title Search	$52 / hr plus actual cost	100	$ 5,200	$62 / hr plus actual cost	100	$ 6,200	$10 / hr	-	$ 1,000	$ 1,000	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the hourly rate charged for code enforcement actions. This change will provide a more accurate charge for services and ensure that there is minor impact on Local Cost requirements.
16.0215C (f) (3)	Court case preparation	$52 / hr	-	$ -	$62 / hr	-	$ -	$10 / hr	-	$ -	$ -	Based on increased Salary & Benefit and Services & Supplies cost over the last ten years, staff has determined that it is necessary to increase the hourly rate charged for code enforcement actions. This change will provide a more accurate charge for services and ensure that there is minor impact on Local Cost requirements.

Fire Hazard Abatement Program

DESCRIPTION OF MAJOR SERVICES

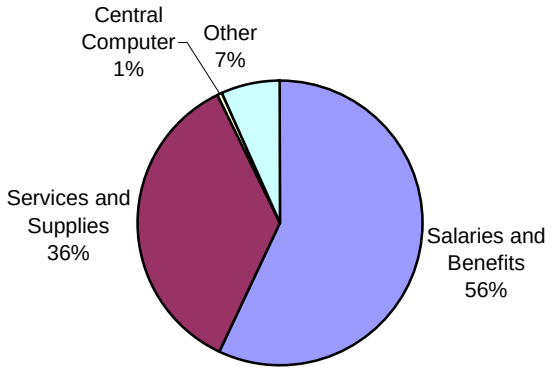
Through the Fire Hazard Abatement program, Code Enforcement enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the County, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners and removal of hazards due to vegetation and flammable debris.

BUDGET AND WORKLOAD HISTORY

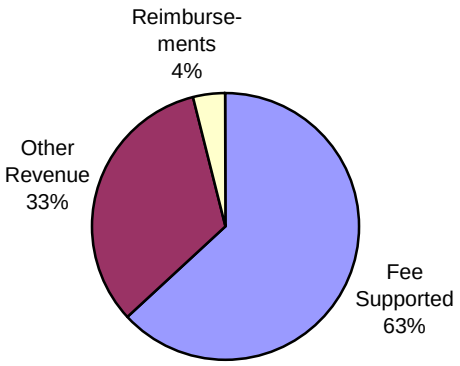
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,787,909	1,951,692	1,901,960	2,034,741
Departmental Revenue	1,627,403	1,951,692	1,821,960	2,034,741
Local Cost	160,506	-	80,000	-
Budgeted Staffing		21.0		21.0
Workload Indicators				
Weed notices issued	55,813	51,500	50,000	50,000
Weed abatements	3,283	4,700	3,827	3,827
Warrants issued	1,271	1,515	1,167	1,167
D.B.O. Fee (Done by Owner)	1,780	2,000	1,970	2,000

Estimated workload indicators reflect the seasonal nature of the program and the affects of environmental conditions such as rainfall and fires along with the public's awareness of the dangers of fires and an increased willingness to cleanup and maintain their own property.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services
FUND: General

BUDGET UNIT: AAA WAB
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	976,933	1,044,013	78,501	-	-	1,122,514	81,643	1,204,157
Services and Supplies	755,421	734,323	1,611	-	-	735,934	24,442	760,376
Central Computer	10,245	10,245	2,785	-	-	13,030	-	13,030
Transfers	244,361	248,111	-	-	-	248,111	(105,933)	142,178
Total Exp Authority	1,986,960	2,036,692	82,897	-	-	2,119,589	152	2,119,741
Reimbursements	(85,000)	(85,000)	-	-	-	(85,000)	-	(85,000)
Total Appropriation	1,901,960	1,951,692	82,897	-	-	2,034,589	152	2,034,741
Departmental Revenue								
Taxes	576,160	457,000	-	-	-	457,000	240,000	697,000
Current Services	1,245,800	1,494,692	82,897	-	-	1,577,589	(239,848)	1,337,741
Total Revenue	1,821,960	1,951,692	82,897	-	-	2,034,589	152	2,034,741
Local Cost	80,000	-	-	-	-	-	-	-
Budgeted Staffing		21.0	-	-	-	21.0	-	21.0

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA WAB

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**21.0**	**1,951,692**	**1,951,692**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	78,501	78,501	-
Internal Service Fund Adjustments	-	4,396	4,396	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**82,897**	**82,897**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**21.0**	**2,034,589**	**2,034,589**	**-**
Department Recommended Funded Adjustments	**-**	**152**	**152**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**21.0**	**2,034,741**	**2,034,741**	**-**

SCHEDULE C

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA WAB

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increase in Salary & Benefits	-	81,643	-	81,643
	Reflects yearly Salary & Benefit changes, including step fluctuations and staff promotions offset by savings from position underfills.				
2.	Information Services Charges	-	4,433	-	4,433
	Changes to services provided through ISD.				
3.	COWCAP	-	8,950	-	8,950
	Cowcap change per Auditor Controller.				
4.	Adjust to Actual	-	11,059	-	11,059
	Increase in Special Dept Expense, Presort & Packaging, and Vehicle Charges offset by decreases in Clothing & Personal, Elec Equip Maint, 800 MHZ Charges, Computer Hardware, Non Inventoriable Equipment, Maintenance Charges, Other Travel and Mileage to reflect actual cost trend.				
5.	Adjustment to Transfers	-	(105,933)	-	(105,933)
	All divisions of the Land Use Services Department reimburse the Administration unit for costs incurred for departmental administrative support and Human Resources for EHAP charges. This adjustment reflects the changes to those amounts for the fiscal year.				
6.	Revenue Adjustment	-	-	152	(152)
	Increase in Taxes & Special Assessments of $240,000 is offset by a reduction in Current Services of $239,848 from the cancellation of a project to send outstanding billings to collections prior to placing on the property tax bills. This program did not result in quicker collections from property owners.				
	Total	-	152	152	-

SCHEDULE E

DEPARTMENT: Land Use Services
FUND: General
BUDGET UNIT: AAA WAB

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Abatement processing fees		134,900	134,900	-
The included fee changes clarify for the property owner the fees that will be assessed and includes inspections, notifications to property owners, and the removal of hazards by contract service providers. The most significant change allows for the third inspection of a property to be billed to the property owner if they fail to comply by the deadline and a contractor finds the property in compliance after the workorder has been processed. The fee increase would also enable the deprtment to purchase of handheld electronic equipment, estimated at a cost of $105,000, for field inspectors to allow for data input of property information and inspection results, as well as provide them with GPS functions. The Fire Hazard Abatement inspectors currently work with an intensely manual system, that includes the notation of non compliant properties on an assessors parcel map while they drive through an assigned area. Some locations become difficult to determine and accuracy can be improved through the use of GPS coordinates. When the manual input to the map is complete, clerical staff then provide a data entry function to input that information into the Weed Abatement system. The purchase of this equipment provides the ability to input information into a hand held device and then download the information from one system to another. There will be some coordination required with ISD to enable the download function into the current system. By increasing fee revenue the Fire Hazard Abatement program should reduce the impact on local cost that has occurred for the past several years, due to increases in expenses without offsetting fee increases. By purchasing the GPS equipment and software the Fire Hazard Abatement program should be more efficient and able to increase the areas monitored, and increase the accuracy of identifying non-compliant properties. This should increase revenue to cover the cost of the equipment and software within two to three years.				
Total	-	134,900	134,900	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
BUDGET UNIT: AAA WAB
PROGRAM: Fire Hazard Abatement

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 2,034,741	Revised Appropriations	$ 2,169,641	$ 134,900

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	180,000	Fee Revenue for listed fees	314,900	134,900
Fee Revenue for fees not listed	1,854,741	Fee Revenue for fees not listed	1,854,741	-
Non Fee Revenue	-	Non Fee Revenue	-	-
Local Cost	-	Local Cost	-	-
Budgeted Sources	$ 2,034,741	Revised Sources	$ 2,169,641	$ 134,900

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	134,900
Total	$ 134,900

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

See Attached.

2004-05 REVISED/NEW FEE REQUESTS
SUMMARY OF JUSTIFICATION AND BUDGETARY IMPACT

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
BUDGET UNIT: AAA WAB
PROGRAM: Fire Hazard Abatement

Briefly Describe the Summary of Justification for Fee Requests(s) and the Budgetary Impact to Program if Fee(s) are approved:

Abatement processing fees are applied only after the first inspection and notification process has occurred and the property owner has failed to meet the requirements related to 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. The included fee changes clarify for the property owner the fees that will be assessed and includes inspections, notifications to property owners and removal of hazards due to vegetation and flammable debris. The most significant change allows for the third inspection of the property to be billed to the property owner if they fail to comply by the deadline, the department arranges for a contractor to perform the work, when the contractor arrives the work has been completed, and Fire Hazard Abatement staff is required to perform an additional inspection of the property. There are no charges to property owners who meet the date requirements as indicated on the first notification, only those property owners who do not meet the initial required deadline incur any charges.

By increasing fee revenue the Fire Hazard Abatement program should reduce the impact on local cost that has occurred for the past several years, due to increases in expenses without offsetting fee increases. By purchasing the GPS equipment and software the Fire Hazard Abatement program should be more efficient and able to increase the areas monitored, and increase the accuracy of identifying non-compliant properties. This fee increase should increase revenue to cover the cost of the equipment and software within two to three years.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Land Use Services
FUND NAME : General
PROGRAM: Fire Hazard Abatement

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS 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)	$ 92.00	-	$ -	$ 92.00	1,500	$ 138,000	$ -	1,500	$ 138,000	$ 138,000	Change to Title only for language clarification to allow for appropriate charge, based on an analysis of 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.
16.0215C (c) (3)	Warrant processing fee	$ 92.00	1,500	$ 138,000	$ -	-	$ -	$ (92.00)	(1,500)	$ (138,000)	$ (138,000)	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.
16.0215C (c) (4)	Late Abatement	$ 21.00	2,000	$ 42,000	$ -	-	$ -	$ (21.00)	(2,000)	$ (42,000)	$ (42,000)	This fee item is being deleted and separated into two items, 16.0215 (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 16.0215 (c) (4) (A) and 16.0215C (c) (4) (B) are also required.
16.0215C (c) (4) (A)	Extension requested	$ -	-	$ -	$ 21.00	100	$ 2,100	$ 21.00	100	$ 2,100	$ 2,100	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 item is approved, approval of 16.0215 (c) (4) and 16.0215 (c) (4) (B) are also required.
16.0215C (c) (4) (B)	Abatement - Done by Owner after initial deadline	$ -	-	$ -	$ 92.00	1,900	$ 174,800	$ 92.00	1,900	$ 174,800	$ 174,800	Based on an analysis of Salary & Benefits, Services & Supply costs and the time required to perform these functions, staff has determined that it is necessary to change the current fee as indicated in order to more accurately charge for services and ensure that there will be no impact on Local Cost. 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 allow for the inspection of a non compliant property to be billed to the property owner if they fail to comply after the third notice and the final deadline has passed. The department then arranges for a contractor to perform the work, when the contractor arrives and finds the work has been completed, but the Fire Hazard Abatement staff is required to perform an additional inspection of the property. There are no charges to property owners who meet the date requirements as indicated on the first notification, only those property owners who do not meet the initial required deadline incur any charges. If this fee item is approved, approval of 16.0215C (c) (4) and 16.0215C (c) (4) (A

General Plan Update

DESCRIPTION OF MAJOR SERVICES

The Advance Planning Division prepares the County General Plan every ten to fifteen years. The current update cycle completion date is estimated for fiscal year 2005-06.

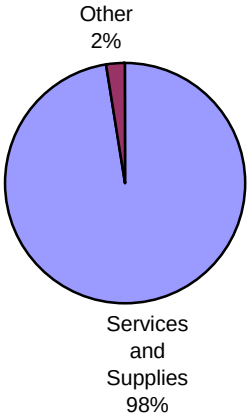
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

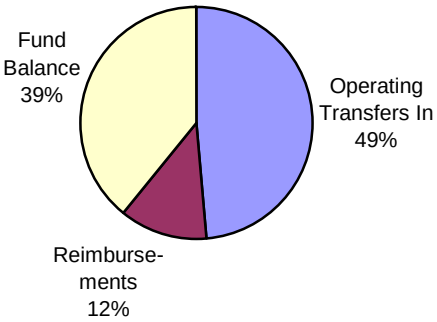
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	320,000	2,312,826	1,550,000	1,805,299
Total Financing Sources	1,017,490	1,000,000	1,042,473	1,000,000
Fund Balance		1,312,826		805,299

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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services
FUND: General Plan Update

BUDGET UNIT: RHJ LUS
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	1,800,000	2,513,322	-	-	-	2,513,322	(508,023)	2,005,299
Transfers	-	49,504	-	-	-	49,504	496	50,000
Total Exp Authority	1,800,000	2,562,826	-	-	-	2,562,826	(507,527)	2,055,299
Reimbursements	(250,000)	(250,000)	-	-	-	(250,000)	-	(250,000)
Total Appropriation	1,550,000	2,312,826	-	-	-	2,312,826	(507,527)	1,805,299
Departmental Revenue								
Use of Money & Prop	42,473	-	-	-	-	-	-	-
Total Revenue	42,473	-	-	-	-	-	-	-
Operating Transfers In	1,000,000	1,000,000	-	-	-	1,000,000	-	1,000,000
Total Financing Sources	1,042,473	1,000,000	-	-	-	1,000,000	-	1,000,000
Fund Balance		1,312,826	-	-	-	1,312,826	(507,527)	805,299

SCHEDULE C

DEPARTMENT: Land Use Services
FUND: General Plan Update
BUDGET UNIT: RHJ LUS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Professional Services	-	(150,000)	-	(150,000)
	Decrease in General Plan Consultant payments, per the contract.				
2.	Professional Services	-	(358,023)	-	(358,023)
	Decrease in Fund Balance available.				
3.	Transfers Out	-	496	-	496
	Increase in the estimated amount transferred to the Advanced Planning division for the GIS Tech Support.				
	Total	-	(507,527)	-	(507,527)

Habitat Conservation Program

DESCRIPTION OF MAJOR SERVICES

The Habitat Conservation program is the responsibility of the Advance Planning Division of the Land Use Services Department. This 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.

There is no staffing associated with this budget unit.

This project is currently on hold, while the requirements and funding sources are re-evaluated and a decision is made regarding continuing this program.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,025	142,735	226	143,992
Departmental Revenue	4,277	-	1,483	-
Fund Balance		142,735		143,992
Budgeted Staffing		-		-

In accordance with Section 29009 of the Sate 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.

GROUP: Econ Dev/Public Svc
DEPARTMENT: Land Use Services
FUND: Habitat Conservation

BUDGET UNIT: RHC PLN
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	226	142,735	-	-	-	142,735	1,257	143,992
Total Appropriation	226	142,735	-	-	-	142,735	1,257	143,992
Departmental Revenue								
Use of Money & Prop	1,483	-	-	-	-	-	-	-
Total Revenue	1,483	-	-	-	-	-	-	-
Fund Balance		142,735	-	-	-	142,735	1,257	143,992

SCHEDULE C

DEPARTMENT: **Land Use Services**
FUND: **Habitat Conservation**
BUDGET UNIT: **RHC PLN**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

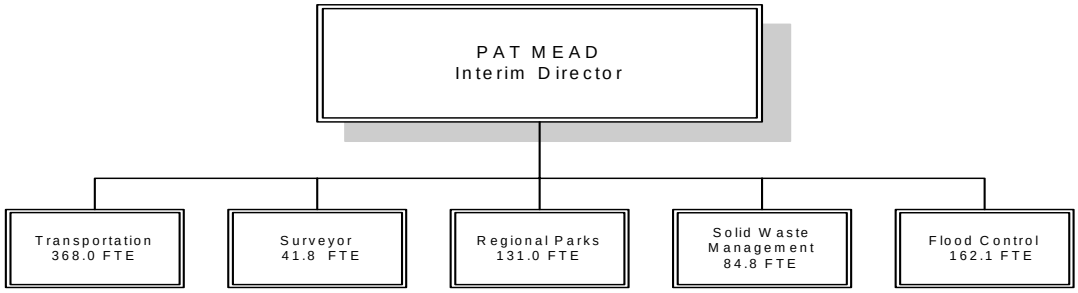
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	1,257	-	1,257
	Increase in Fund Balance available.				
	Total	-	1,257	-	1,257

PUBLIC WORKS
Patrick J. Mead

MISSION STATEMENT

The San Bernardino County Department of Public Works provides a broad range of services and infrastructure that helps to produce safe and desirable communities for the County's residents. Areas of responsibility include Roads, Traffic, Flood Control, Storm Water Quality, Water Conservation, Solid Waste services, County Surveyor functions, as well as Regional Park facilities and programs.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05					
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Regional Parks Division:						
Regional Parks	7,189,007	6,129,148	1,059,859			117.1
County Trail System	2,210,871	2,249,259		(38,388)		4.0
Proposition 12 Projects	2,899,896	3,065,672		(165,776)		-
Proposition 40 Projects	5,745,820	5,551,538		194,282		-
Moabi Boat Launching Facility	1,072,792	1,117,174		(44,382)		-
Glen Helen Amphitheater	1,286,609	1,132,506		154,103		-
Hyundai Pavilion Improvements	215,009	30,000		185,009		-
Park Maintenance/Development	760,573	180,000		580,573		-
Calico Ghost Town Marketing Svcs	400,631	381,900		18,731		1.0
Off-Highway Vehicle License Fee	128,012	40,000		88,012		-
Park Snack Bars	67,603	76,000			8,397	1.3
Camp Bluff Lake	292,594	328,650			36,056	7.6
Surveyor Function:						
Surveyor	3,563,358	3,563,358	-			41.8
Survey Monument Preservation	461,503	125,160		336,343		-
Transportation Division:						
Road Operations	75,312,457	59,938,842		15,373,615		368.0
Caltrans Contract	155,920	4,868		151,052		-
Etiwanda Interchange Improvement	106,917	47,634		59,283		-
High Desert Corridor Project	888,100	756,539		131,561		-
Facilities Development Plans	4,528,964	1,058,806		3,470,158		-
Measure I Program	19,991,524	10,583,625		9,407,899		-
Solid Waste Mgmt Division:						
Operations	56,353,012	56,580,789			227,777	84.8
Site Closure and Maintenance	20,038,427	13,323,915			(6,714,512)	-
Site Enhancement and Expansion	21,897,101	8,375,716			(13,521,385)	-
Groundwater Remediation	9,832,790	9,089,463			(743,327)	-
Environmental Remediation	2,501,000	2,377,030			(123,970)	-
SUB-TOTAL	237,900,490	186,107,592	1,059,859	29,902,075	(20,830,964)	625.6
Flood Control District:						
Consolidated Funds	107,787,767	59,387,002		48,400,765		162.1
Equipment Fund	1,956,905	1,435,000			(521,905)	-
GRAND TOTAL	347,645,162	246,929,594	1,059,859	78,302,840	(21,352,869)	787.7

Note: The Flood Control District is reported separately in the Special Districts Budget Book.

Regional Parks

DESCRIPTION OF MAJOR SERVICES

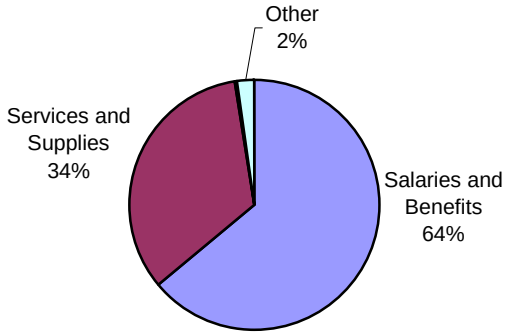
The Regional Parks Division is responsible for the operation and maintenance of nine regional parks located throughout the County. These parks, which encompass approximately 9,000 acres, are as follows: Prado (Chino), Cucamonga-Guasti (Ontario), Glen Helen (San Bernardino), Mojave River Forks (Summit 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.

BUDGET AND WORKLOAD HISTORY

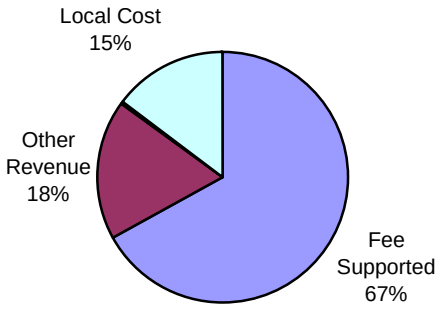
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	6,363,461	6,766,471	6,764,690	7,189,007
Departmental Revenue	5,728,337	5,812,110	6,005,225	6,129,148
Local Cost	635,124	954,361	759,465	1,059,859
Budgeted Staffing		117.1		117.1
Workload Indicators				
Attendance:				
Calico Ghost Town	314,531	346,300	317,000	321,000
Moabi	295,206	331,700	306,000	309,000
Glen Helen	528,855	653,000	535,100	537,000
Mojave Narrows	79,604	86,000	81,000	82,000
Prado	266,501	281,000	267,500	269,000
Cucamonga - Guasti	149,765	160,700	150,500	152,000
Yucaipa	301,135	331,000	310,000	313,000
Lake Gregory	281,201	293,000	283,000	285,000
Mojave River Forks	10,368	12,000	11,400	12,000
Total Attendance	2,227,166	2,494,770	2,261,500	2,280,000

The decrease in workload indicators for FY 2004-05 is due to the method of which attendance is now being determined. The FY 2004-05 budgeted attendance reflects a more finite count while the previous year's budgeted amount was based on a formula that estimated attendance by the approximate visitors per car.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: General

BUDGET UNIT: AAA CCP
FUNCTION: Recreation & Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	4,285,724	4,347,778	249,618	-	-	4,597,396	-	4,597,396
Services and Supplies	2,430,572	2,255,999	69,448	(115,723)	(103,184)	2,106,540	319,953	2,426,493
Central Computer	21,294	21,294	5,339	-	-	26,633	-	26,633
Transfers	157,500	155,400	-	-	-	155,400	3,485	158,885
Total Exp Authority	6,895,090	6,780,471	324,405	(115,723)	(103,184)	6,885,969	323,438	7,209,407
Reimbursements	(130,400)	(14,000)	-	-	-	(14,000)	(6,400)	(20,400)
Total Appropriation	6,764,690	6,766,471	324,405	(115,723)	(103,184)	6,871,969	317,038	7,189,007
Departmental Revenue								
Use of Money & Prop	1,235,400	1,180,800	-	-	-	1,180,800	77,700	1,258,500
Current Services	4,720,600	4,582,310	-	-	-	4,582,310	252,738	4,835,048
Other Revenue	34,600	49,000	-	-	-	49,000	(13,400)	35,600
Other Financing Sourc	14,625	-	-	-	-	-	-	-
Total Revenue	6,005,225	5,812,110	-	-	-	5,812,110	317,038	6,129,148
Local Cost	759,465	954,361	324,405	(115,723)	(103,184)	1,059,859	-	1,059,859
Budgeted Staffing		117.1	-	-	-	117.1	-	117.1

DEPARTMENT: Public Works - Regional Parks
FUND: General
BUDGET UNIT: AAA CCP

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**117.1**	**6,766,471**	**5,812,110**	**954,361**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	249,618	-	249,618
Internal Service Fund Adjustments	-	74,787	-	74,787
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**324,405**	**-**	**324,405**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(115,723)	-	(115,723)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(115,723)**	**-**	**(115,723)**
Impacts Due to State Budget Cuts	**-**	**(103,184)**	**-**	**(103,184)**
TOTAL BASE BUDGET	**117.1**	**6,871,969**	**5,812,110**	**1,059,859**
Department Recommended Funded Adjustments	**-**	**317,038**	**317,038**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**117.1**	**7,189,007**	**6,129,148**	**1,059,859**

SCHEDULE B

DEPARTMENT: Public Works - Regional Parks
FUND: General
BUDGET UNIT: AAA CCP

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Services and Supplies	-	(103,184)	-	(103,184)
Budgeted costs for park maintenance have been reduced to offset the reduction in local cost resulting from state budget impacts. See Department recommended funded adjustment #1 for restoration.				
Total	-	(103,184)	-	(103,184)

SCHEDULE C

DEPARTMENT: **Public Works - Regional Parks**
FUND: **General**
BUDGET UNIT: **AAA CCP**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Services and Supplies	-	319,953	-	319,953
	* Restoration of park maintenance budget reduced as a result of the state budget impact ($103,184). * Restoration of budget cuts to park maintenance & fish purchases implemented in FY 2003-04 ($135,150). * Increase of $30,000 for additional purchases of fish to stock the parks' lakes. * Increase of $20,000 for additional telephone service, FAS lines, and automated attendance. * Increase of $13,500 for additional rowboats and pedal boats. * Increase of $11,000 for additional vehicle charges. * Various other increases totaling $7,119.				
3.	Transfers	-	3,485	-	3,485
	A slight increase in transfers due to additional EHAP charges.				
4.	Reimbursements	-	(6,400)	-	(6,400)
	The Senior Meals Luncheon program at Lake Gregory Regional Park has expanded its services to provide two meals each month as compared to one previously. Therefore, reimbursements from the Department of Economic and Community Development are expected to be greater than in FY 2003-04.				
5.	Revenue From Use of Money and Property	-	-	77,700	(77,700)
	An anticipated increase in revenues from concessionaires, primarily from the opening of the newly renovated Calico Restaurant.				
6.	Current Services Revenue	-	-	252,738	(252,738)
	This increase is primarily due to the addition of 70 new hookup camping sites at Moabi Regional Park and 10 new hookups at Calico Regional Park.				
7.	Other Revenue	-	-	(13,400)	13,400
	Taxes sales to the public are being reduced due to the sale of antiquated equipment during FY 2003-04.				
	Total	-	317,038	317,038	-

SCHEDULE D

DEPARTMENT: Public Works - Regional Parks
FUND: General
BUDGET UNIT: AAA CCP

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Trails Maintenance - Additional staff and equipment	1.0	132,055	-	132,055
	The Regional Parks Division is responsible for a trail inventory that includes over 20 miles of hiking/biking and equestrian trails throughout San Bernardino County. The grant funded trail projects require a 20 year commitment for operations and maintenance. To meet this commitment, the division is in need of a Park Ranger II and a 4-wheel drive maintenance truck to patrol and maintain the County's trail system. This is essential for ensuring the public's safe use of the trails. An unsafe and poorly maintained trail system would diminish the public's enjoyment, and could negatively impact the prospects of receiving future grant funding. Approval of this policy item would increase the General Fund support that Regional Parks currently receives and transfers to the Trails Program. The total cost of this request for FY 2004-05 is $132,055, which includes a one time cost of $65,000 for the truck purchase. Therefore, the ongoing cost of this item would be $67,055 per year (effective FY 2005-06) for the Park Ranger II and the operations/maintenance costs related to the truck.				
2	Increased Support for the Trails Program	-	50,000	-	50,000
	The Trails Program is a Board mandated program that has been in existence for 5 years. In FY 1999-00, the Board approved an annual $130,098 General Fund contribution to support this program. Since that time, the Regional Parks Division has not received any increases in General Fund support for additional staffing, operations or maintenance costs. Due to MOU, retirement, and workers' compensation adjustments, costs to maintain the program will be increasing by $16,418 in FY 2004-05 just for salaries and benefit alone. Some of these costs can continue to be covered by grant funds that allow for project management and administrative expenses. However, there is still a need for additional support for overhead, maintenance, office administration, and financial budgeting/tracking. This policy item requests a $50,000 increase in General Fund support to bridge the gap between the current funding level and the actual costs to operate the program.				
	Total	1.0	182,055	-	182,055

SCHEDULE E

DEPARTMENT: Public Works - Regional Parks
FUND: General
BUDGET UNIT: AAA CCP

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Language change to length of stay for Recreation Vehicles (RV) at Prado Regional Park		-	-	-
Section 16.0223(e)(3)(D) of the County code allows park visitors to use the RV sites at Prado for up to a maximum of five months during a six month period. The Regional Parks Division is requesting that the length of stay be modified to a maximum of one month separated by a minimum of two weeks when the camper unit is removed from the Park. The actual fee amount will remain at $400 per month; consequently, approval of this request will have no financial impact.				
Total	-	-	-	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Public Works - Regional Parks
FUND NAME : General
BUDGET UNIT: AAA CCP
PROGRAM: Regional Parks Division

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 7,189,007	Revised Appropriations	$ 7,189,007	$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	-	Fee Revenue for listed fees	-	-
Fee Revenue for fees not listed	4,835,048	Fee Revenue for fees not listed	4,835,048	-
Non Fee Revenue	1,294,100	Non Fee Revenue	1,294,100	-
Local Cost	1,059,859	Local Cost	1,059,859	-
Budgeted Sources	$ 7,189,007	Revised Sources	$ 7,189,007	$ -

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

Section 16.0223(e)(3)(D) of the County Code allows visitors of Prado Regional Park to use Recreational Vehicle sites for up to a maximum of five months during a six month period. The Regional Parks Division is requesting that the length of stay be modified to a maximum of one month separated by a minimum of two weeks when the camper unit is removed from the Park. The actual fee amount will remain at $400 per month; consequently, approval of this request will have no financial impact.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Public Works - Regional Parks
FUND NAME : General
PROGRAM: Regional Parks Division

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0223(e)(3)(D)	Recreational Vehicle site fee at Prado Regional Park	$400/month			$400/month			No Change	-	$ -	$ -	Section 16.0223(e)(3)(D) of the County Code allows visitors of Prado Regional Park to use Recreational Vehicle sites for up to a maximum of five months during a six month period. The Regional Parks Division is requesting that the length of stay be modified to a maximum of one month separated by a minimum of two weeks when the camper unit is removed from the Park. The actual fee amount will remain at $400 per month; consequently, approval of this request will have no financial impact.

County Trail System

DESCRIPTION OF MAJOR SERVICES

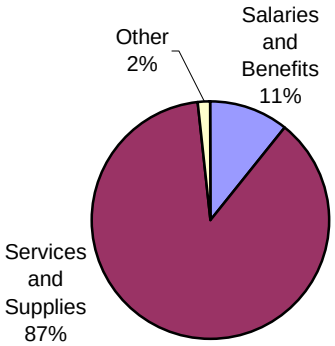
Regional Parks Division is the steward of the County's Regional Trail Program charged with the development, operation and maintenance of diversified trails throughout the County. This continuous trail system will be enjoyed by the region's burgeoning population for cycling, hiking and equestrian use, linking open space with parks and non-motorized transportation corridors.

BUDGET AND WORKLOAD HISTORY

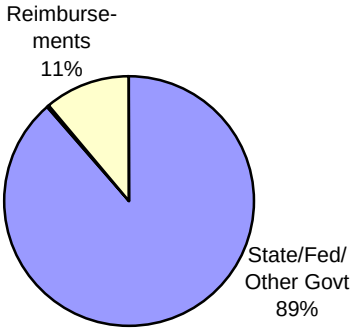
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	994,711	9,184,203	3,232,841	2,210,871
Departmental Revenue	156,336	9,225,000	3,235,250	2,249,259
Fund Balance		(40,797)		(38,388)
Budgeted Staffing		4.0		4.0

The FY 2003-04 estimated expenditures are approximately $6.0 million less than budget primarily because of the $3.3 million Santa Ana River Parkway Project being delayed pending completion of the required environmental studies, and the $2.2 million project for Phase III of the Santa Ana River Trial (from Waterman Ave. to Alabama St.) awaiting approval of the State's contractual process. Since the County receives funds for these projects on a reimbursable basis, the estimated revenues for FY 2003-04 are correspondingly less than budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase fund balance by $38,388.

GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: County Trail System

BUDGET UNIT: RTS CCP
FUNCTION: Recreation & Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	233,671	237,976	16,418	-	-	254,394	18,438	272,832
Services and Supplies	3,133,575	9,075,632	-	-	-	9,075,632	(6,901,149)	2,174,483
Transfers	693	693	-	-	-	693	44,071	44,764
Total Exp Authority	3,367,939	9,314,301	16,418	-	-	9,330,719	(6,838,640)	2,492,079
Reimbursements	(135,098)	(130,098)	-	-	-	(130,098)	(151,110)	(281,208)
Total Appropriation	3,232,841	9,184,203	16,418	-	-	9,200,621	(6,989,750)	2,210,871
Departmental Revenue								
Use of Money & Prop	8,800	10,000	-	-	-	10,000	(3,194)	6,806
State, Fed or Gov't Aid	3,215,000	8,615,000	16,418	-	-	8,631,418	(6,388,965)	2,242,453
Other Revenue	11,450	600,000	-	-	-	600,000	(600,000)	-
Total Revenue	3,235,250	9,225,000	16,418	-	-	9,241,418	(6,992,159)	2,249,259
Fund Balance		(40,797)	-	-	-	(40,797)	2,409	(38,388)
Budgeted Staffing		4.0	-	-	-	4.0	-	4.0

DEPARTMENT: Public Works - Regional Parks
FUND: County Trail System
BUDGET UNIT: RTS CCP

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**4.0**	**9,184,203**	**9,225,000**	**(40,797)**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	16,418	16,418	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**16,418**	**16,418**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**4.0**	**9,200,621**	**9,241,418**	**(40,797)**
Department Recommended Funded Adjustments	**-**	**(6,989,750)**	**(6,992,159)**	**2,409**
TOTAL 2004-05 PROPOSED BUDGET	**4.0**	**2,210,871**	**2,249,259**	**(38,388)**

SCHEDULE C

DEPARTMENT: **Public Works - Regional Parks**
FUND: **County Trail System**
BUDGET UNIT: **RTS CCP**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits	-	18,438	-	18,438
	This additional amount is to reflect the cost of step increases as well as an employee being hired at a step greater than what was budgeted in the previous year.				
2.	Services and Supplies	-	(6,901,149)	-	(6,901,149)
	Decrease due to encumbering a contract for the Santa Ana River Trail in FY 2003/04, in addition to transferring the appropriations for River Parkway projects to the Proposition 40 budget (Fund RKM).				
3.	Transfers	-	44,071	-	44,071
	Increased transfers to other departments for project design, project management and construction engineering services.				
4.	Reimbursements	-	(151,110)	-	(151,110)
	Increased reimbursements for administration of Proposition 12 and Proposition 40 projects being administered by employees of the Trails program.				
5.	Revenue From Use of Money and Property	-	-	(3,194)	3,194
	Decrease in interest revenue based on a reduced cash balance.				
6.	State, Federal, or Other Governmental Aid	-	-	(6,388,965)	6,388,965
	Revenues for River Parkway projects have been moved to the Proposition 40 budget (Fund RKM).				
7.	Other Revenue	-	-	(600,000)	600,000
	Anticipated revenue from The Wildlands Conservancy for the environmental and master plan for Colton Regional Park will now be received in the Proposition 40 fund.				
	Total	-	(6,989,750)	(6,992,159)	2,409

Proposition 12 Projects

DESCRIPTION OF MAJOR SERVICES

Proposition 12 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000, responding to the recreational and open-space needs of a growing population and expanding urban communities. The Program is intended to revive state Stewardship of natural resources by investing in neighborhood and state parks to meet the urgent need for safe, open and accessible local park and recreational facilities. Regional Parks' total allocation of Proposition 12 funds is $4,832,410. On January 29, 2002, the Board of Supervisors approved a list of projects to be funded by this financing source.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	226,908	1,963,990	1,652,774	2,899,896
Departmental Revenue	26,714	2,164,184	1,687,192	3,065,672
Fund Balance		(200,194)		(165,776)
Budgeted Staffing		-		-

GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Proposition 12 Projects

BUDGET UNIT: RKL RGP
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	25,000	1,963,990	-	-	-	1,963,990	(1,957,990)	6,000
Improvement to Land	601,500	-	-	-	-	-	1,512,198	1,512,198
Improve to Struct	1,126,274	-	-	-	-	-	1,381,698	1,381,698
Total Exp Authority	1,752,774	1,963,990	-	-	-	1,963,990	935,906	2,899,896
Reimbursements	(300,000)	-	-	-	-	-	-	-
Total Appropriation	1,452,774	1,963,990	-	-	-	1,963,990	935,906	2,899,896
Oper Trans Out	200,000	-	-	-	-	-	-	-
Total Requirements	1,652,774	1,963,990	-	-	-	1,963,990	935,906	2,899,896
Departmental Revenue								
Use of Money & Prop	1,154	-	-	-	-	-	1,200	1,200
State, Fed or Gov't Aid	1,686,038	2,164,184	-	-	-	2,164,184	900,288	3,064,472
Total Revenue	1,687,192	2,164,184	-	-	-	2,164,184	901,488	3,065,672
Fund Balance		(200,194)	-	-	-	(200,194)	34,418	(165,776)

SCHEDULE C

DEPARTMENT: **Public Works - Regional Parks**
FUND: **Proposition 12 Projects**
BUDGET UNIT: **RKL RGP**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(1,957,990)	-	(1,957,990)
	Decrease reflects a reclassification to either Improvements to Land or Improvements to Structures.				
2.	Improvements to Land	-	1,512,198	-	1,512,198
	Increase reflects a reclassification from Services and Supplies.				
3.	Improvements to Structures	-	1,381,698	-	1,381,698
	Increase reflects a reclassification from Services and Supplies, in addition to new projects scheduled for FY 2004-05.				
4.	Revenue From Use of Money and Property	-	-	1,200	(1,200)
	Minimal increased in interest revenue based on cash balance available.				
5.	State, Federal, or Other Governmental Aid	-	-	900,288	(900,288)
	Additional revenue is anticipated based on the number of State funded projects expected to be completed.				
	Total	-	935,906	901,488	34,418

Proposition 40 Projects

DESCRIPTION OF MAJOR SERVICES

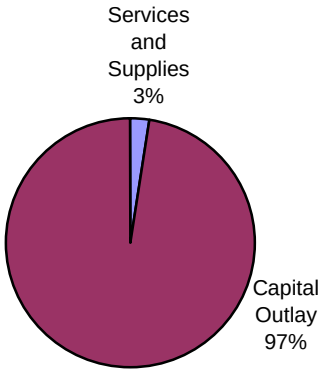
Proposition 40 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2002, responding to the recreational and open-space needs of a growing population and expanding urban communities. The Program is intended to revive state Stewardship of natural resources by investing in neighborhood and state parks to meet the urgent need for safe, open and accessible local park and recreational facilities. Regional Parks' total allocation of Proposition 40 funds is $4,858,000. On December 16, 2003, the Board of Supervisors approved a list of projects to be funded by this financing source.

There is no staffing associated with this budget unit.

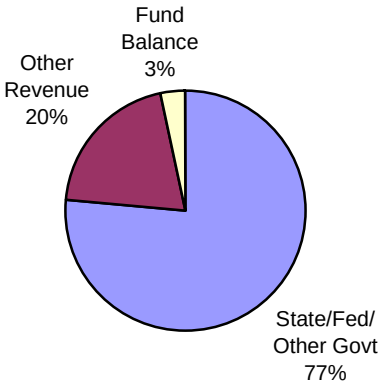
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	1,000,000	629,000	5,745,820
Departmental Revenue	-	1,000,000	823,282	5,551,538
Fund Balance		-		194,282
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Proposition 40 Projects

BUDGET UNIT: RKM RGP
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	-	990,000	-	-	-	990,000	(840,000)	150,000
Land	-	-	-	-	-	-	1,150,000	1,150,000
Improvement to Land	553,000	-	-	-	-	-	2,871,820	2,871,820
Improve to Struct	76,000	-	-	-	-	-	1,574,000	1,574,000
Transfers	-	10,000	-	-	-	10,000	(10,000)	-
Total Appropriation	629,000	1,000,000	-	-	-	1,000,000	4,745,820	5,745,820
Departmental Revenue								
Use of Money & Prop	300	-	-	-	-	-	5,100	5,100
State, Fed or Gov't Aid	422,982	1,000,000	-	-	-	1,000,000	3,396,438	4,396,438
Current Services	400,000	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	1,150,000	1,150,000
Total Revenue	823,282	1,000,000	-	-	-	1,000,000	4,551,538	5,551,538
Fund Balance		-	-	-	-	-	194,282	194,282

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Proposition 40 Projects
BUDGET UNIT: RKM RGP

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(840,000)	-	(840,000)
	Decrease reflects a reclassification to either Improvements to Land or Improvements to Structures.				
2.	Land acquisition	-	1,150,000	-	1,150,000
	Land acquisition for the planned Colton Regional Park is expected to occur in FY 2004-05.				
3.	Improvements to Land	-	2,871,820	-	2,871,820
	Increase reflects a reclassification from Services and Supplies, in addition to new projects scheduled for FY 2004-05.				
4.	Improvements to Structures	-	1,574,000	-	1,574,000
	Increase reflects a reclassification from Services and Supplies, in addition to new projects scheduled for FY 2004-05.				
5.	Transfers	-	(10,000)	-	(10,000)
	Appropriations for Transfers have been reclassified to Improvements to Land and Structures.				
6.	Revenue From Use of Money and Property	-	-	5,100	(5,100)
	Increased interest revenue based on estimated cash balance.				
7.	State, Federal, or Other Governmental Aid	-	-	3,396,438	(3,396,438)
	Additional revenue is anticipated based on the number of State funded projects expected to be completed in FY 2004-05.				
8.	Other Revenue	-	-	1,150,000	(1,150,000)
	Revenues to be received from the Wildlands Conservancy for the Colton Regional Park land acquisition.				
	Total	-	4,745,820	4,551,538	194,282

Moabi Regional Park Boat Launching Facility

DESCRIPTION OF MAJOR SERVICES

The Regional Parks Division was awarded a $1,273,000 grant from the California Department of Boating and Waterways in July 2002 for the purpose of renovating the Moabi Regional Park Boat Launching Facility. This grant will fund improvements that will provide additional opportunities for the public to enjoy recreational water activities including boating, fishing and waterskiing.

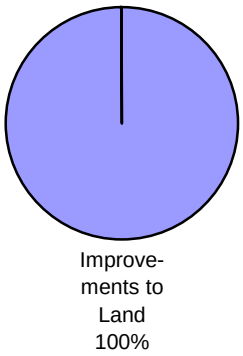
There is no staffing associated with this budget unit

BUDGET AND WORKLOAD HISTORY

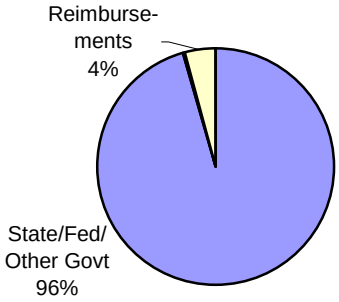
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	375,602	948,000	(122,000)	1,072,792
Departmental Revenue	207,795	1,115,807	1,425	1,117,174
Fund Balance		(167,807)		(44,382)
Budgeted Staffing		-		-

The estimated expenditures for FY 2003-04 are negative due to this budget unit being reimbursed by the County Trail System for costs incurred in a previous year. This project has been delayed until completion of the environmental study. It is expected that the construction phase for this project should commence by November 2004 and be completed by April 2005.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase fund balance by $44,382.

GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Moabi Boat Launching Facility

BUDGET UNIT: RTP CCP
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	(130,000)	948,000	-	-	-	948,000	(948,000)	-
Improvement to Land	8,000	-	-	-	-	-	1,122,792	1,122,792
Total Exp Authority	(122,000)	948,000	-	-	-	948,000	174,792	1,122,792
Reimbursements	-	-	-	-	-	-	(50,000)	(50,000)
Total Appropriation	(122,000)	948,000	-	-	-	948,000	124,792	1,072,792
Departmental Revenue								
Use of Money & Prop	1,425	-	-	-	-	-	975	975
State, Fed or Gov't Aid	-	1,115,807	-	-	-	1,115,807	392	1,116,199
Total Revenue	1,425	1,115,807	-	-	-	1,115,807	1,367	1,117,174
Fund Balance		(167,807)	-	-	-	(167,807)	123,425	(44,382)

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Moabi Boat Launching Facility
BUDGET UNIT: RTP CCP

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(948,000)	-	(948,000)
	Decrease reflects a reclassification to Improvements to Land				
2.	Improvements to Land	-	1,122,792	-	1,122,792
	Increase primarily due to the reclassification of appropriations from Services and Supplies.				
3.	Reimbursements	-	(50,000)	-	(50,000)
	Reimbursement from the Proposition 40 fund for their share of a contract that was encumbered in this budget unit. The contract was with Concept Marine Associates for design services related to the Boat Launching Facility and other infrastructure improvements at Moabi Regional Park. It is the cost of these other improvements that is being reimbursed by the Proposition 40 fund.				
4.	Revenue From Use of Money and Property	-	-	975	(975)
	Anticipated interest revenue based on the fund's estimated cash balance.				
5.	State, Federal, or Other Governmental Aid	-	-	392	(392)
	A slight increase is anticipated in State aid representing the balance of grant funding available for the project.				
	Total	-	124,792	1,367	123,425

Glen Helen Amphitheater

DESCRIPTION OF MAJOR SERVICES

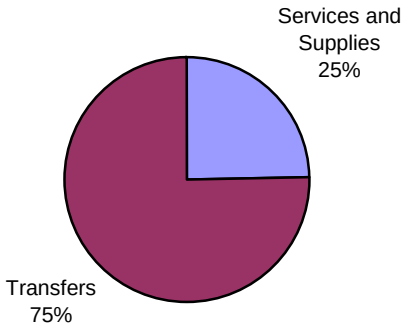
This budget unit was established to account for lease payments received annually from the operators of the amphitheater at Glen Helen Regional Park. Each year, this revenue is transferred to the county general fund to abate the cost of the facility's debt service payment.

There is no staffing associated with this budget unit.

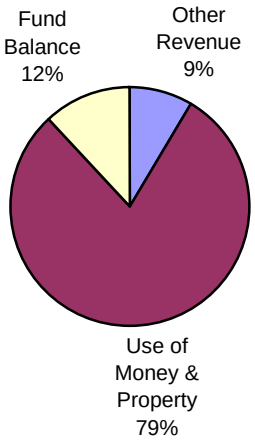
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	862,650	1,140,960	972,100	1,286,609
Departmental Revenue	909,543	1,087,000	1,072,243	1,132,506
Fund Balance		53,960		154,103
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Glen Helen Amphitheater

BUDGET UNIT: SGH CAO
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	-	168,860	-	-	-	168,860	148,249	317,109
Transfers	972,100	972,100	-	-	-	972,100	(2,600)	969,500
Total Appropriation	972,100	1,140,960	-	-	-	1,140,960	145,649	1,286,609
Departmental Revenue								
Use of Money & Prop	960,243	975,000	-	-	-	975,000	45,506	1,020,506
Other Revenue	112,000	112,000	-	-	-	112,000	-	112,000
Total Revenue	1,072,243	1,087,000	-	-	-	1,087,000	45,506	1,132,506
Fund Balance		53,960	-	-	-	53,960	100,143	154,103

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Glen Helen Amphitheater
BUDGET UNIT: SGH CAO

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies		148,249	-	148,249
	Increased based on additional fund balance and anticipated revenues for 2004-05. This budget unit's entire fund balance available for 2004-05 is being appropriated in services and supplies.				
2.	Transfers	-	(2,600)	-	(2,600)
	Minimal decrease in transfers for 2004-05.				
3.	Revenue From Use of Money and Property	-	-	45,506	(45,506)
	Additional revenue based on an increase to the fixed minimum annual rent in accordance will contract No. 92-1023.				
	Total	-	145,649	45,506	100,143

Maintenance/Development

DESCRIPTION OF MAJOR SERVICES

This special revenue fund was established to provide for the maintenance, development and emergency repair at all regional parks. The costs associated with this fund are financed through a five percent allocation of park admission fees.

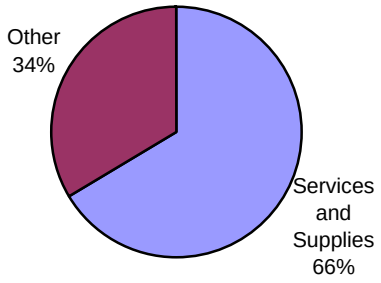
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

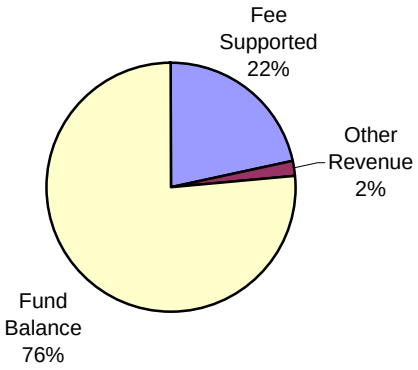
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	662,523	1,441,634	1,360,482	760,573
Departmental Revenue	1,118,550	185,000	684,421	180,000
Fund Balance		1,256,634		580,573
Budgeted Staffing		-		-

The estimated revenues for FY 2003-04 are approximately $500,000 greater than budget due to the unanticipated proceeds from the sale of Baldwin Lake properties. The last of these properties were recently sold; consequently, there will be no further proceeds from this source in the future.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Park Maintenance/Development

BUDGET UNIT: SPR CCR
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	1,011,882	1,070,982	-	-	-	1,070,982	(566,509)	504,473
Equipment	348,600	370,652	-	-	-	370,652	(114,552)	256,100
Total Appropriation	1,360,482	1,441,634	-	-	-	1,441,634	(681,061)	760,573
Departmental Revenue								
Use of Money & Prop	20,000	20,000	-	-	-	20,000	(5,000)	15,000
Current Services	664,421	165,000	-	-	-	165,000	-	165,000
Total Revenue	684,421	185,000	-	-	-	185,000	(5,000)	180,000
Fund Balance		1,256,634	-	-	-	1,256,634	(676,061)	580,573

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Park Maintenance/Development
BUDGET UNIT: SPR CCR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(566,509)	-	(566,509)
	Decrease mainly the result of reduction in fund balance.				
2.	Equipment	-	(114,552)	-	(114,552)
	Decrease in equipment purchases also due to less fund balance available.				
3.	Revenue From Use of Money and Property	-	-	(5,000)	5,000
	Reduction in fund balance will result in a decrease in interest revenue.				
	Total	-	(681,061)	(5,000)	(676,061)

Calico Ghost Town Marketing Svcs

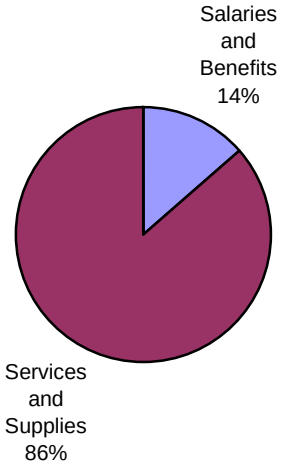
DESCRIPTION OF MAJOR SERVICES

This special revenue fund was established to provide separate accountability and operations of marketing services for Calico Ghost Town Regional Park. A portion of revenues from the Calico Ghost Town concessionaires and park admission fees are used to advertise and market several special events including Calico Days, Spring Festival, Hullabaloo, and the Fine Arts Show.

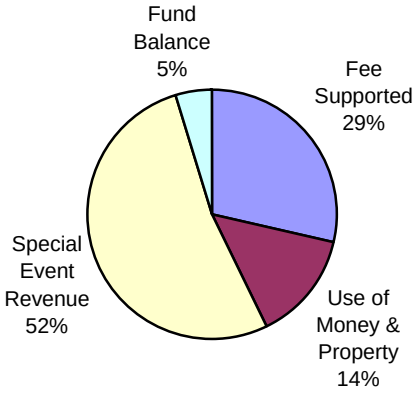
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	338,741	428,694	419,563	400,631
Departmental Revenue	380,479	370,500	379,100	381,900
Fund Balance		58,194		18,731
Budgeted Staffing		1.0		1.0

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Calico Ghost Town Marketing Svcs

BUDGET UNIT: SPS CCR
FUNCTION: Recreation and Cultural Services
ACTIVITY: Promotion

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	46,390	49,541	-	-	-	49,541	5,278	54,819
Services and Supplies	372,500	378,980	-	-	-	378,980	(33,358)	345,622
Transfers	173	173	-	-	-	173	17	190
Total Appropriation	419,063	428,694	-	-	-	428,694	(28,063)	400,631
Departmental Revenue								
Use of Money & Prop	56,200	56,000	-	-	-	56,000	400	56,400
Current Services	120,000	110,000	-	-	-	110,000	5,000	115,000
Special Event Revenue	202,900	204,500	-	-	-	204,500	6,000	210,500
Total Revenue	379,100	370,500	-	-	-	370,500	11,400	381,900
Fund Balance		58,194	-	-	-	58,194	(39,463)	18,731
Budgeted Staffing		1.0	-	-	-	1.0	-	1.0

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Calico Ghost Town Marketing Svcs
BUDGET UNIT: SPS CCR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits		5,278	-	5,278
	An increase in benefits for the marketing specialist.				
2.	Services and Supplies	-	(33,358)	-	(33,358)
	A reduction in services and supplies is due to less fund balance available for FY 2004-05.				
3.	Transfers	-	17	-	17
	A slight increase in EHAP charges.				
4.	Revenue From Use of Money and Property	-	-	400	(400)
	Slight increase due to a rise in tourism at the park.				
5.	Revenue from Current Services	-	-	5,000	(5,000)
	Slight increase due to a rise in tourism at the park.				
6.	Other Revenue	-	-	6,000	(6,000)
	Anticipated increase in festival and special event revenue.				
	Total	-	(28,063)	11,400	(39,463)

Off-Highway Vehicle License Fee

DESCRIPTION OF MAJOR SERVICES

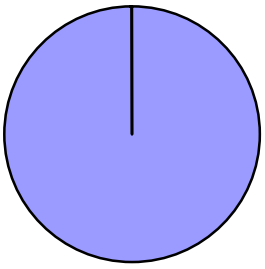
Off-Highway vehicle funds are provided pursuant to state law, and derived from fines for violation of off-highway vehicle operations and licensing. These funds are used for the development of off-highway trails and areas in compliance with state requirements.

There is no staffing associated with this budget unit.

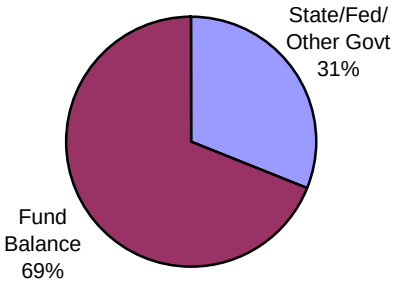
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	6,740	109,012	40,000	128,012
Departmental Revenue	38,910	25,000	44,000	40,000
Fund Balance		84,012		88,012
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Off-Highway Vehicle License Fee

BUDGET UNIT: SBY AMS
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	40,000	109,012	-	-	-	109,012	19,000	128,012
Total Appropriation	40,000	109,012	-	-	-	109,012	19,000	128,012
Departmental Revenue								
State, Fed or Gov't Aid	44,000	25,000	-	-	-	25,000	15,000	40,000
Total Revenue	44,000	25,000	-	-	-	25,000	15,000	40,000
Fund Balance		84,012	-	-	-	84,012	4,000	88,012

SCHEDULE C

DEPARTMENT: **Public Works - Regional Parks**
FUND: **Off-Highway Vehicle License Fee**
BUDGET UNIT: **SBY AMS**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	19,000	-	19,000
	Increase primarily based on additional revenues anticipated for FY 2004-05.				
2.	State, Federal, or Other Governmental Aid	-	-	15,000	(15,000)
	Increase in State aid based on historical revenue projections.				
	Total	-	19,000	15,000	4,000

Hyundai Pavilion Improvements

DESCRIPTION OF MAJOR SERVICES

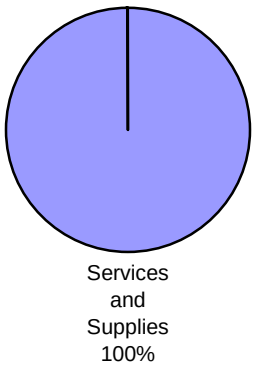
This special revenue fund was established to provide for improvements to the Hyundai Pavilion at Glen Helen Regional Park. These improvements are designed to maintain the amphitheater and its facilities in their current condition in order to preserve a quality entertainment experience for its visitors. 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.

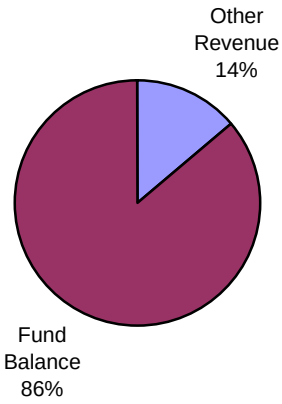
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	5,752	194,509	10,000	215,009
Departmental Revenue	29,083	29,500	30,000	30,000
Fund Balance		165,009		185,009
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Hyundai Pavilion Improvements

BUDGET UNIT: SGR RGP
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	10,000	194,509	-	-	-	194,509	20,500	215,009
Total Appropriation	10,000	194,509	-	-	-	194,509	20,500	215,009
Departmental Revenue								
Use of Money & Prop	5,000	4,500	-	-	-	4,500	500	5,000
Other Revenue	25,000	25,000	-	-	-	25,000	-	25,000
Total Revenue	30,000	29,500	-	-	-	29,500	500	30,000
Fund Balance		165,009	-	-	-	165,009	20,000	185,009

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Hyundai Pavilion Improvements
BUDGET UNIT: SGR RGP

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	20,500	-	20,500
	Increase primarily based on additional fund balance available.				
2.	Revenue From Use of Money and Property	-	-	500	(500)
	Increased interest revenue.				
	Total	-	20,500	500	20,000

Regional Parks Snack Bars

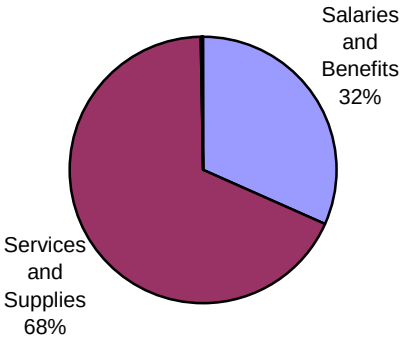
DESCRIPTION OF MAJOR SERVICES

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. Enterprise funds were established for each snack bar to provide management with sound accountability and timely reports. Excess revenue resulting from operations is used to enhance the snack bars or other park operations. Snack bars at other regional parks (Cucamonga-Guasti, Yucaipa, Prado and Glen Helen swimming complex) are operated by a Board-approved private contractor.

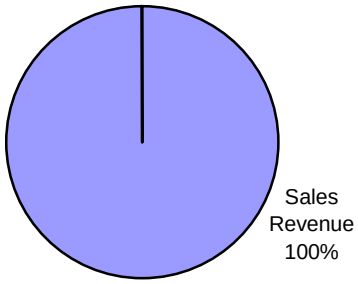
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	69,138	71,129	60,359	67,603
Departmental Revenue	66,162	76,600	71,000	76,000
Revenue Over/(Under) Expense	(2,976)	5,471	10,641	8,397
Budgeted Staffing		1.3		1.3
Fixed Assets	-	-	-	-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by $ 8,397.

GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Park Snack Bars

BUDGET UNIT: EMO, EMP, EMT
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	6,698	23,956	-	-	-	23,956	(2,543)	21,413
Services and Supplies	53,488	47,000	-	-	-	47,000	(1,000)	46,000
Transfers	173	173	-	-	-	173	17	190
Total Operating Expense	60,359	71,129	-	-	-	71,129	(3,526)	67,603
Departmental Revenue								
Sales Revenue	71,000	76,600	-	-	-	76,600	(600)	76,000
Total Revenue	71,000	76,600	-	-	-	76,600	(600)	76,000
Revenue Over/(Under) Exp	10,641	5,471	-	-	-	5,471	2,926	8,397
Budgeted Staffing		1.3	-	-	-	1.3	-	1.3

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Park Snack Bars
BUDGET UNIT: EMO, EMP, EMT

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits	-	(2,543)	-	2,543
	Minimal decrease in salary expense for extra-help Public Service Employees assisting with Snack Bar operations.				
2.	Service and Supplies	-	(1,000)	-	1,000
	Less supplies are needed due to reduction of snack bar operations at Glen Helen Regional Park from five days to four days a week.				
3.	Transfer	-	17	-	(17)
	Increase for EHAP charges.				
4.	Sales Revenue	-	-	(600)	(600)
	Slight decrease in revenue due to the reduction in days of operation at Glen Helen. The snack bar is now open four days from Thursday through Sunday.				
	Total	-	(3,526)	(600)	2,926

Camp Bluff Lake

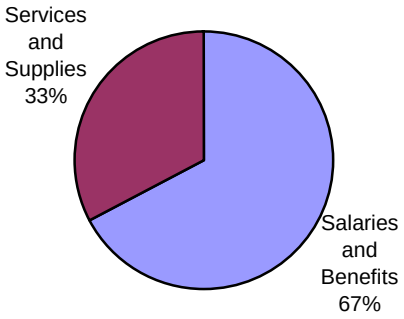
DESCRIPTION OF MAJOR SERVICES

Camp Bluff Lake is a 120-acre camp located in the San Bernardino Mountains near the City of Big Bear. The Camp is currently owned and operated by The Wildlands Conservancy. On February 3, 2004, the Board of Supervisors approved a use agreement with The Conservancy for the County's use of the Camp Bluff Lake facility on a trial basis for a children's summer camping program. The camp will provide children with recreational opportunities and the ability to increase their appreciation of the wonders of nature.

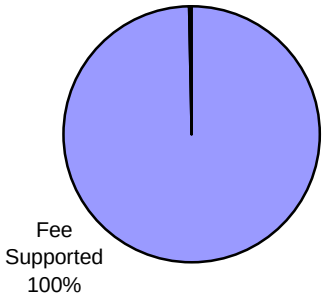
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	-	-	44,480	292,594
Departmental Revenue	-	-	8,730	328,650
Revenue Over/(Under) Expense	-	-	(35,750)	36,056
Budgeted Staffing		-		7.6
Fixed Assets	-	-	-	-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets b
$ 36,056.

GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Regional Parks
FUND: Camp Bluff Lake

BUDGET UNIT: EME CCP
FUNCTION: Recreation and Cultural Services
ACTIVITY: Recreational Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	35,800	-	-	-	-	-	196,844	196,844
Services and Supplies	8,680	-	-	-	-	-	95,750	95,750
Total Operating Expense	44,480	-	-	-	-	-	292,594	292,594
Departmental Revenue								
Use of Money & Prop	1,230	-	-	-	-	-	1,150	1,150
Current Services	7,500	-	-	-	-	-	327,500	327,500
Total Revenue	8,730	-	-	-	-	-	328,650	328,650
Revenue Over/(Under) Exp	(35,750)	-	-	-	-	-	36,056	36,056
Budgeted Staffing		-	-	-	-	-	7.6	7.6

SCHEDULE C

DEPARTMENT: Public Works - Regional Parks
FUND: Camp Bluff Lake
BUDGET UNIT: EME CCP

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits	7.6	196,844	-	(196,844)
	The addition of budgeted staff is needed for the operation of Camp Bluff Lake. All positions are contracted staff.				
2.	Services and Supplies	-	95,750	-	(95,750)
	Costs to run the camp include food, utilities, and maintenance.				
3.	Revenue From Use of Money and Property	-	-	1,150	1,150
	Anticipated interest on cash deposits for the camping program.				
4.	Revenue From Current Services	-	-	327,500	327,500
	Revenues from summer/weekend camping programs and adult retreats.				
5.	Description	-	-	-	-
	Explanation of Description				
	Total	7.6	292,594	328,650	36,056

Surveyor

DESCRIPTION OF MAJOR SERVICES

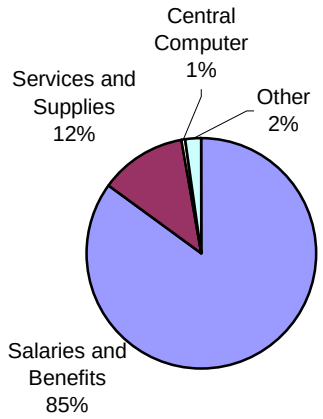
The services provided by the Surveyor Division include promoting and ensuring that sound surveying practices are utilized for project development in the county and ensuring that maps and plans conform to the conditions of approval, local ordinances, standards for development and state laws. The Surveyor 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.

BUDGET AND WORKLOAD HISTORY

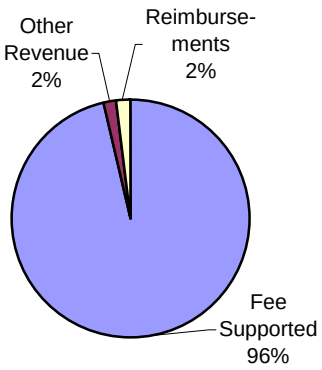
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,428,905	3,310,588	3,103,637	3,563,358
Departmental Revenue	2,480,789	3,310,588	3,117,125	3,563,358
Local Cost	(51,884)	-	(13,488)	-
Budgeted Staffing		39.4		41.8
Workload Indicators				
Final Maps	14	10	22	28
Parcel Maps	42	47	87	110
Records of Survey	194	160	235	270
Corner Records	1,048	800	1,150	1,500

The Workload Indicators are increasing for FY 2004/05 due to the level of building and new development occurring in the county that results in additional map reviews.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Surveyor
FUND: General

BUDGET UNIT: AAA SVR
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	2,590,892	2,767,422	186,616	7,740	-	2,961,778	130,680	3,092,458
Services and Supplies	419,689	445,814	6,520	-	-	452,334	(9,510)	442,824
Central Computer	12,978	12,978	5,397	-	-	18,375	-	18,375
Equipment	81,000	84,900	-	-	-	84,900	(61,900)	23,000
Transfers	65,805	67,638	-	-	-	67,638	(9,003)	58,635
Total Exp Authority	3,170,364	3,378,752	198,533	7,740	-	3,585,025	50,267	3,635,292
Reimbursements	(66,727)	(68,164)	-	-	-	(68,164)	(3,770)	(71,934)
Total Appropriation	3,103,637	3,310,588	198,533	7,740	-	3,516,861	46,497	3,563,358
Departmental Revenue								
Current Services	3,053,325	3,269,288	198,533	7,740	-	3,475,561	27,797	3,503,358
Other Revenue	63,800	41,300	-	-	-	41,300	18,700	60,000
Total Revenue	3,117,125	3,310,588	198,533	7,740	-	3,516,861	46,497	3,563,358
Local Cost	(13,488)	-	-	-	-	-	-	-
Budgeted Staffing		39.4	-	-	-	39.4	2.4	41.8

DEPARTMENT: Public Works - Surveyor
FUND: General
BUDGET UNIT: AAA SVR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**39.4**	**3,310,588**	**3,310,588**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	186,616	186,616	-
Internal Service Fund Adjustments	-	11,917	11,917	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**198,533**	**198,533**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	7,740	7,740	-
Subtotal	**-**	**7,740**	**7,740**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**39.4**	**3,516,861**	**3,516,861**	**-**
Department Recommended Funded Adjustments	**2.4**	**46,497**	**46,497**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**41.8**	**3,563,358**	**3,563,358**	**-**

SCHEDULE C

DEPARTMENT: Public Works - Surveyor
FUND: General
BUDGET UNIT: AAA SVR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits	2.4	130,680	-	130,680
	* Add 1.0 Engineering Tech II ($53,710) and 1.0 Engineering Tech III ($59,251) to assist with workload demands in order to meet state mandated time frames. * Add 0.4 extra help Engineering Technician V ($27,103) to allow retiring individual who is skilled in GIS technology to complete the development phase of the GIS Parcel Basemap. * Reduced step advancement costs by $9,384.				
2.	Services and Supplies		(9,510)	-	(9,510)
	A number of adjustments to various services and supplies results in an overall net decrease.				
3.	Equipment	-	(61,900)	-	(61,900)
	* Reduced appropriations for a Topcon Total Station unit ($39,000) and Global Positioning System units ($45,900) purchased in FY 2003-04. * The Surveyor plans to purchase a companion Global Positioning System base unit for $23,000 in FY 2004-05.				
4.	Transfers	-	(9,003)	-	(9,003)
	Decrease due to reduced computer services charges anticipated for FY 2004-05.				
5.	Reimbursements	-	(3,770)	-	(3,770)
	Increased reimbursements from the Public Works Department/Transportation Division for services performed by the Surveyor. This increase is primarily due to MOU salary and benefit adjustments.				
6.	Current Services Revenue	-	-	27,797	(27,797)
	* Increase of $114,478 for the review of subdivision maps, preparation of legal descriptions and maps, and processing Offers of Dedications/Easements. This increase, which is based on current year-end estimates, includes $40,000 of new revenue from the Metropolitan Water District for review of official maps. * Increased revenue from field surveys ($18,771) based upon requests from other county departments. * Reduced available financing of $105,452 from the Information Services Department for quality control and establishment of survey control points related to the development phase of the GIS Parcel Basemap.				
7.	Other Revenue	-	-	18,700	(18,700)
	Increased revenues from taxable and other sales to the public based upon prior year actual revenues and current year-end estimates.				
	Total	2.4	46,497	46,497	-

SCHEDULE D

DEPARTMENT: Public Works - Surveyor
FUND: General
BUDGET UNIT: AAA SVR

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	GIS Parcel Basemap On-Going Maintenance	0.6	49,877	-	49,877
	The Surveyor is requesting funding to add 1.0 Engineering Tech V, 1.5 Engineering Tech IV and 0.1 Land Surveyor. This additional staff is needed to update and maintain the integrity of the GIS Parcel Basemap. The Information Services Department is currently funding the Surveyor's portion of costs relative to the development phase of this project. However, this funding will terminate when the project is completed, which is anticipated in March, 2005. At that time, existing Surveyor staff dedicated to development of the basemap will be reassigned to revenue generating projects. This would leave no staff available to provide ongoing maintenance. The maintenance phase entails the Surveyor inputting all subdivisions within the County and maintaining the accurancy of parcels. If this request is approved, the Surveyor would receive local cost in the amount of $49,877 in FY 2004/05 to fund these 2.6 positions from April-June 2005 and $199,510 annually thereafter to fund the aforementioned positions committed to maintaining the GIS Parcel Basemap.				
	Total	0.6	49,877	-	49,877

SCHEDULE E

DEPARTMENT: **Public Works - Surveyor**
FUND: **General**
BUDGET UNIT: **AAA SVR**

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Description for microfiche and microfilm prints.	-	-	-	-
Clarify Section 16.0228(b)(7) of the Fee Ordinance by including verbiage to reflect the customer's option of receiving electronic copies of maps. This is not a fee increase, and if approved, would have no impact to the Surveyor's budget.				
Hourly charge rate and classification for County Surveyor.	-	-	-	-
Reflect the classification of County Surveyor with an hourly charge rate of $155 in Section 16.0228B(b)(1)(G) due to the mid-year Board action (number 66 dated March 23, 2004) that established this classification. If approved, this action would have no impact on the Surveyor's budget.				
Total	-	-	-	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Public Works - Surveyor
FUND NAME : General
BUDGET UNIT: AAA SVR
PROGRAM: Surveyor Division

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 3,563,358	Revised Appropriations	$ 3,563,358	$ -

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	-	Fee Revenue for listed fees	-	-
Fee Revenue for fees not listed	3,503,358	Fee Revenue for fees not listed	3,503,358	-
Non Fee Revenue	60,000	Non Fee Revenue	60,000	-
Local Cost	-	Local Cost	-	-
Budgeted Sources	$ 3,563,358	Revised Sources	$ 3,563,358	$ -

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	-
Total	$ -

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The Surveyor requests to clarify Section 16.0228, Microfiche and microfilm prints, in order to reflect the customer's option to receive electronic copies of maps. The Surveyor also requests to reflect the hourly charge rate of $155 and the classification of County Surveyor in Section 16.0228B due to the Board action of March 23, 2004 that established this classification. If approved, neither of these changes would have an impact on the Surveyor's budget.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Public Works - Surveyor
FUND NAME : General
PROGRAM: Surveyor Division

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0228(b)(7)	Microfiche and microfilm prints			$ -			$ -	$ -	-	$ -	$ -	Reflects customer's option to receive electronic copies of maps by clarifying fee description to read: "Microfiche and microfilm prints or electronic copies of maps". If approved, this would have no budgetary impact.
16.0228B(b)(1)(G)	Hourly Charge Rate			$ -			$ -	$ -	-	$ -	$ -	Reflects addition of the County Surveyor classification with an hourly charge rate of $155. This action is due to the mid-year Board action dated March 23, 2004 that established this classification. The hourly charge rate is 10.5% more than that of a Survey Division Chief. If approved, this action would have no budgetary impact.

Survey Monument Preservation

DESCRIPTION OF MAJOR SERVICES

The Survey Monument Preservation Fund was established to account for expenses incurred related to the retracement or re-monument 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, rancho section lines, acreage subdivision lot lines, and subdivision boundary lines. The services related to this fund are financed by a $10 fee charged to the public for filing or recording specific types of grant deeds conveying real property.

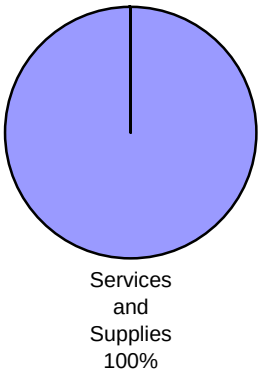
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

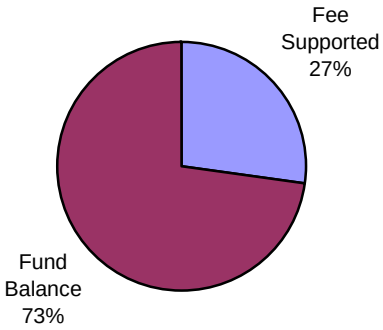
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	57,846	360,356	54,983	461,503
Departmental Revenue	110,860	94,190	125,160	125,160
Fund Balance		266,166		336,343
Budgeted Staffing		-		-

In accordance with Section 29009 of the State Government Code, the entire fund balance must be appropriated each year. Accordingly, the expenditures in this fund are typically less than the budget. The amount not expended each year is re-appropriated in the subsequent year's budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Surveyor
FUND: Survey Monument Preservation

BUDGET UNIT: SBS SVR
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	54,983	360,356	-	-	-	360,356	101,147	461,503
Total Appropriation	54,983	360,356	-	-	-	360,356	101,147	461,503
Departmental Revenue								
Current Services	125,160	94,190	-	-	-	94,190	30,970	125,160
Total Revenue	125,160	94,190	-	-	-	94,190	30,970	125,160
Fund Balance		266,166	-	-	-	266,166	70,177	336,343

SCHEDULE C

DEPARTMENT: Public Works - Surveyor
FUND: Survey Monument Preservation
BUDGET UNIT: SBS SVR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	101,147	-	101,147
	Additional appropriations based on increased fund balance and revenues collected by County Recorder.				
2.	Current Services Revenue	-	-	30,970	(30,970)
	Increase based on additional revenues being generated in the current year. The additional revenue is a result of increased activity related to the conveyance of real property that has been occurring.				
	Total	-	101,147	30,970	70,177

Road Operations

DESCRIPTION OF MAJOR SERVICES

The Transportation Division is responsible for the operation of the County Maintained Road System, including administration, planning, design, contract administration, traffic management, and maintenance of approximately 2,830 miles of roads.

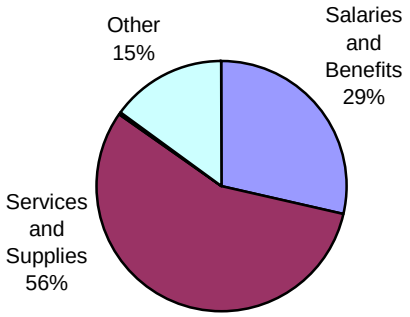
The Road Operations program provides for road maintenance, the purchase of equipment and materials, a portion of the department's administrative and salary expenses, matching funds required for grant funding, as well as a number of capital improvement projects. This program is financed principally from revenues generated by the State Highway Users tax. Additional funding sources include a small share of the state's sales tax, federal and state aid for specific road improvements, and reimbursements from other agencies for cooperative agreement projects.

BUDGET AND WORKLOAD HISTORY

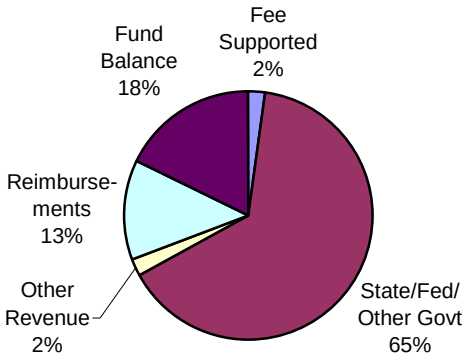
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	42,024,558	70,485,718	43,028,790	75,312,457
Total Financing Sources	42,797,170	52,112,083	40,028,770	59,938,842
Fund Balance		18,373,635		15,373,615
Budgeted Staffing		357.7		368.0
Workload Indicators				
Maintained Road Miles	2,834	2,834	2,830	2,830

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, expenditures in this fund are typically much less than budget. The amount not expended each year is re-appropr

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Transportation
FUND: Road Operations Consolidated

BUDGET UNIT: SAA, SVJ, SVK, SVL, SVM
FUNCTION: Public Ways and Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	21,840,344	22,749,941	1,599,840	-	-	24,349,781	492,154	24,841,935
Services and Supplies	20,745,389	50,896,895	-	-	-	50,896,895	(2,268,678)	48,628,217
Central Computer	104,836	104,836	-	-	-	104,836	38,166	143,002
Other Charges	1,198,711	1,224,500	-	-	-	1,224,500	1,607,700	2,832,200
Land	-	250,000	-	-	-	250,000	-	250,000
Improve to Struct	137,000	162,000	-	-	-	162,000	808,000	970,000
Equipment	191,146	324,000	-	-	-	324,000	389,200	713,200
Vehicles	1,747,192	1,818,000	-	-	-	1,818,000	2,164,000	3,982,000
L/P Equipment	665,500	811,000	-	-	-	811,000	(11,000)	800,000
Transfers	826,289	1,949,671	-	-	-	1,949,671	512,447	2,462,118
Total Exp Authority	47,456,407	80,290,843	1,599,840	-	-	81,890,683	3,731,989	85,622,672
Reimbursements	(6,427,617)	(11,805,125)	-	-	-	(11,805,125)	394,910	(11,410,215)
Total Appropriation	41,028,790	68,485,718	1,599,840	-	-	70,085,558	4,126,899	74,212,457
Oper Trans Out	2,000,000	2,000,000	-	-	-	2,000,000	(900,000)	1,100,000
Total Requirements	43,028,790	70,485,718	1,599,840	-	-	72,085,558	3,226,899	75,312,457
Departmental Revenue								
Licenses and Permits	209,278	225,000	-	-	-	225,000	-	225,000
Use of Money & Prop	594,238	675,000	-	-	-	675,000	(125,000)	550,000
State, Fed or Gov't Aid	35,450,639	41,877,783	1,599,840	-	-	43,477,623	12,462,895	55,940,518
Current Services	1,174,762	1,233,300	-	-	-	1,233,300	568,524	1,801,824
Other Revenue	358,420	101,000	-	-	-	101,000	220,500	321,500
Other Financing Sourc	241,433	-	-	-	-	-	-	-
Total Revenue	38,028,770	44,112,083	1,599,840	-	-	45,711,923	13,126,919	58,838,842
Operating Transfers In	2,000,000	8,000,000	-	-	-	8,000,000	(6,900,000)	1,100,000
Total Financing Sources	40,028,770	52,112,083	1,599,840	-	-	53,711,923	6,226,919	59,938,842
Fund Balance		18,373,635	-	-	-	18,373,635	(3,000,020)	15,373,615
Budgeted Staffing		357.7	-	-	-	357.7	10.3	368.0

DEPARTMENT: Public Works - Transportation
FUND: Road Operations Consolidated
BUDGET UNIT: SAA, SVJ, SVK, SVL, SVM

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**357.7**	**70,485,718**	**52,112,083**	**18,373,635**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	1,599,840	1,599,840	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**1,599,840**	**1,599,840**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**357.7**	**72,085,558**	**53,711,923**	**18,373,635**
Department Recommended Funded Adjustments	**10.3**	**3,226,899**	**6,226,919**	**(3,000,020)**
TOTAL 2004-05 PROPOSED BUDGET	**368.0**	**75,312,457**	**59,938,842**	**15,373,615**

SCHEDULE C

DEPARTMENT: Public Works - Transportation
FUND: Road Operations Consolidated
BUDGET UNIT: SAA, SVJ, SVK, SVL, SVM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits	10.3	492,154	-	492,154
	* Addition of eight 8.0 contract positions (7.0 Equipment Operator II's and 1.0 Equipment Operator III) for the Bark Beetle Infestation and Tree Mortality Remediation Emergency. Duties will include equipment operation, equipment maintenance, scale operation and other duties related to the removal of dead and dying trees. These will be two-year contract positions that will be presented to the Board separately for approval. * The addition of 1.3 budgeted staff for extra-help seasonal Equipment Operator II's that will be needed for anticipated storm maintenance activities resulting from last year's Grand Prix and Old fires. * 1.0 Land Use Technician is needed due to growth in public inquiries, track home/subdivision street naming, and revisions to County Road Book caused by increased development in the County. * 1.0 Engineering Technician IV is needed to assist with the Plan Review workload, which has nearly doubled because of the level of development occurring within this County * The above increases in budgeted staff are being partially offset by a 1.0 decrease for a contract engineer position because of the Interstate-15 Widening Project nearing completion.				
2.	Services and Supplies		(2,268,678)	-	(2,268,678)
	Decrease is due to less equipment maintenance charges budgeted for FY 2004-05 as a result of recent fixed asset purchases that have updated the department's equipment fleet.				
3.	Central Computer Charges	-	38,166	-	38,166
	Increase is in accordance with estimates provided by the Information Services Department.				
4.	Other Charges	-	1,607,700	-	1,607,700
	Increase for potential Right of Way costs for the Pepper @ I-10 project ($800,000), the San Bernardino Avenue Signal Synchronization project ($750,000), as well as other miscellaneous Right of Way purchases based on anticipated needs.				
5.	Structures and Improvements	-	808,000	-	808,000
	The more significant expenditures planned for FY 2004-05 include $340,000 to replace shop buildings at Yard 3, $315,000 for moving parts of the Traffic and Contract Divisions due to lack of space at the Wesley Break building, $155,000 for resurfacing pavement at Yard 7 and Yard 9, and $75,000 for installing NPDES required oil clarification system at Yard 8.				
6.	Equipment	-	389,200	-	389,200
	Some of the more significant equipment purchases for FY 2004-05 include: $175,000 for seven (7) video detection systems, $140,000 for four (4) trailer mounted message boards, $75,200 for a Panagon storage server, $45,000 for three (3) portable toilet trailers, $40,000 for an AC Grinder loader attachment, $40,000 for a Crack Vacuum, $40,000 for two (2) plow blades, $30,000 for a truck mounted paint sprayer, and $25,000 for an audio pedestrian signal system.				
7.	Vehicles	-	2,164,000	-	2,164,000
	The more significant vehicle purchases planned for FY 2004-05 include $840,000 for four (4) 3-axle multi-body trucks with blade, $600,000 for two (2) front end loaders, $500,000 for two (2) AWD Motorgraders, $325,000 for two (2) pavement marking stencil trucks, $260,000 for two (2) two-axle dump trucks, $250,000 for a loader/carrier, $225,000 for a high dump street sweeper, $210,000 for a multi-body dump truck, $160,000 for a 4x4 dump truck with blade, $150,000 for a 3-axle dump truck, $130,000 for a 7-yard dump truck with debris blade, and $110,000 for a 7-yard dump truck. These purchases are needed to replace aging vehicles that have been experiencing increased maintenance costs and significant down-time, or are needed to assist with the Bark Beetle program.				
8	Lease Purchase Equipment	-	(11,000)	-	(11,000)
	Decrease in annual lease purchase payment for computers and servers is anticipated for FY 2004-05.				
9	Transfers	-	512,447	-	512,447
	Increase primarily due to transfers to the Measure I Funds to assist with the financing of the following three projects: Summit Valley Road, overlay of Apple Ave. and Others project, and the overlay of Cedar Street.				
10	Reimbursements	-	394,910	-	394,910
	Reduced reimbursements from the County Redevelopment Agency because several projects are nearing completion. These projects include Whittram Boulevard and Beech Boulevard rehabilitation, and Arrow Route at Beech Boulevard signal installation.				
11.	Operating Transfers Out	-	(900,000)	-	(900,000)
	Reduced contribution to the Division's Vehicle Fund is projected for FY 2004-05.				
12.	Revenue From Use of Money and Property	-	-	(125,000)	125,000
	Reduction in interest earned based on less cash available.				

SCHEDULE C

DEPARTMENT: Public Works - Transportation
FUND: Road Operations Consolidated
BUDGET UNIT: SAA, SVJ, SVK, SVL, SVM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
13.	State, Federal, or Other Governmental Aid	-	-	12,462,895	(12,462,895)
	Increase is the result of an anticipated $13 million in federal funds to finance the Fort Irwin Road improvement project. This increase is partially offset by the completion of several reimbursable projects in FY 2003-04 including the Central Avenue at Arrow Route left turn pocket installation and the Ridgecrest Road at Pebble signal installation.				
14.	Revenue From Current Services	-	-	568,524	(568,524)
	Increase in joint participation project reimbursements, primarily from the City of Victorville for their share of the National Trails Highway, and the City of Montclair for their share of the Mission Boulevard rehabilitation project.				
15.	Other Revenue	-	-	220,500	(220,500)
	Increased revenue from the sale of fixed assets is anticipated for FY 2004-05.				
16.	Operating Transfers In	-	-	(6,900,000)	6,900,000
	Decrease due largely to receiving $6,000,000 in one-time funds during FY 2003-04 for completion of the Pepper Avenue at Valley Boulevard Intersection Project.				
	Total	10.3	3,226,899	6,226,919	(3,000,020)

Caltrans Contract

DESCRIPTION OF MAJOR SERVICES

This budget unit reflects the revenues and expenditures related to a cooperative agreement between the county's Department of Public Works and the California Department of Transportation (Caltrans). This agreement allows for the coordination and administration of consultant engineering contracts in support of Caltrans projects. Currently, one major project is in progress. This is preliminary design for widening Interstate 15 from Victorville to Barstow. This is a multi-year project that is financed by federal funds received through Caltrans.

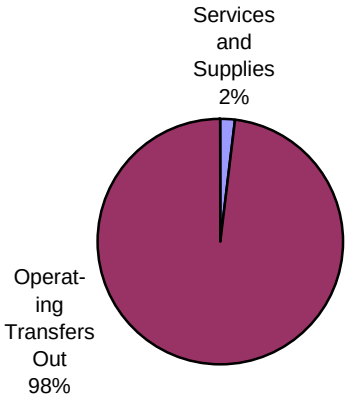
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

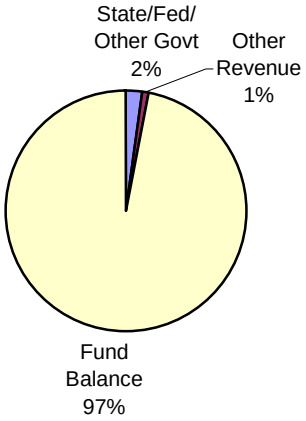
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	78,902	146,718	16,615	155,920
Departmental Revenue	54,821	298,186	319,135	4,868
Fund Balance		(151,468)		151,052
Budgeted Staffing		-		-

Estimated expenditures for 2003-04 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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Transportation
FUND: Caltrans Contract

BUDGET UNIT: SVB TRA
FUNCTION: Public Ways and Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	1,130	46,718	-	-	-	46,718	(43,534)	3,184
Total Appropriation	1,130	46,718	-	-	-	46,718	(43,534)	3,184
Oper Trans Out	15,485	100,000	-	-	-	100,000	52,736	152,736
Total Requirements	16,615	146,718	-	-	-	146,718	9,202	155,920
Departmental Revenue								
Use of Money & Prop	3,000	5,686	-	-	-	5,686	(4,186)	1,500
State, Fed or Gov't Aid	316,135	292,500	-	-	-	292,500	(289,132)	3,368
Total Revenue	319,135	298,186	-	-	-	298,186	(293,318)	4,868
Fund Balance		(151,468)	-	-	-	(151,468)	302,520	151,052

SCHEDULE C

DEPARTMENT: Public Works - Transportation
FUND: Caltrans Contract
BUDGET UNIT: SVB TRA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(43,534)	-	(43,534)
	Reduction based on anticipated completion of I-15 widening project.				
2.	Operating Transfers Out	-	52,736	-	52,736
	Now that this project is nearing completion, this increase is needed to reimburse the Road Operations Fund for salary and benefits costs incurred in the prior year.				
3.	Revenue From Use of Money and Property	-	-	(4,186)	4,186
	Reduction in interest based on less cash available.				
4.	State, Federal, or Other Governmental Aid	-	-	(289,132)	289,132
	Reduction based on anticipated completion of I-15 widening project.				
	Total	-	9,202	(293,318)	302,520

Etiwanda Interchange Improvement

DESCRIPTION OF MAJOR SERVICES

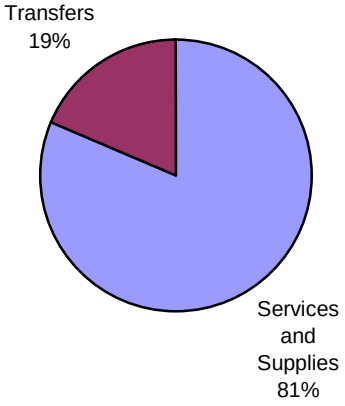
This budget unit was established to separately account for the revenues and expenditures related to a cooperative agreement between the county's Department of Public Works, the California Department of Transportation (Caltrans), and the Catellus Corporation. This agreement allows for the redesign of the interchange at Etiwanda Avenue and Interstate 10 near Fontana. This project is being designed and constructed in three Phases. Phase I consists of the realignment of Valley Boulevard, Phase II is the reconstruction of the Etiwanda Ave. at I-10 interchange, and Phase III is the landscaping for the project. Phase I and Phase II have been virtually completed. Phase III, which began in FY 2003-04, will continue for approximately 3 more years.

There is no staffing associated with this budget unit.

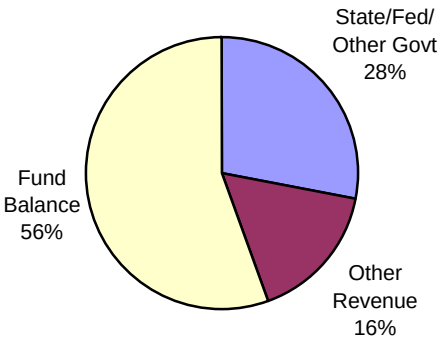
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,022,666	1,180,000	1,030,432	106,917
Departmental Revenue	7,022,981	2,125,085	2,034,800	47,634
Fund Balance		(945,085)		59,283
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works
FUND: Etiwanda Interchange Improvement

BUDGET UNIT: SVE TRA
FUNCTION: Public Ways and Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	998,304	1,100,000	-	-	-	1,100,000	(1,013,083)	86,917
Other Charges	-	5,000	-	-	-	5,000	(5,000)	-
Transfers	32,128	75,000	-	-	-	75,000	(55,000)	20,000
Total Appropriation	1,030,432	1,180,000	-	-	-	1,180,000	(1,073,083)	106,917
Departmental Revenue								
Use of Money & Prop	9,500	4,000	-	-	-	4,000	(1,366)	2,634
State, Fed or Gov't Aid	1,850,000	2,096,085	-	-	-	2,096,085	(2,066,085)	30,000
Other Revenue	175,300	25,000	-	-	-	25,000	(10,000)	15,000
Total Revenue	2,034,800	2,125,085	-	-	-	2,125,085	(2,077,451)	47,634
Fund Balance		(945,085)	-	-	-	(945,085)	1,004,368	59,283

SCHEDULE C

DEPARTMENT: Public Works
FUND: Etiwanda Interchange Improvement
BUDGET UNIT: SVE TRA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(1,013,083)	-	(1,013,083)
	Reduction due to completion of Phase II of Interchange Improvement Project. Phase III, the final landscaping phase, will continue for approximately 3 more years.				
2.	Other Charges	-	(5,000)	-	(5,000)
	Reduction in Right-of-Way expenses due to completion of Phase II of Interchange Improvement Project.				
3.	Transfers	-	(55,000)	-	(55,000)
	Reduced transfers to the Road Operations Fund for salaries associated with this project due to completion of Phase II.				
4.	Revenue From Use of Money and Property	-	-	(1,366)	1,366
	Decreased interest revenue due to less cash available in this fund.				
5.	State, Federal, or Other Governmental Aid	-	-	(2,066,085)	2,066,085
	Reduced reimbursements from the state due to completion of Phase II of the project.				
6.	Other Revenue	-	-	(10,000)	10,000
	Reduced reimbursements from Catellus due to completion of Phase II of the project.				
	Total	-	(1,073,083)	(2,077,451)	1,004,368

High Desert Corridor Project

DESCRIPTION OF MAJOR SERVICES

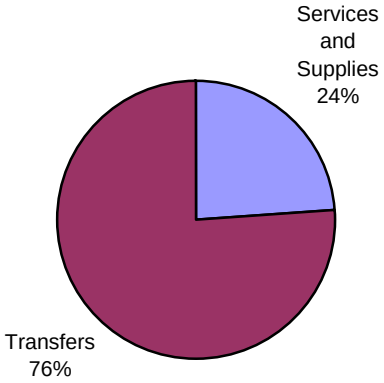
In 2000-01, the Board of Supervisors approved a cooperative agreement between the County, the City of Victorville, and the Town of Apple Valley. This agreement allows for the beginning of environmental studies and preliminary engineering for an east/west high desert corridor. This corridor will be north of Victorville from Highway 295 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.

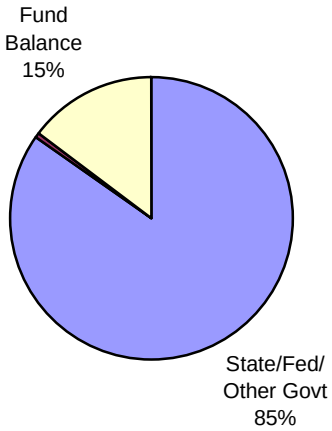
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	326,496	967,769	614,313	888,100
Departmental Revenue	320,097	772,225	550,330	756,539
Fund Balance		195,544		131,561
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Transportation
FUND: High Desert Corridor Project

BUDGET UNIT: SWL TRA
FUNCTION: Public Ways and Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	64,313	367,769	-	-	-	367,769	(154,669)	213,100
Transfers	550,000	600,000	-	-	-	600,000	75,000	675,000
Total Appropriation	614,313	967,769	-	-	-	967,769	(79,669)	888,100
Departmental Revenue								
Use of Money & Prop	2,500	3,600	-	-	-	3,600	-	3,600
State, Fed or Gov't Aid	547,830	768,625	-	-	-	768,625	(15,686)	752,939
Total Revenue	550,330	772,225	-	-	-	772,225	(15,686)	756,539
Fund Balance		195,544	-	-	-	195,544	(63,983)	131,561

SCHEDULE C

DEPARTMENT: Public Works - Transportation
FUND: High Desert Corridor Project
BUDGET UNIT: SWL TRA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(154,669)	-	(154,669)
	Reduction is based on using less outside contractors for right-of-way, environmental, and survey studies conducted in support of the High Desert Corridor Project.				
2.	Transfers	-	75,000	-	75,000
	Increased transfers to the Road Operations Fund for additional labor needs anticipated to support this project.				
3.	State, Federal, or Other Governmental Aid	-	-	(15,686)	15,686
	Reduction in State funding received through the City of Victorville, the lead agency for the project, because of less projected costs for FY 2004-05.				
	Total	-	(79,669)	(15,686)	(63,983)

Transportation Facilities Development Plans

DESCRIPTION OF MAJOR SERVICES

Transportation Facilities Development Plans are established by County Ordinance to collect fees on new construction. These plans provide funds for construction of roads within the boundaries of the established fee area. As fees are collected, these monies are deposited into restricted accounts until sufficient funds have been accumulated to complete projects identified in the Plan Priority Project List. Fee ordinances have been approved in the areas of Helendale/Oro Grande, High Desert (Phelan and Pinon Hills), Lucerne Valley, Oak Glen, Oak Hills, Snowdrop Road, South and East Apple Valley, Summit Valley, and Yucaipa. Interim fee plans in the areas of Big Bear and Joshua Tree have been approved to collect fees pending final community approval.

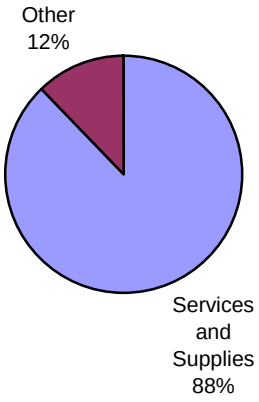
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

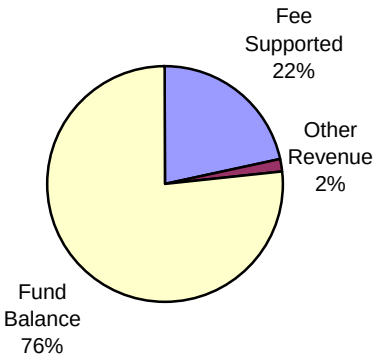
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	172,555	3,897,444	531,545	4,528,964
Departmental Revenue	790,565	779,743	884,002	1,058,806
Fund Balance		3,117,701		3,470,158
Budgeted Staffing		-		-

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, expenditures in this fund are typically much less than budget. The amount not expended each year is re-appropriated in the following fiscal year.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Transportation
FUND: Facilities Development Plans

BUDGET UNIT: SWB, SWD, SWG, SWJ, SWM, SWN, SWO, SWQ, SWX, SXP, SXQ
FUNCTION: Public Ways and Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	310,045	3,215,544	-	-	-	3,215,544	758,020	3,973,564
Other Charges	6,500	145,000	-	-	-	145,000	-	145,000
Transfers	215,000	536,900	-	-	-	536,900	(126,500)	410,400
Total Appropriation	531,545	3,897,444	-	-	-	3,897,444	631,520	4,528,964
Departmental Revenue								
Use of Money & Prop	70,253	89,560	-	-	-	89,560	(7,861)	81,699
Current Services	813,749	690,183	-	-	-	690,183	286,924	977,107
Total Revenue	884,002	779,743	-	-	-	779,743	279,063	1,058,806
Fund Balance		3,117,701	-	-	-	3,117,701	352,457	3,470,158

SCHEDULE C

DEPARTMENT: Public Works - Transportation
FUND: Facilities Development Plans
BUDGET UNIT: SWB, SWD, SWG, SWJ, SWM, SWN, SWO, SWQ, SWX, SXP, SXQ

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	758,020	-	758,020
	Increase due to proposed construction of Duncan Road in the Phelan area.				
2.	Transfers	-	(126,500)	-	(126,500)
	Reduction of reimbursements to the Road Operations Fund based on anticipated less use of labor for Development Projects.				
3.	Revenue From Use of Money and Property	-	-	(7,861)	7,861
	Reduction in FY 2004-05 is based on actual interest revenue being earned during FY 2003-04.				
4.	Revenue From Current Services	-	-	286,924	(286,924)
	Increase primarily due to development in Oak Hills and the High Desert, which produces additional facilities development fees.				
	Total	-	631,520	279,063	352,457

Measure I Program

DESCRIPTION OF MAJOR SERVICES

Measure I is a twenty-year program that provides funding for roadway resurfacing, rehabilitation, and widening projects, as well as providing funds for elderly and handicap transit services. The source of funding is a countywide one-half cent sales tax that was passed by the voters in November of 1989. The County is divided into six subareas, and the Measure I funds received must be spent within the subarea in which they were collected. The subareas are as follows: Barstow, Morongo, mountains, Needles, Victor Valley, and San Bernardino Valley.

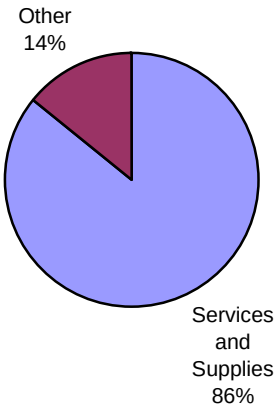
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

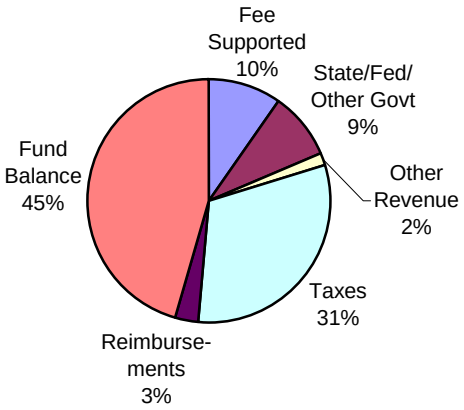
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	12,685,302	19,715,714	9,037,097	19,991,524
Total Financing Sources	7,218,362	8,793,864	7,523,146	10,583,625
Fund Balance		10,921,850		9,407,899
Budgeted Staffing		-		-

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, expenditures in this fund are typically much less than budget. The amount not expended each year is re-appropriated in the following fiscal year.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Transportation
FUND: Measure I Program

BUDGET UNIT: RRR, RRS, RRT, RRU, RRV, RWR, RWS, RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW
FUNCTION: Public Ways and Facilities
ACTIVITY: Public Facilities

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	7,844,493	16,636,739	-	-	-	16,636,739	1,061,253	17,697,992
Other Charges	51,900	219,000	-	-	-	219,000	(50,775)	168,225
Transfers	1,140,704	2,959,975	-	-	-	2,959,975	(224,668)	2,735,307
Total Exp Authority	9,037,097	19,815,714	-	-	-	19,815,714	785,810	20,601,524
Reimbursements	-	(100,000)	-	-	-	(100,000)	(510,000)	(610,000)
Total Appropriation	9,037,097	19,715,714	-	-	-	19,715,714	275,810	19,991,524
Departmental Revenue								
Taxes	6,050,035	5,786,422	-	-	-	5,786,422	602,191	6,388,613
Use of Money & Prop	404,551	299,442	-	-	-	299,442	50,558	350,000
State, Fed or Gov't Aid	275,772	460,000	-	-	-	460,000	1,370,877	1,830,877
Current Services	454,472	2,247,000	-	-	-	2,247,000	(232,865)	2,014,135
Other Revenue	12,566	1,000	-	-	-	1,000	(1,000)	-
Total Revenue	7,197,396	8,793,864	-	-	-	8,793,864	1,789,761	10,583,625
Operating Transfers In	325,750	-	-	-	-	-	-	-
Total Financing Sources	7,523,146	8,793,864	-	-	-	8,793,864	1,789,761	10,583,625
Fund Balance		10,921,850	-	-	-	10,921,850	(1,513,951)	9,407,899

SCHEDULE C

DEPARTMENT: Public Works - Transportation
FUND: Measure I Program
BUDGET UNIT: RRR, RRS, RRT, RRU, RRV, RWR, RWS, RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	1,061,253	-	1,061,253
	Increase is primarily due to new projects such as the Amboy Road overlay and Summit Valley Road paving.				
2.	Other Charges	-	(50,775)	-	(50,775)
	This decrease is due to reduced need for Right-of-Way purchases during 2004-05				
3.	Transfers	-	(224,668)	-	(224,668)
	Decrease is primarily due to less anticipated salary and benefit costs to be transferred to the Road Operations Fund during 2004/05.				
4.	Reimbursements	-	(510,000)	-	(510,000)
	Increased reimbursement from the Road Operations Fund to assist with financing the Summit Valley Road paving project, as well as other smaller road projects anticipated for the upcoming year.				
5.	Taxes	-	-	602,191	(602,191)
	This increase is based on the half cent sales tax revenue projections for FY 2004-05.				
6.	Revenue From Use of Money and Property	-	-	50,558	(50,558)
	Increased interest revenue due primarily because of additional revenues projected for 2004-05 and a greater cash balance.				
7.	State, Federal, or Other Governmental Aid	-	-	1,370,877	(1,370,877)
	Federal grant funds in the amount of $1,332,377 are expected to subsidize most of the cost of the Amboy Road overlay project.				
8.	Revenue From Current Services	-	-	(232,865)	232,865
	Reduced revenues from local agencies due to fewer participation projects scheduled.				
9.	Other Revenue	-	-	(1,000)	1,000
	A decrease in anticipated sales of plans and specifications for projects.				
	Total	-	275,810	1,789,761	(1,513,951)

Operations Fund

DESCRIPTION OF MAJOR SERVICES

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 grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs.

On November 12, 2003, the Board of Supervisors approved the termination of two existing agreements for the investment of certain solid waste funds. As a result of this action, the County's Treasurer-Tax Collector deposited approximately $88 million from the investment agreements into the SWMD's separate Financial Assurance Fund. Approximately $62 million of these funds are restricted to provide mandated financial assurance for the closure of landfills. The remaining $26 million is being budgeted in FY 2004-05 as follows: $13,068,255 in Fund EAB for closure projects; $3,815,053 in Fund EAC for landfill expansion; and $9,069,463 in Fund EAL for groundwater remediation projects.

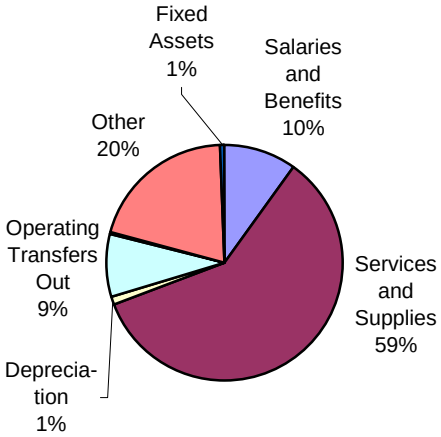
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	42,272,333	46,985,412	53,140,959	56,353,012
Total Financing Services	49,767,433	46,015,356	54,038,429	56,580,789
Revenue Over/(Under) Expense	7,495,100	(970,056)	897,470	227,777
Budgeted Staffing		74.4		84.8
Fixed Assets	265,067	-	418,338	353,000
Workload Indicators				
Total Revenue-Generating Tonnage	1,484,693	1,432,600	1,427,444	1,714,800
Single Family Residences	81,755	81,755	81,014	81,104
Active Facilities	14	14	14	14
Inactive Facilities	28	28	28	28

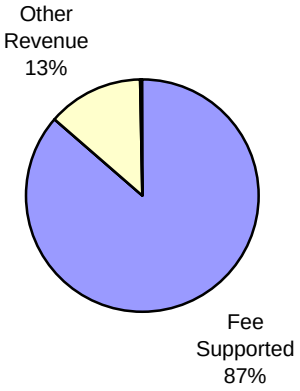
The estimated expenditures and revenues for 2003-04 are $6,155,547 and $8,023,073 greater than budgeted respectively. The increase in expenditures is due to the anticipated costs resulting from the Bark Beetle Program ($3,595,563), Debris Removal Program ($4,100,940), perchlorate investigation ($1,663,184), and the listing of unbudgeted depreciation expense ($592,147). These additional costs were partially offset by a $3,611,688 reduction in debt service payments created by refinancing an outstanding bond issue. The increase in revenue is largely due to the following: State and Federal reimbursements of $2,793,658 for the Debris Removal Program in response to the Old and Grand Prix fires; additional revenues/reimbursements of $1,642,165 associated with the Bark Beetle Program; an additional $1,594,500 due to the Board approving the acceptance of an extra 75,000 tons of Article 19 waste into the County's landfill system; receipt of $737,694 from property owners for the Debris Removal Program; and $931,000 from the Environmental Mitigation Fund.

The Workload Indicator for Total Revenue-Generating Tonnage is increasing by approximately 282,000 tons in 2004-05 due to the Bark Beetle Infestation Program and the Board-approved addition of an extra 75,000 tons of Article 19 waste into the County's landfill system.

2004-05 BREAKDOWN BY EXPENSE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Operations Fund

BUDGET UNIT: EAA, EWE, EWC
FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	4,541,478	4,726,577	333,520	122,370	-	5,182,467	544,543	5,727,010
Services and Supplies	32,950,826	29,045,546	352,059	-	-	29,397,605	4,084,185	33,481,790
Central Computer	20,665	20,665	15,601	-	-	36,266	-	36,266
Other Charges	9,750,420	7,907,701	-	-	-	7,907,701	3,280,645	11,188,346
Transfers	285,423	284,923	-	-	-	284,923	42,530	327,453
Total Appropriation	47,548,812	41,985,412	701,180	122,370	-	42,808,962	7,951,903	50,760,865
Depreciation	592,147	-	-	-	-	-	592,147	592,147
Oper Trans Out	5,000,000	5,000,000	-	-	-	5,000,000	-	5,000,000
Total Operating Expense	53,140,959	46,985,412	701,180	122,370	-	47,808,962	8,544,050	56,353,012
Departmental Revenue								
Taxes	7,062,583	7,164,436	-	-	-	7,164,436	(111,403)	7,053,033
Licenses and Permits	1,578,765	900,000	-	-	-	900,000	459,128	1,359,128
Use of Money & Prop	226,288	246,679	-	-	-	246,679	8,821	255,500
State, Fed or Gov't Aid	3,956,150	779,790	-	-	-	779,790	(697,729)	82,061
Current Services	39,915,135	36,786,137	701,180	122,370	-	37,609,687	9,961,359	47,571,046
Other Revenue	748,008	10,314	-	-	-	10,314	(293)	10,021
Other Financing Sources	-	128,000	-	-	-	128,000	(78,000)	50,000
Total Revenue	53,486,929	46,015,356	701,180	122,370	-	46,838,906	9,541,883	56,380,789
Operating Transfers In	551,500	-	-	-	-	-	200,000	200,000
Total Financing Sources	54,038,429	46,015,356	701,180	122,370	-	46,838,906	9,741,883	56,580,789
Revenue Over/(Under) Exp	897,470	(970,056)	-	-	-	(970,056)	1,197,833	227,777
Budgeted Staffing		74.4	-	3.0	-	77.4	7.4	84.8
Fixed Asset								
Improvement to Land	-	-	-	-	-	-	100,000	100,000
Equipment	418,338	-	-	-	-	-	253,000	253,000
Total Fixed Assets	418,338	-	-	-	-	-	353,000	353,000

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Operations Fund
BUDGET UNIT: EAA, EWE, EWC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	**74.4**	**46,985,412**	**46,015,356**	**(970,056)**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	333,520	333,520	-
Internal Service Fund Adjustments	-	367,660	367,660	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**701,180**	**701,180**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	3.0	122,370	122,370	-
Subtotal	**3.0**	**122,370**	**122,370**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**77.4**	**47,808,962**	**46,838,906**	**(970,056)**
Department Recommended Funded Adjustments	**7.4**	**8,544,050**	**9,741,883**	**1,197,833**
TOTAL 2004-05 PROPOSED BUDGET	**84.8**	**56,353,012**	**56,580,789**	**227,777**

2003-04 FINAL FIXED ASSETS	**-**
Board Approved Adjustments During 2003-04	
Mid-Year Board Items	**-**
Impacts to Fixed Assets Due to State Budget Cuts	**-**
Department Recommended Changes in Fixed Assets	**353,000**
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	**353,000**

SCHEDULE C

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Operations Fund
BUDGET UNIT: EAA, EWE, EWC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	**SALARIES AND BENEFITS**	7.4	544,543	-	(544,543)

SWMD is proposing a 7.4 net increase in budgeted staff. This increase includes the addition of the following 7.0 new positions:
* 1.0 Public Works Engineer II for closure construction project management.
* 1.0 Engineering Technician V for inspection of landfill gas and groundwater monitoring operations and maintenance contracted construction.
* 1.0 Landfill Operations Inspector for daily observation of operations and diversion activity at landfills and transfer stations throughout the County, and oversight of the numerous Bark Beetle timber harvesters.
* 1.0 Planner II to research and develop alternatives to wood waste disposal, research funding opportunities, and a variety of other duties.
* 2.0 Fiscal Clerk II positions for daily scale transaction monitoring and tonnage corrections, payments to contractors, receipts from haulers, and job cost accounting.
* 1.0 Staff Analyst I for contract and program monitoring, financial and statistical analysis/reporting, and responding to day-to-day inquiries for information.

These new positions are needed to assist SWMD with its increased workload demands resulting from additional tonnage being delivered to the County's landfill system, as well as the $26 million of landfill closure and expansion projects that are scheduled for FY 2004-05.

In addition to the above increases, 1.0 Public Service Employee is being added to offset a 0.8 decrease for an Engineering Technician III who is on military service leave, and budgeted staff is increasing by 0.2 for overtime of various field personnel.

SCHEDULE C

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Operations Fund
BUDGET UNIT: EAA, EWE, EWC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2.	**SERVICES AND SUPPLIES**				
	Bark Beetle Program		5,791,141	-	(5,791,141)
	Full year costs to continue the Bark Beetle Program at maximum capacity including full operations of the burners at Burnt Flats and chipping operations at Heaps Peak and Big Bear.				
	Waste Reduction Programs		399,000	-	(399,000)
	Expanded and new waste reduction programs to reach the AB 939 requirement of diverting 50% of waste generated in the County. These programs are aimed at increasing the recycling and reuse of waste.				
	Capital Projects Technical Support		1,203,522	-	(1,203,522)
	This program provides for Landfill Gas and Groundwater well construction and monitoring at all active landfills, and for corrective actions required by the various water and air quality control boards. In addition, this program provides for construction design of closure and expansion projects and other engineering consultant projects. The additional appropriations for 2004-05 are needed for projects that have been deferred in previous years. These projects were pending completion of a study regarding the final cover materials at the landfills. Projects were also deferred until sufficient funding became available.				
	Operations Contract		1,097,927	-	(1,097,927)
	This program provides for the day-to-day operations of all of the active landfills and transfer stations, and for the repair of storm damaged inactive and closed landfill facilities. This increase is due to additional tons projected to be brought to the county solid waste facilities during 2004-05.				
	Debt service		(4,900,000)	-	4,900,000
	Debt service principal costs have been reclassified to the Other Charges category per the Auditor/Controller-Recorder.				
	Other services and supplies costs		492,595	-	(492,595)
	Increased appropriations for the following: software/hardware purchases ($122,997), non-inventorial equipment ($46,584), remodel of office space for new employees ($144,215), communication charges ($90,247), COWCAP ($60,452), and various minor adjustments that result in a $28,100 net increase.				
3.	**OTHER CHARGES**				
	Debt Service - Principal		4,900,000	-	(4,900,000)
	The budget for outstanding debt service principal payments have been reclassified from the Services and Supplies account per direction from the Auditor/Controller-Recorder's Office.				
	Debt Service - Interest		(2,093,115)	-	2,093,115
	The Debt Service interest is reduced due to the pay-off of one bond in the previous fiscal year.				
	Payments to other government entities		473,760	-	(473,760)
	Increased payments to the Board of Equalization due to additional tonnage at the landfills ($174,321), to the WDA Cities for the increased Article 19 tonnage ($297,424), and to the City of Ontario for the Milliken Landfill property taxes ($2,015).				
4.	**TRANSFERS**		42,530	-	(42,530)
	Increased payments for the administrative charges related to the operations of the Economic Development and Public Services Group.				
5.	**DEPRECIATION**		592,147	-	(592,147)
	SWMD now reflecting depreciation expense in the County budget book per direction from the County Administrative Office.				
6.	**TAXES**		-	(111,403)	(111,403)
	Reduction to Estimated Single Family Refuse rate paid on Property Tax Assessment due to the October 2003 Old Waterman Canyon and Grand Prix Fires destroying homes and businesses.				
7.	**LICENSES AND PERMITS**		-	459,128	459,128
	Increased revenues from additional franchised areas.				
8.	**USE OF MONEY AND PROPERTY**		-	8,821	8,821
	Increased interest earned due to a greater cash balance for this fund.				
9.	**STATE, FEDERAL, AND OTHER GOVERNMENTAL AID**		-	(697,729)	(697,729)
	Decrease principally due to reduced federal aid for the Bark Beetle Program.				
10.	**CURRENT SERVICES**		-	9,961,359	9,961,359
	* Increase of $7,409,350 due to charging for Bark Beetle wood waste. * Increase of $1,577,000 from the additional Article 19 tonnage received. * An additional $676,000 for WDA cost-of-living adjustment of $1.00 per ton. * An additional $299,009 due to under-estimating the amount of revenue during the 2003-04 budget process.				
11.	**OTHER REVENUE**		-	(293)	(293)
	Minimal decrease in other revenue anticipated for 2004-05.				
12.	**OTHER FINANCING SOURCES**		-	(78,000)	(78,000)
	Reduction in proceeds from the sale of fixed assets.				

SCHEDULE C

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Operations Fund
BUDGET UNIT: EAA, EWE, EWC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
13.	**OPERATING TRANSFERS IN**		-	200,000	200,000
	Transfers from the Environmental Mitigation Fund to assist with the cost of the Bark Beetle Infestation Program.				
	Total	7.4	8,544,050	9,741,883	1,197,833

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Scale	100,000
	Purchase and installation of additional scale at the Colton landfill for traffic mitigation.	
2.	Office Equipment	25,000
	Purchase of a copier to replace a model having excessive down time for repairs for $15,000. Purchase of a wide-format copier for engineering design and topographical copies for $10,000.	
3.	Field Equipment	228,000
	Replace excavator at burnt flats for $200,000. Purchase of an Organic Vapor Analyzer/Monitor for landfill gas inspections for $18,000. Purchase of two (2) landfill gas detectors for over night detection of gas leaks for $5,000 each or $10,000.	
	Total	353,000

SCHEDULE E

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Operations Fund
BUDGET UNIT: EAA, EWE, EWC

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
Ordinary Refuse Fee	-	588,800	588,800	-
This fee increase is "inflationary" in nature. 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 implemented, a per ton spread was established between the WDA refuse fee and the Ordinary refuse fee. Each year, the County maintains the original $4.50/ton parity between these two fees by adjusting the Ordinary Refuse fee as necessary. If this fee increase is approved, additional revenue of $588,800 would be generated in 2004-05. SWMD proposes to set this revenue aside to fund any potential costs resulting from the continuing perchlorate investigation at the Mid-Valley landfill.				
Hard to Handle, Special Handling, Non-compacted, and Compacted Refuse	-	100	100	-
These fee increases are "inflationary" in nature and are being recommended to preserve a link with the above Ordinary Refuse Fee.				
Uncovered/Unsecured Loads (minimum load)	-	148,560	148,560	-
State and local laws prohibit transportation of waste in an uncovered or unsecured manner. Nearly 50% of all loads received at County waste facilities are in violation of such laws that result in additional litter cleanup costs for SWMD. This new fee will give the County a method for encouraging public compliance with the laws and provide additional funds to finance litter cleanup activities. Without this new fee, the County will continue to experience excessive waste spillage from uncovered and unsecured loads, and have to fund the related cleanup from existing operating funds.				
Uncovered/Unsecured Loads (per ton loads)	-	61,923	61,923	-
State and local laws prohibit transportation of waste in an uncovered or unsecured manner. Nearly 50% of all loads received at County waste facilities are in violation of such laws that result in additional litter cleanup costs for SWMD. This new fee will give the County a method for encouraging public compliance with the laws and provide additional funds to finance litter cleanup activities. Without this new fee, the County will continue to experience excessive waste spillage from uncovered and unsecured loads, and have to fund the related cleanup from existing operating funds.				
Uniform Handling Exemption Application Fee	-	60,000	60,000	-
Some customers who self-haul their waste wish to be exempted from mandatory trash pickup. An application process is being developed, but there is no revenue source to fund its costs. This new fee would fund the program costs. Without this new fee, existing operational revenues will be used to fund these costs. This program is optional to the customers.				
Total	-	859,383	859,383	0

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Public Works - Solid Waste Management
FUND NAME : Operations Fund
BUDGET UNIT: EAA SWM
PROGRAM: Sanitation Services

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 56,862,786	Revised Appropriations	$ 57,722,169	$ 859,383

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	20,357,384	Fee Revenue for listed fees	21,216,767	859,383
Fee Revenue for fees not listed	36,135,597	Fee Revenue for fees not listed	36,135,597	-
Non Fee Revenue	597,582	Non Fee Revenue	597,582	-
Retained Earnings	(227,777)	Retained Earnings	(227,777)	-
Budgeted Sources	$ 56,862,786	Revised Sources	$ 57,722,169	$ 859,383

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	588,900
Other	270,483
Total	$ 859,383

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

The Solid Waste Management Division (SWMD) is recommending an inflationary increase to the Ordinary Refuse Fee to maintain parity with the refuse fee of the Waste Delivery Agreement cities. The $588,900 of additional revenue to be generated from this increase would be set aside for continuing costs related to the Mid-Valley perchlorate investigation. The proposed new fee for the Uncovered/Unsecured loads at the landfills is needed to encourage public compliance with existing laws and to generate $210,483/year to finance cleanup activities resulting from the uncovered/unsecured loads. Also, SWMD is recommending a new Uniform Handling Exemption Application Fee to generate $60,000 in revenues to offset the cost of determining if certain customers can be exempted from mandatory trash pickup. This program is completely optional for customers.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Public Works - Solid Waste Management
FUND NAME : Operations Fund
PROGRAM: Sanitation Services

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0222(a)(1)	Ordinary Refuse	$ 34.56	588,800	$ 20,348,928	$ 35.56	588,800	$ 20,937,728	$ 1.00	-	$ 588,800	$ 588,800	This fee increase is "inflationary" in nature and is being recommended to maintain the parity with the refuse fee with the Waste Delivery Agreement cities. The additional revenue generated will be set aside for future costs related to the ongoing perchlorate investigation at the Mid Valley landfill.
16.0222(h)(3)(B)	Hard to Handle Refuse	$ 21.14	200	$ 4,228	$ 21.39	200	$ 4,278	$ 0.25	-	$ 50	$ 50	This fee increase is "inflationary" in nature and is being recommended to preserve a link with the Ordinary Refuse Fee.
16.0222(h)(3)(C)	Special Handling Refuse	$ 21.14	200	$ 4,228	$ 21.39	200	$ 4,278	$ 0.25	-	$ 50	$ 50	This fee increase is "inflationary" in nature and is being recommended to preserve a link with the Ordinary Refuse Fee.
16.0222(i)(1)(A)	Non-Compacted Refuse	$ 3.46	-	$ -	$ 3.56	-	$ -	$ 0.10	-	$ -	$ -	This fee increase is "inflationary" in nature and is being recommended to preserve a link with the Ordinary Refuse Fee.
16.0222(i)(1)(B)	Compacted Refuse	$ 11.53	-	$ -	$ 11.86	-	$ -	$ 0.33	-	$ -	$ -	This fee increase is "inflationary" in nature and is being recommended to preserve a link with the Ordinary Refuse Fee.
16.0222	Use Codes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	This is not a fee increase. This action merely revises language to add the following use codes: 0526 (Mobile home on permanent foundation), 0534 (Attached single family residence - common wall), 0535 (Zero lot line single family residence), 0599 (Miscellaneous residential structure). There is no financial impact from this action.
16.0222(a)(3)	Uncovered/ Unsecured Loads [minimum loads]	$ -	-	$ -	$ 10.00	14,856	$ 148,560	$ 10.00	14,856	$ 148,560	$ 148,560	State and local laws prohibit transportation of waste in an unsecured or uncovered manner. Nearly 50% of all loads received at County waste facilities are in violation of such laws, causing litter cleanup problems. This new fee will give the County a method for encouraging public compliance with the laws and generate additional revenues to finance litter cleanup activates.
16.0222(a)(3)	Uncovered/ Unsecured Loads [per ton loads]	$ -	-	$ -	$ 36.34	1,704	$ 61,923	$ 36.34	1,704	$ 61,923	$ 61,923	State and local laws prohibit transportation of waste in an unsecured or uncovered manner. Nearly 50% of all loads received at County waste facilities are in violation of such laws, causing litter cleanup problems. This new fee will give the County a method for encouraging public compliance with the laws and generate additional revenues to finance litter cleanup activates.
16.0222(k)(10)	Uniform Handling Exemption Application Fee			$ -	$ 40.00	1,500	$ 60,000	$ 40.00	1,500	$ 60,000	$ 60,000	Some customers who self-haul their waste wish to be exempted from mandatory trash pickup. An application process is being developed so they can be excluded, but there is no current revenue source to fund this cost. This proposed new fee is being recommended to fund the program's costs. Without this fee, existing operational revenues will be used to finance these costs. This program is completely optional for customers.

Site Closure and Maintenance Fund

DESCRIPTION OF MAJOR SERVICES

The Site Closure and Maintenance Fund provides for the closure of landfills and for post-closure maintenance [e.g., fencing, storm damage, soil erosion, but excluding landfill gas and groundwater monitoring] required by Titles 14 and 25 of the California Code of Regulations. This fund accounts for the expenses and revenues related to the planning, design, permitting, and construction activities required for closure and post-closure maintenance of county landfills.

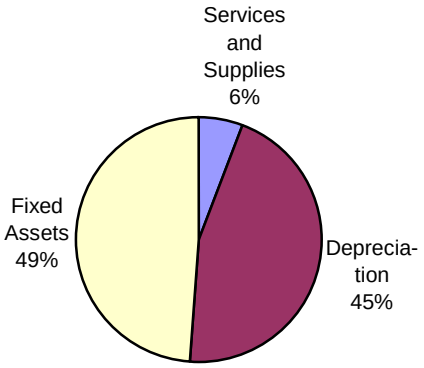
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

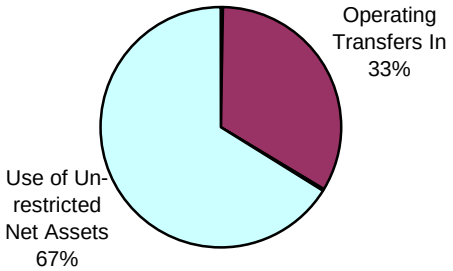
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	4,688,406	10,806,246	8,035,203	20,038,427
Total Financing Sources	5,670,418	10,059,246	6,217,355	13,323,915
Revenue Over/(Under) Expense	982,012	(747,000)	(1,817,848)	(6,714,512)
Budgeted Staffing		-		-
Fixed Assets	7,000	8,694,365	8,392,365	19,167,365

The 2003-04 estimated expenses and revenues are approximately $2.7 million and $3.8 million less than budget, respectively. Both shortfalls are the result of less than anticipated operating transfer activity occurring during the year between various SWMD Funds.

2004-05 BREAKDOWN BY EXPENSE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Site Closure and Maintenance

BUDGET UNIT: EAB SWM
FUNCTION: Health & Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	2,732,113	1,533,312	-	-	-	1,533,312	803,372	2,336,684
Total Appropriation	2,732,113	1,533,312	-	-	-	1,533,312	803,372	2,336,684
Depreciation	874,179	-	-	-	-	-	17,701,743	17,701,743
Oper Trans Out	4,428,911	9,272,934	-	-	-	9,272,934	(9,272,934)	-
Total Operating Expense	8,035,203	10,806,246	-	-	-	10,806,246	9,232,181	20,038,427
Departmental Revenue								
Taxes	9,500	9,500	-	-	-	9,500	-	9,500
Use of Money & Prop	193,838	138,152	-	-	-	138,152	(38,152)	100,000
Current Services	141,944	105,000	-	-	-	105,000	41,160	146,160
Total Revenue	345,282	252,652	-	-	-	252,652	3,008	255,660
Operating Transfers In	5,872,073	9,806,594	-	-	-	9,806,594	3,261,661	13,068,255
Total Financing Sources	6,217,355	10,059,246	-	-	-	10,059,246	3,264,669	13,323,915
Revenue Over/(Under) Exp	(1,817,848)	(747,000)	-	-	-	(747,000)	(5,967,512)	(6,714,512)
Fixed Asset								
Land	325,000	-	-	-	-	-	325,000	325,000
Improvement to Land	8,067,365	8,694,365	-	-	-	8,694,365	10,148,000	18,842,365
Total Fixed Assets	8,392,365	8,694,365	-	-	-	8,694,365	10,473,000	19,167,365

SCHEDULE C

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Site Closure and Maintenance
BUDGET UNIT: EAB SWM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and Supplies	-	803,372	-	(803,372)
	Increase due to a carry-over of professional service projects from FY 2003-04 and new professional service projects anticipated for FY 2004-05.				
2.	Depreciation	-	17,701,743	-	(17,701,743)
	Estimated depreciation expense now included in the budget book per instructions from the County Administrative Office.				
3.	Operating Transfers Out	-	(9,272,934)	-	9,272,934
	Closure bond released in FY 2003-04 to the Solid Waste Management Division and deposited in the Financial Assurance Fund (Fund EAN). As a result, in FY 2004-05 this budget unit will no longer provide financing for Groundwater Remediation projects.				
4.	Interest	-	-	(38,152)	(38,152)
	Decreased interest revenue expected due to reduced cash balance.				
5.	Revenue From Current Services	-	-	41,160	41,160
	Increase in Article 19 tonnage resulting in additional revenue in FY 2004-05.				
6.	Operating Transfers In	-	-	3,261,661	3,261,661
	Increased funding from the Financial Assurance Fund to finance several closure projects at a number of sites including Lenwood-Hinkley, 29 Palms, Hesperia and Lucerne Valley.				
	Total	-	9,232,181	3,264,669	(5,967,512)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Land	325,000
	Increase due to the anticipated purchase of a 2-acre parcel west of Unit 1 at the Mid-Valley Sanitary Landfill.	
2.	Improvements to Land	10,148,000
	Increase in final closure construction projects. The 29 Palms, Milliken - Phase 3, and Hesperia sanitary landfills are expected to be fully closed during FY 2004-05.	
	Total	10,473,000

Site Enhancement, Expansion, & Acquisition Fund

DESCRIPTION OF MAJOR SERVICES

The Site Enhancement, Expansion and Acquisition Fund provides for the expansion construction of landfills and transfer stations, the purchase of land, the construction of new facilities, and site enhancements. This fund accounts for the expenses and revenues related to the planning, permitting, construction, and design activities required for the expansion and/or enhancement of County landfill and transfer station operations.

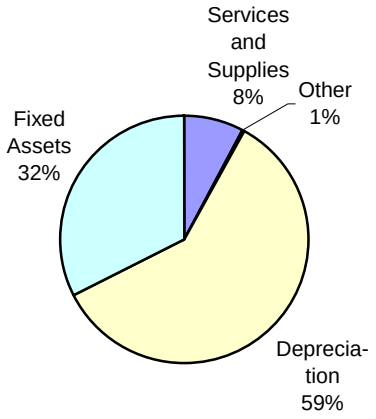
There is no staffing associated with this budget fund.

BUDGET AND WORKLOAD HISTORY

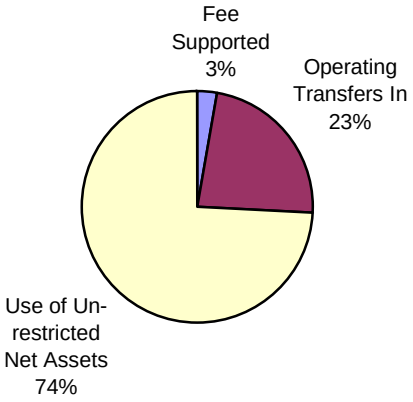
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	896,163	3,806,788	20,916,850	21,897,101
Total Financing Sources	8,422,779	8,204,667	4,825,725	8,375,716
Revenue Over/(Under) Expense	7,526,616	4,397,879	(16,091,125)	(13,521,385)
Budgeted Staffing		-		-
Fixed Assets	1,001,641	9,686,116	10,215,936	10,510,000

The 2003-04 estimated expenses are approximately $17.1 million greater than budget largely due to now reporting depreciation expense in the budget book. SWMD is anticipating approximately $16.3 million of unbudgeted depreciation expense for 2003-04. Effective 2004-05, SWMD will be budgeting for depreciation per direction from the County Administrative Office. The 2003-04 estimated revenues are $3,378,942 less than budget due to less operating transfer activity between SWMD Funds occurring during the year.

2004-05 BREAKDOWN BY EXPENSE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Site Enhancement, Expansion & Acq.

BUDGET UNIT: EAC SWM
FUNCTION: Health & Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	3,454,895	2,934,194	-	-	-	2,934,194	(447,461)	2,486,733
Other Charges	165,321	-	-	-	-	-	165,321	165,321
Total Appropriation	3,620,216	2,934,194	-	-	-	2,934,194	(282,140)	2,652,054
Depreciation	16,253,885	-	-	-	-	-	19,245,047	19,245,047
Oper Trans Out	1,042,749	872,594	-	-	-	872,594	(872,594)	-
Total Operating Expense	20,916,850	3,806,788	-	-	-	3,806,788	18,090,313	21,897,101
Departmental Revenue								
Use of Money & Prop	156,602	117,205	-	-	-	117,205	38,795	156,000
Current Services	892,219	660,000	-	-	-	660,000	261,620	921,620
Other Revenue	300,000	-	-	-	-	-	-	-
Total Revenue	1,348,821	777,205	-	-	-	777,205	300,415	1,077,620
Operating Transfers In	3,476,904	7,427,462	-	-	-	7,427,462	(129,366)	7,298,096
Total Financing Sources	4,825,725	8,204,667	-	-	-	8,204,667	171,049	8,375,716
Revenue Over/(Under) Exp	(16,091,125)	4,397,879	-	-	-	4,397,879	(17,919,264)	(13,521,385)
Budgeted Staffing		-	-	-	-	-	-	-
Fixed Asset								
Land	16,000	20,000	-	-	-	20,000	(10,000)	10,000
Improvement to Land	10,199,936	9,666,116	-	-	-	9,666,116	833,884	10,500,000
Total Fixed Assets	10,215,936	9,686,116	-	-	-	9,686,116	823,884	10,510,000

SCHEDULE C

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Site Enhancement, Expansion & Acq.
BUDGET UNIT: EAC SWM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and Supplies	-	(447,461)	-	447,461
	Decrease in carry-over of professional service projects from FY 2003-04.				
2.	Other Charges	-	165,321	-	(165,321)
	Estimated settlement costs with property owners regarding Baseline/Alder Ave. property.				
3.	Depreciation	-	19,245,047	-	(19,245,047)
	Estimated depreciation expense now included in budget book per instructions from the County Administrative Office.				
4.	Operating Transfers Out	-	(872,594)	-	872,594
	Less operating transfers to the Site Closure and Maintenance Fund will be required due to cash available in the Financial Assurance Fund (Fund EAN).				
5.	Revenue From Use of Money and Property	-	-	38,795	38,795
	Increased interest revenue due to greater cash balance.				
6.	Revenue From Current Services	-	-	261,620	261,620
	Increase in Article 19 tonnage resulting in additional revenue in FY 2004-05.				
7.	Operating Transfers In	-	-	(129,366)	(129,366)
	Less operating transfers in are needed due to partial funding of projects from expansion bond during FY 2004-05.				
	Total	-	18,090,313	171,049	(17,919,264)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Land	(10,000)
	Reduction in the amount needed to complete the Barstow Land Transfer Project with the Bureau of Land Management.	
2.	Improvements to Land	833,884
	Increase due to carry-over projects from FY 2003-04 and new projects for FY 2004-05.	
	Total	823,884

Groundwater Remediation Fund

DESCRIPTION OF MAJOR SERVICES

The Groundwater Remediation Fund provides environmental mitigation activities (e.g., landfill gas extraction and groundwater remediation created by the landfill) at closed and inactive County landfill sites for the health and safety of the public. This fund accounts for the expenses and revenues related to these environmental remediation activities. Also referred to as post-closure activities, the costs related to this fund are financed by SWMD's Financial Assurance Fund.

There is no staffing associated with this budget unit.

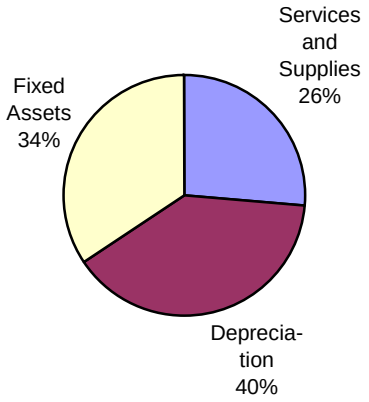
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Opertaing Expense	2,827,626	3,422,934	6,811,318	9,832,790
Total Financing Sources	4,653,329	9,283,976	4,449,096	9,089,463
Revenue Over/(Under) Expense	1,825,703	5,861,042	(2,362,222)	(743,327)
Budgeted Staffing		-		-
Fixed Assets	1,255,358	5,861,042	4,559,132	5,143,053

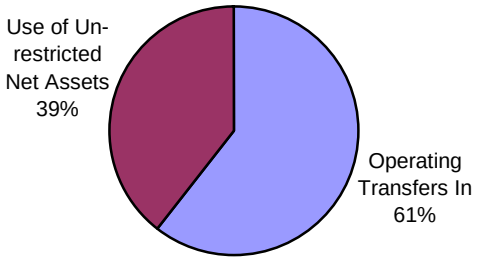
The 2003-04 estimated expenses are approximately $3.4 million greater than budget largely due to now reporting depreciation expense in the budget book. SWMD is anticipating approximately $2.4 million of unbudgeted depreciation expense for 2003-04. Effective 2004-05, SWMD will be budgeting for depreciation per direction from the County Administrative Office. In addition, a number of groundwater remediation projects have been deferred until 2004-05, resulting in a savings of $975,958.

The 2003-04 estimated revenues are $4,834,880 less than budget due to less operating transfer activity between SWMD Funds occurring during the year.

2004-05 BREAKDOWN BY EXPENSE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Groundwater Remediation Fund

BUDGET UNIT: EAL SWM
FUNCTION: Health & Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	4,398,892	3,422,934	-	-	-	3,422,934	543,661	3,966,595
Total Appropriation	4,398,892	3,422,934	-	-	-	3,422,934	543,661	3,966,595
Depreciation	2,412,426	-	-	-	-	-	5,866,195	5,866,195
Total Operating Expense	6,811,318	3,422,934	-	-	-	3,422,934	6,409,856	9,832,790
Departmental Revenue								
Use of Money & Prop	20,185	2,109	-	-	-	2,109	17,891	20,000
Other Revenue	-	8,933	-	-	-	8,933	(8,933)	-
Total Revenue	20,185	11,042	-	-	-	11,042	8,958	20,000
Operating Transfers In	4,428,911	9,272,934	-	-	-	9,272,934	(203,471)	9,069,463
Total Financing Sources	4,449,096	9,283,976	-	-	-	9,283,976	(194,513)	9,089,463
Revenue Over/(Under) Exp	(2,362,222)	5,861,042	-	-	-	5,861,042	(6,604,369)	(743,327)
Fixed Asset								
Improvement to Land	4,559,132	5,861,042	-	-	-	5,861,042	(717,989)	5,143,053
Total Fixed Assets	4,559,132	5,861,042	-	-	-	5,861,042	(717,989)	5,143,053

SCHEDULE C

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Groundwater Remediation Fund
BUDGET UNIT: EAL SWM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and Supplies	-	543,661	-	(543,661)
	Increase due to a carry-over of professional service projects from FY 2003-04 and new professional service projects for FY 2004-05.				
2.	Depreciation	-	5,866,195	-	(5,866,195)
	Estimated depreciation expense now included in budget book per instructions from the County Administrative Office.				
3.	Revenue From Use of Money and Property	-	-	17,891	17,891
	Increase in interest earned due to greater cash balance.				
4.	Other Revenue	-	-	(8,933)	(8,933)
	Prior year's revenue no longer budgeted.				
5.	Operating Transfers In	-	-	(203,471)	(203,471)
	Less operating transfers for 2004-05 due to a reduction of groundwater remediation capital projects scheduled for the upcoming year.				
	Total	-	6,409,856	(194,513)	(6,604,369)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Improvements to Land	(717,989)
	Decrease in the number of projects anticipated for FY 2004-05.	
	Total	(717,989)

Environmental Mitigation Fund

DESCRIPTION OF MAJOR SERVICES

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 on local communities. The Board of Supervisors (Board) approved an Environmental Mitigation Fund Use Policy on July 10, 2001. In accordance with this 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 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 host cities with a county landfill within its boundary or sphere of influence. On March 30, 2004, the Board approved an amended EMF Use Policy that revised the eligibility criteria to include the County's portion of costs associated with debris cleanup in the aftermath of a locally declared disaster.

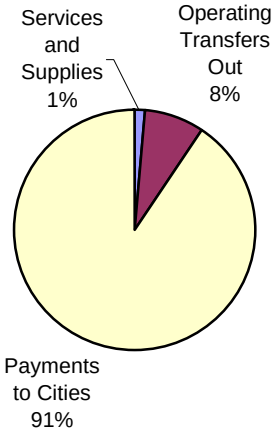
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

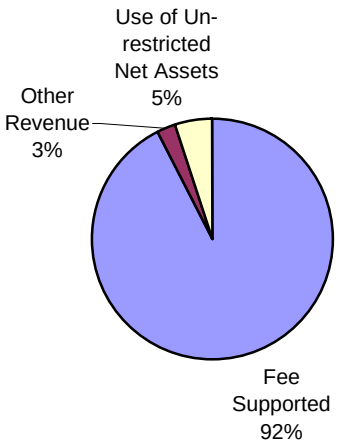
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	2,099,039	2,003,000	3,209,000	2,501,000
Departmental Revenue	2,302,279	2,095,595	2,236,082	2,377,030
Revenue Over/(Under) Expense	203,240	92,595	(972,918)	(123,970)
Budgeted Staffing		-		-
Fixed Assets	-	100,000	100,000	-

The 2003-04 estimated expenses are $1,206,000 greater than budget primarily due to the Board-approved use of Environmental Mitigation funds to finance a portion of SWMD's debris removal and cleanup costs related to the Grand Prix and Old fires.

2004-05 BREAKDOWN BY EXPENSE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Environmental Mitigation Fund

BUDGET UNIT: EWD SWM
FUNCTION: Health & Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	48,000	-	-	-	-	-	36,000	36,000
Other Charges	2,230,000	2,003,000	-	-	-	2,003,000	262,000	2,265,000
Total Appropriation	2,278,000	2,003,000	-	-	-	2,003,000	298,000	2,301,000
Oper Trans Out	931,000	-	-	-	-	-	200,000	200,000
Total Operating Expense	3,209,000	2,003,000	-	-	-	2,003,000	498,000	2,501,000
Departmental Revenue								
Use of Money & Prop	64,417	32,775	-	-	-	32,775	31,225	64,000
Current Services	2,171,665	2,062,820	-	-	-	2,062,820	250,210	2,313,030
Total Revenue	2,236,082	2,095,595	-	-	-	2,095,595	281,435	2,377,030
Revenue Over/(Under) Exp	(972,918)	92,595	-	-	-	92,595	(216,565)	(123,970)
Fixed Asset								
Improvement to Land	100,000	100,000	-	-	-	100,000	(100,000)	-
Total Fixed Assets	100,000	100,000	-	-	-	100,000	(100,000)	-

SCHEDULE C

DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Environmental Mitigation Fund
BUDGET UNIT: EWD SWM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and Supplies	-	36,000	-	(36,000)
	Increase due to various projects for Community Collection and Illegal Dumping Abatement programs.				
2.	Other Charges	-	262,000	-	(262,000)
	Increase in payment to cities for Host Community Fees due to increase in tonnage.				
3.	Operating Transfers Out	-	200,000	-	(200,000)
	Increase due to funding of State Highway 173 annual maintenance costs and the Bark Beetle Remediation Program in SWMD's Operations fund.				
4.	Revenue From Use of Money and Property	-	-	31,225	31,225
	Increase in interest revenue based on current year estimates.				
5.	Revenue From Current Services	-	-	250,210	250,210
	Increase in revenue based on additional tonnage projected in FY 2004-05.				
	Total	-	498,000	281,435	(216,565)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

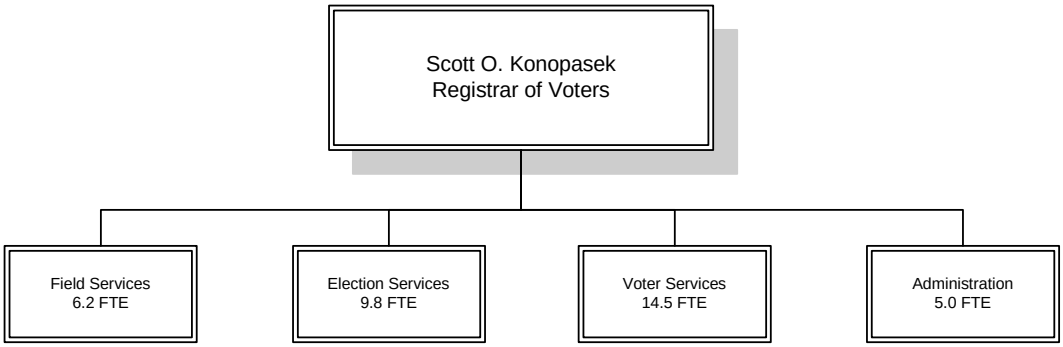
	Brief Description of Change	Appropriation
1.	Improvements to Land	(100,000)
	No capital projects planned for FY 2004-05.	
	Total	(100,000)

REGISTRAR OF VOTERS
Scott O. Konopasek

MISSION STATEMENT

The Registrar of Voters Department upholds the integrity of the electoral process by consistently conducting fair and open elections that are accessible to all and that accurately reflect the intent of the electorate. Departmental activities promote public confidence in the electoral process, increase voter participation, and strengthen democracy while providing the highest quality of customer service.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The primary function of the Registrar of Voters Department is to conduct elections as prescribed by district, city, county, state, and federal laws, and regulations. To support this function, the department is also responsible for registering voters, maintaining voter records, processing petitions, tracking boundary changes and precinct boundaries to reflect realignments of all political subdivisions, and recruiting and training poll workers.

The Voter Services Division processes voter registrations, in an accurate and timely manner, for eligible voters within the County of San Bernardino. This division maintains the voter rolls with current information to be used to conduct elections and to verify petitions. This division also performs absentee voter functions that include processing absentee applications, issuing, receiving, and preparing for counting absentee ballots for all elections.

The Election Services Division recruits, trains, and strives to retain sufficient qualified and knowledgeable poll workers for each election. This division processes candidate filings and processes/files candidate FPPC financial statements. Additionally, this division maintains all current political subdivisions boundaries for use in conducting elections and providing registration data as requested.

The Field Services Division is responsible for locating a sufficient number of accessible polling places for all elections and arranging for the delivery and recovery of all supplies to all polling places. This division also maintains, operates, and tests the Department's voting systems.

The Administration Division provides accurate and timely fiscal, personnel, payroll, and general office support.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	3,134,710	4,484,686	19,400,332	3,285,368
Departmental Revenue	543,214	1,744,134	9,924,423	652,000
Local Cost	2,591,496	2,740,552	9,475,909	2,633,368
Budgeted Staffing		42.9		36.5

Workload Indicators

Elections	113	210	226	100
Registered Voters	612,801	635,000	649,501	700,000
Polling Places	893	1,400	1,234	408
State Petitions Checked	1	3	11	3
Signatures Checked on State Petitions	3,638	42,500	73,500	45,000
Absentee Ballots issued	103,124	250,000	328,382	140,000

In FY 2003-04, there were several major program changes and/or events that impacted the Department's budget after adoption of the final budget.

The first major program change involved a contract that was awarded to Sequoia Electronic Voting Systems on September 9, 2003, in the amount of $13,695,027, to supply the electronic voting system that replaced the County's decertified punch card voting system. State Proposition 41 funding of $7,995,027 was received to offset the cost of the system, with the balance of $5,700,000 in funding from the County’s Electronic Voting System Reserve (county contingency funds).

The second major event was the unbudgeted October 7, 2003, Statewide Special Election. This election was funded with $1,200,000 of County contingency funds.

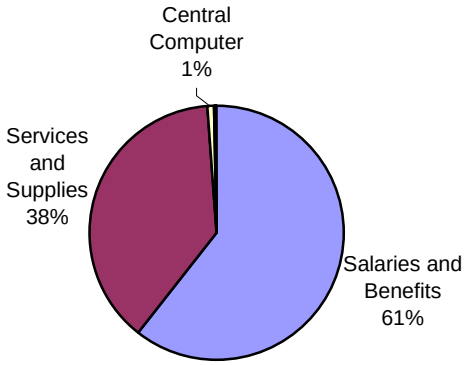
The third major program change was the implementation of the OPTECH absentee ballot system which was used countywide for absentee ballots and at polling places for both the October 2003 Special Election, and the November 2003 district elections. The OPTECH system was used for absentee voting at the March 2004 primary election and will continue to be used as the absentee system.

The fourth major program change was a countywide implementation of the Sequoia AVC Edge electronic voting system at the March 2004 primary election, which had different cost factors from that of the punch card system. However, the FY 2003-04 budget was based upon historical expenditure assumptions related to use of punch card voting.

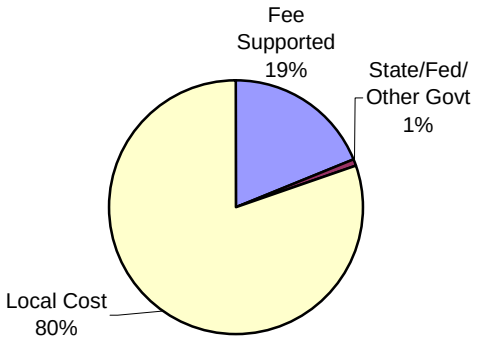
During the course of the year, various jurisdictions requested the Registrar of Voters to conduct special elections, which were not included in the Department's final budget. In March 2004, $112,110 in additional appropriation and revenue authority was added to the Department's budget to cover the cost of the December 2003 Retirement Board and the January 2004 City of Highland Recall elections.

These events and/or program changes collectively are estimated to result in an under expenditure of approximately $237,000 for salaries/benefits, and an over expenditure of approximately $145,000 for services/supplies, from that of the modified budget. Revenues are estimated to exceed the modified budget by approximately $73,000, which will result in a local cost projection of nearly $165,000 less than that of the modified budget. Through managed salary savings and one-time revenues, the department is able to mitigate these unbudgeted costs associated with the major program changes and events that occurred during FY 2003-04.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Registrar of Voters
FUND: General

BUDGET UNIT: AAA ROV
FUNCTION: General
ACTIVITY: Elections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,897,244	2,134,132	124,435	-	(220,515)	2,038,052	(51,009)	1,987,043
Services and Supplies	17,456,255	2,325,321	19,944	-	(39,749)	2,305,516	(1,042,610)	1,262,906
Central Computer	18,540	18,540	8,701	-	-	27,241	-	27,241
Equipment	21,600	-	-	-	-	-	-	-
Transfers	6,693	6,693	-	-	-	6,693	1,485	8,178
Total Appropriation	19,400,332	4,484,686	153,080	-	(260,264)	4,377,502	(1,092,134)	3,285,368
Departmental Revenue								
State, Fed or Gov't Aid	8,098,374	73,550	-	-	-	73,550	(38,550)	35,000
Current Services	1,799,627	1,640,584	-	-	-	1,640,584	(1,053,584)	587,000
Other Revenue	26,422	30,000	-	-	-	30,000	-	30,000
Total Revenue	9,924,423	1,744,134	-	-	-	1,744,134	(1,092,134)	652,000
Local Cost	9,475,909	2,740,552	153,080	-	(260,264)	2,633,368	-	2,633,368
Budgeted Staffing		42.9	-	-	(3.1)	39.8	(3.3)	36.5

DEPARTMENT: Registrar of Voters
FUND: General
BUDGET UNIT: AAA ROV

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**42.9**	**4,484,686**	**1,744,134**	**2,740,552**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	124,435	-	124,435
Internal Service Fund Adjustments	-	28,645	-	28,645
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**153,080**	**-**	**153,080**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**(3.1)**	**(260,264)**	**-**	**(260,264)**
TOTAL BASE BUDGET	**39.8**	**4,377,502**	**1,744,134**	**2,633,368**
Department Recommended Funded Adjustments	**(3.3)**	**(1,092,134)**	**(1,092,134)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**36.5**	**3,285,368**	**652,000**	**2,633,368**

SCHEDULE B

DEPARTMENT: Registrar of Voters
FUND: General
BUDGET UNIT: AAA ROV

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Eliminate position - Business Application Manager	(1.0)	(114,521)	-	(114,521)
This position recently became vacant. The Registrar and Assistant Registrar of Voters have increased their management span of control by assuming the duties of this position and by sharing in the supervisory responsibility for staff that were organizationally assigned to the Business Applications Manager position. See policy item request #4 for restoration.				
Eliminate position - Elections Technician	(1.1)	(63,474)	-	(63,474)
This position was recently vacated due to retirement. This is the one Election Technician assigned to the Voter Services Division which is responsible for voter registration, and petition processing. Eliminating this position will require the ROV to combine the Absentee and Voter Services Divisions into a single division with the Election Technician for the Absentee Voting Division assuming the duties of managing the combined division. Eliminating this position will also require the use of inexperienced lower classified staff to perform the duties. This position is essential to the efficient conduct of the upcoming Presidential Election in November 2004. See policy item request #1 for restoration.				
Eliminate position - Elections Clerk	(1.0)	(42,520)	-	(42,520)
This position was recently vacated due to retirement. This position is responsible for candidate filing and the design/production of the sample ballot. If the position is eliminated, existing (untrained and less experienced) staff will be required to perform these functions. The job is highly visible to candidates including Superior Court Judges and County Supervisors. This position is essential to the efficient conduct of the upcoming Presidential Election in November 2004. See policy item request #2 for restoration.				
Services & Supplies as detailed	-	(39,749)	-	(39,749)
Various Services and supplies will be reduced to meet the State budget cut mandate. See policy item request #3 for restoration.				
Total	(3.1)	(260,264)	-	(260,264)

SCHEDULE C

DEPARTMENT: Registrar of Voters
FUND: General
BUDGET UNIT: AAA ROV

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Decrease in Salaries & Benefits	(3.3)	(51,009)	-	(51,009)
	Decrease in Salaries & Benefits is due to a reduction in budgeted overtime and PSE employees hours because of the election cycle - one major election vs. two major elections last fiscal year.				
2.	Decrease in Services & Supplies	-	(1,042,610)	-	(1,042,610)
	Decrease in Services & Supplies is due to the reduction in the need to purchase election services and supplies because of the election cycle - one major election vs. two major elections last fiscal year.				
3.	Increase in EHAP charges	-	1,485	-	1,485
	Incremental change in EHAP.				
4.	State aid decreased	-	-	(38,550)	38,550
	State aid decreased due to grant funds received from the State in FY 2000-01 for early voting, that have been fully expended.				
5.	Current Services decreased	-	-	(1,053,584)	1,053,584
	Current Services decreased due to a reduction in anticipated election billings because of the election cycle - one major election vs. two major elections last fiscal year.				
	Total	(3.3)	(1,092,134)	(1,092,134)	-

SCHEDULE D

DEPARTMENT: Registrar of Voters
FUND: General
BUDGET UNIT: AAA ROV

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore Election Technician position	1.1	63,474	-	63,474
	The Election Technician position is an essential part of the ROV election team, and is assigned to the Voter Services Division. The Election Technician manages the voter registration function and petition function of the office. The November Presidential Election is traditionally the one with the most interest among the public and results in the largest increase in voter registrations during a four year election cycle. Not restoring this position may create a gap in the election process that will be filled with less qualified regular and temporary help, which could result in the inability to efficiently perform elections. See fee request for an option to fully fund this policy item.				
2	Restore Elections Clerk position	1.0	42,520	-	42,520
	The Election Clerk position is an essential part of the ROV election team, and is assigned to the Election Services Division. This position is responsible for the filing of candidate documents and the preparation and proofing of the sample ballot. This is an extremely important function, especially for the statewide election in November 2004 when the President, US Senator, members of Congress and the state legislature, and members of the Board of Supervisors are elected. Not restoring this position may create a gap in the election process that will be filled with less qualified regular and temporary help. This could possibly result in the inability to efficiently perform elections. See fee request for an option to partially fund this policy item.				
3	Restore Services & Supplies	-	39,749	-	39,749
	This is a reduction of various services and supplies that are necessary for the day to day activities of the department. In the event the department does not receive funding restoration, budgetary shortages will likely occur early in 2005.				
4	Restore Business Application Manager position	1.0	114,521	-	114,521
	The Business Application Manager is the leader of the computer support area and performs significant functions during major elections. Restoration is requested to alleviate the additional managerial span of control for the ROV and AROV, as a result of the elimination of this position.				
	Total	3.1	260,264	-	260,264

SCHEDULE E

DEPARTMENT: **Registrar of Voters**
FUND: **General**
BUDGET UNIT: **AAA ROV**

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Fee Request	1.7	88,744	88,744	-
$82,500 of the increase is due to the electronic voting implementation rental fees for the electronic vote recorders and voting card activators. All other fee adjustments are due to either increased labor and overhead costs or changes in the method used to establish the fee. If these fee adjustments are approved, the $88,744 in additional fee revenue could be utilized to fund any policy items that are also approved to restore the impact of $260,264 in state budget cuts. To this end, the $88,744 in fee revenue could be utilized to fully restore policy item # 1 (Election Technician position - $63,474) and partially restore policy item # 2 (Elections Clerk position - $25,270).				
Total	1.7	88,744	88,744	-

2004-05 REVISED/NEW FEE REQUESTS
PROGRAM SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Registrar of Voters
FUND NAME : General
BUDGET UNIT: AAA ROV
PROGRAM: Elections

PROGRAM APPROPRIATIONS AS CURRENTLY BUDGETED		PROGRAM APPROPRIATIONS IF FEE REVISIONS ARE ACCEPTED		DIFFERENCES (See Following Page for Details)
Budgeted Appropriations	$ 3,285,368	Revised Appropriations	$ 3,365,511	$ 80,143

PROGRAM FUNDING SOURCES AS CURRENTLY BUDGETED		PROGRAM FUNDING SOURCES IF FEE REVISIONS ARE ACCEPTED		
Current Fee Revenue for listed fees	35,726	Fee Revenue for listed fees	115,870	80,144
Fee Revenue for fees not listed	585,374	Fee Revenue for fees not listed	585,374	-
Non Fee Revenue	35,000	Non Fee Revenue	35,000	-
Local Cost	2,633,368	Local Cost	2,633,368	-
Budgeted Sources	$ 3,289,468	Revised Sources	$ 3,369,612	$ 80,144

SUMMARY OF JUSTIFICATION FOR FEE REQUEST(S)	
Loss of General Fund Subsidy	-
Increased Employee Related Costs	-
Increased Inflationary Costs	-
Other	88,744
Total	$ 88,744

Briefly Describe the Summary of Justification for Fee Request(s) and the Budgetary Impact to Program if Fee(s) are approved:

$82,500 of the increase is due to the electronic voting implementation rental fees for the electronic vote recorders and voting card activators. All other fee adjustments were due to either increased labor and overhead costs or changes in the method used to establish the fee. If these fee adjustments are approved, the $88,744 in additional fee revenue could be utilized to mitigate local cost associated with any policy items that are also approved to restore the impact of $260,264 in state budget cuts. To this end, the $88,744 in fee revenue could be utilized to fully restore policy item # 1 (Election Technician position - $63,474) and partially restore policy item # 2 (Elections Clerk position - $25,270).

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Registrar of Voters
FUND NAME : General
PROGRAM: Elections

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0224 (b)	Deposit for consolidation of city elections is 25% of estimated cost of election	$ -	-	$ -	$ -	-	$ -	$ -	-	$ -	$ -	Deposit will be eliminated and will have no change in revenues.
16.0224 (d)(1)	Precinct index to register First 1,000 or fewer names	$38.00	-	$ -	$ -	-	$ -	$ (38.00)	-	$ -	$ -	Fee is no longer used due to automation of precinct indexes.
16.0224 (d)(2)	Each additional 1,000 names	$ 1.50	-	$ -	$ -	-	$ -	$ (1.50)	-	$ -	$ -	Fee is no longer used due to automation of precinct indexes.
16.0224 (g) (1)	Computer Generated Maps 81/2 X 11" Printed Map	$ 8.00	7	$ 56	$ 9.00	7	$ 63	$ 1.00	-	$ 7	$ 7	Fee for printed maps (8.5 X 11 and 11X17) are standardized. Discounts for multiple copies are eliminated.
16.0224 (g)(2)	11 X 17" Precinct Map - printed	$ 9.50	5	$ 48	$ 9.00	5	$ 45	$ (0.50)	-	$ (3)	$ (3)	Fee for printed maps (8.5 X 11 and 11X17) are standardized. Discounts for multiple copies are eliminated.
16.0224 (g) (3)	21 X 24" Precinct Maps - plotted	$ 11.00	20	$ 220	$ 20.00	20	$ 400	$ 9.00	-	$ 180	$ 180	Fee for plotted maps (24 X 48 and 36X48) are standardized. Discounts for multiple copies are eliminated.
16.0224 (g) (4)	11 X 17" District Maps - printed	$ 12.50	3	$ 38	$ 9.00	3	$ 27	$ (3.50)	-	$ (11)	$ (11)	Fee for printed maps (8.5 X 11 and 11X17) are standardized. Discounts for multiple copies are eliminated.
16.0224 (g) (5)	24 X 48" Wall Map - plotted	$ 16.00	10	$ 160	$ 20.00	10	$ 200	$ 4.00	-	$ 40	$ 40	Fee for plotted maps (24 X 48 and 36X48) are standardized. Discounts for multiple copies are eliminated.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Registrar of Voters
FUND NAME : General
PROGRAM: Elections

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0224 (g) (6)	36 X 48" Wall Map - plotted	$ 26.00	20	$ 520	$ 20.00	20	$ 400	$ (6.00)	-	$ (120)	$ (120)	Fee for plotted maps (24 X 48 and 36X48) are standardized. Discounts for multiple copies are eliminated.
16.0224 (g) (7)	Digitized maps and GIS Exports on CD	$ 12.00	10	$ 120	$ 12.00	10	$ 120	$ -	-	$ -	$ -	Reduction in second copy fee is eliminated.
16.0224 (h) (1) (A)	Labels Minimum Charge Absentee voters	$ 10.00	150	$ 1,500	$ 10.00	300	$ 3,000	$ -	150	$ 1,500	$ 1,500	Fee will be changed to include all labels priced at $10.00 per thousand and will eliminate (h)(1)(b), (h)(2), and (h)(3). Price change is expected to increase demand.
16.0224 (h) (1) (B)	Labels - All others	$ 50.00	15	$ 750	$ -	-	$ -	$ (50.00)	(15)	$ (750)	$ (750)	Fee will be replaced with (h) (1)
16.0224 (h) (2)	Labels gummed - per thousand	$ 10.00	-	$ -	$ -	-	$ -	$ (10.00)	-	$ -	$ -	Fee will be replaced with (h) (1)
16.0224 (h) (3)	Labels - Cheshire per thousand	$ 5.00	-	$ -	$ -	-	$ -	$ (5.00)	-	$ -	$ -	Fee will be replaced with (h) (1)
16.0224 (i) (1)	Voter file up to 80,000 voters - Diskette	$ 56.00	31	$ 1,736	$ 20.00	100	$ 2,000	$ (36.00)	69	$ 264	$ 264	Fee will be replaced with voter file on electronic media up to 100,000 voters. Fee change is due to more efficient operations, faster computers, and less expensive media. Lower price and change in election cycle is expected to increase demand.
16.0224 (i) (2)	Voter file up to 250,000 voters	$ 112.00	10	$ 1,120	$ 50.00	25	$ 1,250	$ (62.00)	15	$ 130	$ 130	Fee will be replaced with voter file on electronic media from 100,001 to 250,000 voters. Fee change is due to more efficient operations, faster computers, and less expensive media. Lower price and change in election cycle is expected to increase

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Registrar of Voters
FUND NAME : General
PROGRAM: Elections

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0224 (i) (3)	Voter file - 250,001 thru 500,000	$ 196.00	2	$ 392	$ 100.00	6	$ 600	$ (96.00)	4	$ 208	$ 208	Fee change is due to more efficient operations, faster computers, and less expensive media. Lower price and change in election cycle is expected to increase demand.
16.0224 (i) (4)	Voter File - 500,001 thru 750,000	$ 279.00	22	$ 6,138	$ 150.00	50	$ 7,500	$ (129.00)	28	$ 1,362	$ 1,362	Fee change is due to more efficient operations, faster computers, and less expensive media. Lower price and change in election cycle is expected to increase demand.
16.0224 (i) (5)	Voter File - 750,001 thru 1,000,000	$ 362.00	-	$ -	$ -	-	$ -	$ (362.00)	-	$ -	$ -	Fee is eliminated due to the County having less than 750,000 voters.
16.0224 (i) (6)	District Index - Diskettes	$ 22.00	1	$ 22	$ -	-	$ -	$ (22.00)	(1)	$ (22)	$ (22)	Fee is replaced by: Indexes will be covered under (k) - Automated Reports and Indexes.
16.0224 (i) (7)	Polling Place Listing - Diskettes	$ 22.00	6	$ 132	$ -	-	$ -	$ (22.00)	(6)	$ (132)	$ (132)	Fee is replaced by: Reports will be covered under (k) - Automated Reports and Indexes.
16.0224 (i) (8)	Master street file	$ 30.00	2	$ 60	$ -	-	$ -	$ (30.00)	(2)	$ (60)	$ (60)	Fee is replaced by: Street file will be covered under (k) - Automated Reports and Indexes.
16.0224 (i) (9)	Absentee / multi-purpose file	$ 56.00	20	$ 1,120	$ -	-	$ -	$ (56.00)	(20)	$ (1,120)	$ (1,120)	Fee is replaced by: Files will be covered under (k) - Automated Reports and Indexes.
16.0224 (j)	E-mail of files 2 MB max size	$ 19.00	-	$ -	$ -	-	$ -	$ (19.00)	-	$ -	$ -	Fee is replaced by: fee is covered by (g) - Voter files, or (h) - Automated Reports and Indexes.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Registrar of Voters
FUND NAME : General
PROGRAM: Elections

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0224 (k) (1) (A)	Automated reports/indexes - Minimum charge - Absentee voters	$ 10.00	30	$ 300	$ 0.10	17,500	$ 1,750	$ (9.90)	17,470	$ 1,450	$ 1,450	Fee will be replaced with a charge of $.10 per page for all Reports or Indexes on paper or electronic media. Proposed fee will vary with the size of each report. The price per page is based on the County's standard per copy charge.
16.0224 (k) (1) (B)	All others	$ 50.00	20	$ 1,000	$ -	-	$ -	$ (50.00)	(20)	$ (1,000)	$ (1,000)	Fee will be eliminated, replaced by (k) (1) (A).
16.0224 (k) (2)	Per thousand voters - per thousand	$ 1.50	50	$ 75	$ -	-	$ -	$ (1.50)	(50)	$ (75)	$ (75)	Fee will be eliminated, replaced by (k) (1) (A).
16.0224 (l) (1)	Equipment Rental Pollstar with booth - each	$ 15.00	-	$ -	$ -	-	$ -	$ (15.00)	-	$ -	$ -	Fee will be eliminated due to the equipment no longer in use.
16.0224 (l) (2)	Pollstar (only) - each	$ 10.00	-	$ -	$ -	-	$ -	$ (10.00)	-	$ -	$ -	Fee will be eliminated due to the equipment no longer in use.
16.0224 (l) (5)	Demonstration Pollstar - each	$ 6.00	-	$ -	$ -	-	$ -	$ (6.00)	-	$ -	$ -	Fee will be eliminated due to the equipment no longer in use.
16.0224 (l) (8)	Voting stylus for the disabled - each	$ 1.00	-	$ -	$ -	-	$ -	$ (1.00)	-	$ -	$ -	Fee will be eliminated due to change to electronic voting.
16.0224 (l) (13)	Electronic vote recorder - each	$ 30.00	650	$ 19,500	$ 150.00	650	$ 97,500	$ 120.00	-	$ 78,000	$ 78,000	Temporary electronic vote recorder fee is replaced by fee based on actual price of DRE depreciated over 20 elections over a 10 year period.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Registrar of Voters
FUND NAME : General
PROGRAM: Elections

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0224 (m)	Microfiche voter listing (post election) - set	$ 33.00	-	$ -	$ -	-	$ -	$ (33.00)	-	$ -	$ -	Item is no longer sold due to same information being avaiable in electronic format.
16.0224 (o) (3)	Phone charge - per minute	$ 0.50	-	$ -	$ -	-	$ -	$ (0.50)	-	$ -	$ -	Fee is eliminated - has not been used in years.
16.0224 (p)	Research services - per hour or fraction thereof, minimum 1/2 hour	$ 45.00	10	$ 450	$ 53.00	10	$ 530	$ 8.00	-	$ 80	$ 80	Fee increased due to increased labor and overhead costs since last fee revision. Increase is based upon productive hourly rate provided by the A/C-R.
16.0224 (q) (3)	Technical assistance and use of petition and absent voter software - per hour	$ 68.00	2	$ 136	$ 80.00	3	$ 240	$ 12.00	1	$ 104	$ 104	Change fee to actual cost of Election Clerk labor and overhead to supervise personnel in signature verification along with per hour charges for equipment. New fee is based on the hourly cost of Election Clerk only.
16.0224 (q) (4)	Per hour charge for data terminals used for signature verification.	$ -	-	$ -	$ 5.00	8	$ 40	$ 5.00	8	$ 40	$ 40	New fee separates the cost of equipment used to check petition signatures.
16.0224 (r) (1)	Search of affidavit on file - Computerized - per name	$ 2.00	20	$ 40	$ 3.00	20	$ 60	$ 1.00	-	$ 20	$ 20	Fee increase is due to increased labor costs since last fee schedule adjustment.
16.0224 (r) (2)	Processing application and letter of verification of search of records - each	$ 6.00	9	$ 54	$ 10.00	9	$ 90	$ 4.00	-	$ 36	$ 36	Fee increase is due to increased labor costs since last fee schedule adjustment.
16.0224 (t) (1)	Postage/handling - (Handling and Packaging larger than 9 X 12 env - each	$ 8.00	5	$ 40	$ 11.00	5	$ 55	$ 3.00	-	$ 15	$ 15	Fee increase is due to increased labor costs since last fee schedule adjustment.

2004-05 REVISED/NEW FEE REQUESTS
FEE SUMMARY

GROUP NAME: Economic Development/Public Services
DEPARTMENT NAME: Registrar of Voters
FUND NAME : General
PROGRAM: Elections

CURRENT FEE ORDINANCE/ CODE SECTION	FEE TITLE/ DESCRIPTION	CURRENT FEE	CURRENT UNITS IN BUDGET	CURRENT FEE REVENUE	PROPOSED FEE	PROPOSED UNITS	PROPOSED/ NEW FEE REVENUE	CHANGE IN FEE	CHANGE IN UNITS	CHANGE IN REVENUE	INCREASE IN APPROP	JUSTIFICATION FOR REQUEST INCLUDE BUDGETARY IMPACT IF FEE IS APPROVED
16.0224 (v)	Discount for application of bar codes to campaign applications - per election	$ (100.00)	5	$ (500)	$ -	-	$ -	$ 100.00	(5)	$ 500	$ 500	$100 discount will no longer be offered due to light use in recent years. Barcodes continue to be used anyway.
16.0224 (w)	Discount for advanced consolidated order of absentee voter data - Advance deposit required - 10%	$ (30.00)	120	$ (3,600)	$ -	-	$ -	$ 30.00	(120)	$ 3,600	$ 3,600	10% discount will no longer be offered for $300 advance deposit for AV labels and reports. Revenue affect will be minimal.
16.0224 (l)(14) proposed	Electronic voting card activator	$ -	-	$ -	$ 30.00	150	$ 4,500	$ 30.00	150	$ 4,500	$ 4,500	Fee is established based on unit cost for each card activator depreciated for 20 elections.

SPECIAL DISTRICTS
Tom Sutton

SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Franchise Administration	311,701	-	311,701		3.0
Fish and Game Commission	33,336	15,100		18,236	-
TOTAL	345,037	15,100	311,701	18,236	3.0

Franchise Administration

DESCRIPTION OF MAJOR SERVICES

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.

Additionally, the Franchise Administration has represented the County and its constituents at the California Public Utilities Commission on issues regarding utility requests for rate increases and investigations of utility over charging their customers.

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.

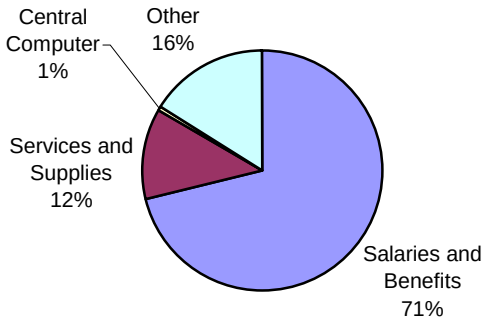
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	282,586	298,177	298,177	311,701
Departmental Revenue	-	-	-	-
Local Cost	282,586	298,177	298,177	311,701
Budgeted Staffing		3.0		3.0

Workload Indicators

Number of Franchises:				
Cable Television	13	13	13	13
Gas	4	3	3	3
Water	27	29	29	29
Electric	3	3	3	3
Pipeline and Telecom	8	10	10	10
Franchise Revenues:				
Cable Television	1,057,714	1,080,000	1,143,229	1,150,000
Gas	1,269,639	1,380,000	1,755,420	1,800,000
Water	189,041	190,000	190,000	190,000
Electric	2,241,725	2,300,000	2,276,568	2,300,000
Pipeline and Telecom	88,292	60,000	93,429	93,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE

GROUP: Econ Dev/Public Svc
DEPARTMENT: Special Districts
FUND: General

BUDGET UNIT: AAA FRN
FUNCTION: Franchise Administration
ACTIVITY: Regulation/Revenue Collection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	206,989	201,989	12,625	-	-	214,614	7,402	222,016
Services and Supplies	40,430	45,430	369	-	-	45,799	(7,974)	37,825
Central Computer	1,463	1,463	530	-	-	1,993	-	1,993
Transfers	49,295	49,295	-	-	-	49,295	572	49,867
Total Appropriation	298,177	298,177	13,524	-	-	311,701	-	311,701
Local Cost	298,177	298,177	13,524	-	-	311,701	-	311,701
Budgeted Staffing		3.0	-	-	-	3.0	-	3.0

DEPARTMENT: Special Districts
FUND: General
BUDGET UNIT: AAA FRN

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**3.0**	**298,177**	**-**	**298,177**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	12,625	-	12,625
Internal Service Fund Adjustments	-	899	-	899
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**13,524**	**-**	**13,524**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**3.0**	**311,701**	**-**	**311,701**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**3.0**	**311,701**	**-**	**311,701**

SCHEDULE C

DEPARTMENT: **Special Districts**
FUND: **General**
BUDGET UNIT: **AAA FRN**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Various adjustments	-	-	-	-
	Increase Salaries and Benefits by $7,402 to adjust for step changes for employees. Reduction to Services and Supplies ($7,974) that is primarily attributed to a decrease of $6,194 in other professional services. An increase of $572 in transfers.				
	Total	-	-	-	-

Fish & Game Commission

MISSION STATEMENT

The Fish & Game Commission is administered by the Special Districts Department, and its primary function is to act as the liaison between the State Department of Fish & Game, The County Board of Supervisors and the public.

DESCRIPTION OF MAJOR SERVICES

The Commission makes recommendations to the Board of Supervisors on matters pertaining to wildlife in San Bernardino County.

The Fish and Game Commission budget receives funding from fines imposed on hunting, fishing and environmental infractions. These funds are used by the Commission to assist qualified organizations with projects that assist in enhancing wildlife and with its propagation in San Bernardino County.

There is no staffing associated with this budget unit.

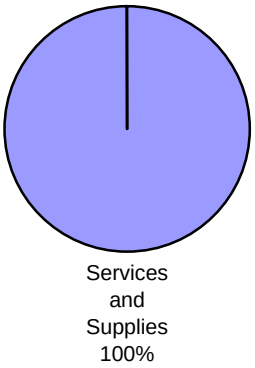
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	24,908	69,753	10,417	33,336
Departmental Revenue	8,599	59,200	18,100	15,100
Fund Balance		10,553		18,236
Budgeted Staffing		-		-

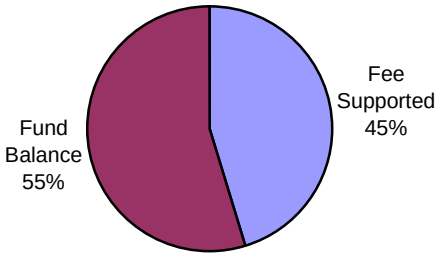
Expenditures in the Fish and Game budget are less than the amount budgeted because the entire unreserved fund balance must be appropriated each year in accordance with Section 29009 of the State Government Code. The amount not expended in 2003-04 has been carried over to the subsequent year's budget.

Revenues for this program are based upon fines levied by the court for code violations. Revenue is lower than expected due to a one-time funding source of $44,200 from the District Attorney environmental violations fund that was not realized.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Special Districts
FUND: Fish and Game Commission

BUDGET UNIT: SBV CAO
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	10,417	69,753	-	-	-	69,753	(36,417)	33,336
Total Appropriation	10,417	69,753	-	-	-	69,753	(36,417)	33,336
Departmental Revenue								
Fines and Forfeitures	18,100	59,200	-	-	-	59,200	(44,100)	15,100
Total Revenue	18,100	59,200	-	-	-	59,200	(44,100)	15,100
Fund Balance		10,553	-	-	-	10,553	7,683	18,236

SCHEDULE C

DEPARTMENT: Special Districts
FUND: Fish and Game Commission
BUDGET UNIT: SBV CAO

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	(36,417)	-	(36,417)
	Net decrease of $36,417 in services/supplies to better represent budgeted costs based on projected revenues and estimated fund balance. This was primarily the result of a decrease of $41,517 in special departmental expenses and increases of $5,100 in various object codes.				
2.	Fines and Forfeitures	-	-	(44,100)	44,100
	Adjustment for a net decrease of $44,100 in revenue primarily due to a one-time source of revenue that was budgeted for in the previous fiscal year that will not be realized in the FY 2004-05 budget.				
	Total	-	(36,417)	(44,100)	7,683

HUMAN SERVICES GROUP
SUMMARY

	Page #	Approp/ Requirements	Revenue/ Financing Sources	Local Cost
GENERAL FUND				
AGING AND ADULT SERVICES:				
AGING PROGRAMS	7-1-1	8,184,557	8,184,557	-
CHILD SUPPORT SERVICES	7-2-1	41,478,447	38,694,021	2,784,426.00
HUMAN SERVICES SYSTEM:				
ADMINISTRATIVE CLAIM	7-3-2	323,382,345	310,052,303	13,330,042
SUBSISTENCE PAYMENTS	7-3-17	430,779,367	408,957,914	21,821,453
AID TO INDIGENTS	7-3-45	1,361,560	342,470	1,019,090
VETERANS AFFAIRS	7-5-1	1,145,928	299,667	846,261
TOTAL GENERAL FUND		806,332,204	766,530,932	39,801,272

SPECIAL REVENUE FUNDS		Approp/ Requirements	Revenue	Fund Balance
HUMAN SERVICES SYSTEM:				
PROPOSITION 36	7-3-48	7,426,622	6,003,762	1,422,860
AB212	7-3-50	600,000	600,000	-
PRESCHOOL SERVICES		38,809,923	38,809,923	-
TOTAL SPECIAL REVENUE FUNDS		46,836,545	45,413,685	1,422,860

OTHER AGENCY FUND	Page #	Approp	Revenue	Fund Balance
IN-HOME SUPPORTIVE SERVICES	8-1-1	5,090,290	3,737,744	1,352,546

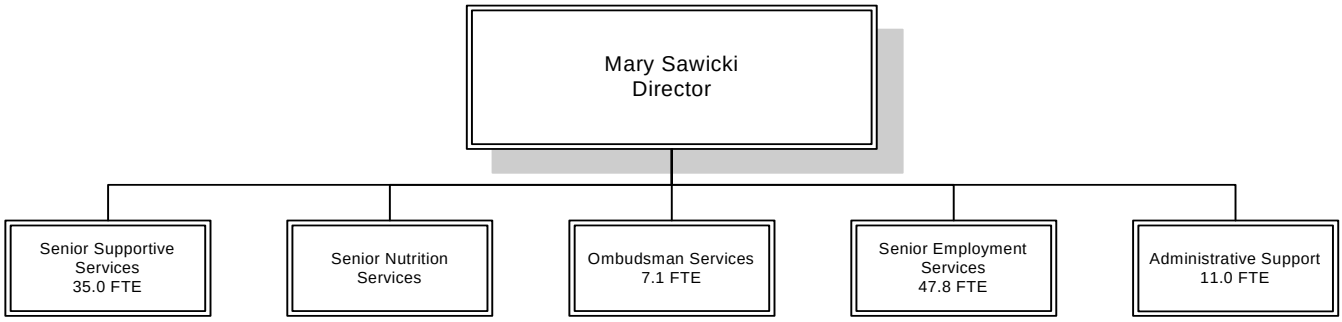
REALIGNMENT	7-6-1

Aging & Adult Services
Mary R. Sawicki

MISSION STATEMENT

The Department of Aging and Adult Service's Mission is providing service to seniors and at risk individuals to improve or maintain choice, independence, and quality of life. The Department works to ensure seniors and adults with disabilities have the right to age in place, in the least restrictive environment.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The predominate funding source for the Aging programs is the Older American's Act and is summarized as follows:

- Senior Supportive Services – Special programs for seniors 60 and over to provide links to services that will allow the aging population to remain in their homes, provide respite adult care, assisted transportation, legal services, home safety devices and case management services.
- Senior Nutrition Services – Meal program for seniors 60 and over to provide nourishing meals, nutrition and education counseling, companionship, and long-term care protections.
- Ombudsman Services – Independent, objective, and neutral persons who advocate for dignity, quality of life, and quality of care for all residents in long-term care facilities. They 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.
- Senior Employment Services – provides part-time employment services for seniors age 55 and over. Seniors in the program receive on-the-job training in clerical work, basic computer skills, resume preparation, job location strategies, and other related topics.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	8,878,761	8,147,202	8,667,795	8,184,557
Departmental Revenue	8,316,651	8,147,202	8,667,795	8,184,557
Local Cost	562,110	-	-	-
Budgeted Staffing		101.1		101.9
Workload Indicators				
Senior Employee Enrollees	117	85	157	127
Meals Served	1,006,153	1,050,206	821,413	900,000
Senior Home & Health Care Clients	316	314	308	310
Community Based Services Clients	1,625	1,240	1,150	1,180
Information & Assistance Contacts	44,995	50,194	47,325	49,596

Salary and benefits are projected be under final budget by $70,000 due to the following:

- The Senior Employment Program is under expending salaries and benefits by $36,000 and reducing budgeted positions due to reduced funding.
- The Multipurpose Senior Services Program (MSSP) is over expending salaries and benefits by approximately $10,000 due to the transferring of three Public Health Nurses to the Aging Programs budget. These costs were previously contracted with Public Health and budgeted in transfers.
- An additional $44,000 in salary and benefit savings is due to lag time in recruiting and hiring staff.

Services and supplies are projected to exceed final budget appropriation by $555,000 due to increased expenditures in Family Caregiver Supplemental Services and Title III programs. These appropriation and revenue increases were approved by the Board on December 16, 2003 item #48 for the Family Caregiver Supplemental Services Program and on February 3, 2004 item #27 for Title III programs.

Other charges expenditures are projected to exceed final budget appropriation by $53,378 due to a $10,000 increase in funding to Family Caregiver Supplemental Services and $43,378 Voucher transportation services from one-time-only funding from the State. These appropriations and revenue increases were approved by the Board of Supervisors on February 3, 2004 item #27.

Fixed asset expenditures are projected to exceed final budget appropriation by $27,000 due to increased funding from the State for the Ombudsman Volunteer recruitment process. The Department received approval from the Board of Supervisors on February 3, 2004 item #27 to purchase a van utilizing this one-time-only funding.

Transfers and reimbursements are projected to be under final budget by $54,528 due to Public Health nurses in the MSSP program moving into the Aging Programs budget.

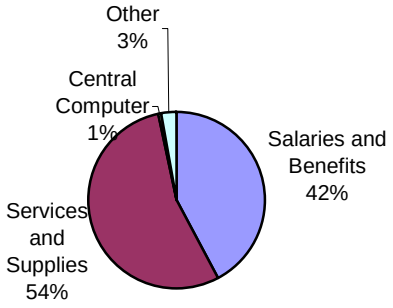
Reimbursements are projected to be lower than final budget due to a $15,000 reduction in Aging personnel doing fewer assignments for Adult Service programs during the first six months of the fiscal year.

Revenue is projected to exceed the final budget due to increased funds for the Ombudsman Initiative, Family Caregiver, Nutrition and Supportive Services programs. The Board of Supervisors on November 18, 2003, item #28, December 16, 2003 item #48, and February 3, 2004 item #27 approved revenue increases.

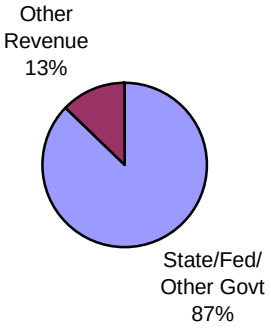
Projected state revenue is less than budgeted and federal revenue is more than budgeted due to incorrectly classifying budgeted MSSP federal revenue as state revenue. A revenue transfer to correct this situation was submitted.

There is no local cost associated with this budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Aging & Adult Services
FUND: General

BUDGET UNIT: OOA VARIOUS
FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,618,320	3,688,839	423,802	-	-	4,112,641	(164,451)	3,948,190
Services and Supplies	5,664,160	5,109,483	156,733	-	-	5,266,216	(209,724)	5,056,492
Central Computer	35,278	39,490	-	-	-	39,490	16,382	55,872
Other Charges	93,378	40,000	-	-	-	40,000	(29,000)	11,000
Vehicles	27,000	-	-	-	-	-	-	-
Transfers	351,767	406,295	50,000	-	-	456,295	(202,386)	253,909
Reimbursements	(1,122,108)	(1,136,905)	8,093	-	-	(1,128,812)	(12,094)	(1,140,906)
Total Appropriation	8,667,795	8,147,202	638,628	-	-	8,785,830	(601,273)	8,184,557
Departmental Revenue								
Use Of Money and Prop	36	-	-	-	-	-	-	-
State, Fed or Gov't Aid	8,658,089	7,832,202	608,628	-	-	8,440,830	(313,393)	8,127,437
Other Revenue	9,642	315,000	30,000	-	-	345,000	(287,880)	57,120
Other Financing Sources	28	-	-	-	-	-	-	-
Total Revenue	8,667,795	8,147,202	638,628	-	-	8,785,830	(601,273)	8,184,557
Local Cost	-	-	-	-	-	-	-	-
Budgeted Staffing		101.1	4.0	-	-	105.1	(3.2)	101.9

STAFFING CHANGES

Staffing increased by a net 0.8 budgeted staffing in 2004-05. Changes consist of the following:

- Added 3.0 Public Health Nurses II by transferring staff from the Public Health Department budget to the Aging budget under the Multipurpose Senior Service Program to manage cases of medically fragile clients. Transferring them to the Aging budget enables the department to save administrative overhead costs and directly supervise the employees.
- Added 1.3 Social Service Aides, 1.0 Ombudsman Volunteer Coordinator and 0.5 Clerical Assistants and 0.2 Social Service Practitioners. On November 18, 2003 the Board of Supervisors approved item number 28 adding 4.0 budgeted positions to assist in the workload for the Ombudsman and Family Caregiver programs. Due to increased costs to maintain programs and to remain within allocation, 0.5 Accountant II and 0.5 Ombudsman Field Coordinator positions were not filled and will not be included in 2004-05 budget.
- Deleted 0.2 budgeted FTE in an Ombudsman position to remain within allocation. This is a contract position that will be working fewer hours.
- Deleted 1.0 Supervising Accountant II and 1.0 Supervising Program Specialist in Administration due to increased costs to maintain programs and to remain within allocation. These positions have been reassigned to other county departments.
- Deleted 1.0 Social Service Aide and 1.0 Fiscal Clerk II in the Senior Employment Program due to increased costs to maintain programs and to remain within funding allocation. These positions have been reassigned to other county departments.
- Deleted 1.0 Senior Information and Referral Rep in the Senior Information and Assistance Program due to increased costs to maintain within funding allocation.

PROGRAM CHANGES

Medi-Cal Administrative Activities (MAA) revenue has not been budgeted in FY2004-05. MAA are administrative activities currently performed by staff necessary for the proper and efficient administration of the Medi-Cal program and requires a 50% local share to receive federal reimbursement. Because reimbursement for costs in this program is stagnating at the state level and it is unknown when receipt of funds will occur, MAA revenue is not budgeted in 2004-05. The department has reduced staffing and services and supplies in order to stay within existing allocations.

DEPARTMENT: Aging & Adult Services
FUND: General
BUDGET UNIT: OOA VARIOUS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**101.1**	**8,147,202**	**8,147,202**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	190,931	190,931	-
Internal Service Fund Adjustments	-	30,264	30,264	-
Prop 172	-	-	-	-
Other Required Adjustments	4.0	417,433	417,433	-
Subtotal	**4.0**	**638,628**	**638,628**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**105.1**	**8,785,830**	**8,785,830**	**-**
Department Recommended Funded Adjustments	**(3.2)**	**(601,273)**	**(601,273)**	-
TOTAL 2004-05 PROPOSED BUDGET	**101.9**	**8,184,557**	**8,184,557**	**-**

SCHEDULE C

DEPARTMENT: Aging & Adult Services
FUND: General
BUDGET UNIT: OOA VARIOUS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

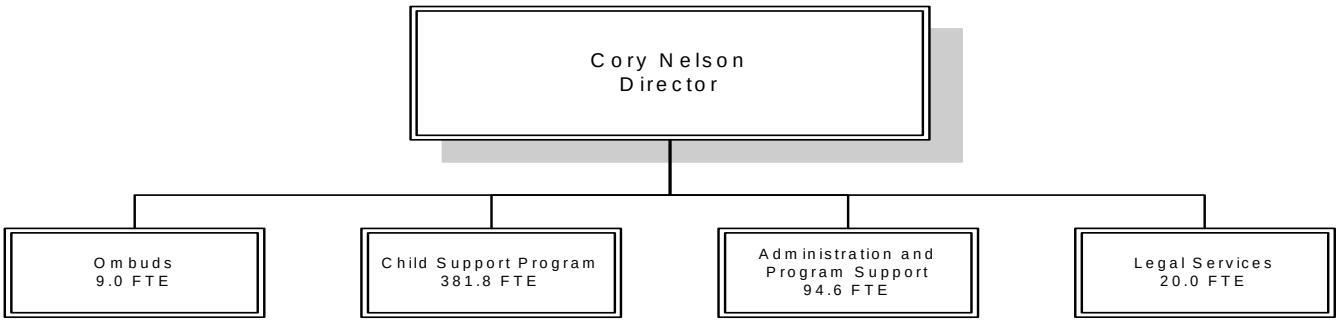
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Deleted 3.7 Program budgeted staffing	(3.7)	(162,401)	(162,401)	-
	Reduction due to increased cost to maintain program to remain within funding. In Senior Employment 2.0 positions will be deleted. 1.0 (Fiscal Clerk II) will be transferred to another department. 1.0 (Social Service Aide) will be deleted. In Supportive Services 1.0 (Senior Information & Referral) vacant position will be deleted. In Ombudsman .5 contracted (Asst. Field Coord.) vacant position deleted. Reduced (Asst. Field Coord.)hours by 0.2 FTE.				
2.	Deleted 2.5 Administration budgeted staffing	(2.5)	(233,413)	(233,413)	-
	Reduction due to increased cost to maintain program. From administration 2.5 positions will be deleted. 1.0 (Accountant Supervisor II) transferred to another department. 1.0 (Program Supervisor) will also need to be reduced. .5 (Accountant I) deleted a vacant position.				
3.	Added 3.0 positions to Multipurpose Senior Service Program	3.0	250,854	250,854	-
	Added 3.0 Public Health Nurses into program. Positions were transferred from Public Health in fiscal year 2003-04 resulting in a cost savings in overhead of approximately $36,451.				
4.	Reduced benefits Ombudsman employment Contracts	-	(19,491)	(19,491)	-
	Adjustments to Ombudsman contracts resulted in a savings of approximately $16,012. Cost for filled coordinator and clerical assistant adjustment to FY 04/05 cost in Mid-year adjustments (3,479)				
5.	Reduced COWCAP charges	-	(66,241)	(66,241)	-
	Decrease in COWCAP charges				
6.	Reduced comnet charges	-	(48,693)	(48,693)	-
	Decrease in comnet & phone charges				
7.	Reduced general expenses	-	(94,790)	(94,790)	-
	Decrease overall services and supplies: memberships and publications ($6,817), legal notices ($2,318), training ($2,874), Office expense ($24,101), other insurance ($4,479), printing services ($16,448), advertising (4,190), travel ($7,847) equip maintenance ($1,933) other misc. decreases ($23,783).				
8.	Increase central computer	-	16,382	16,382	-
	Increase in computer services				
9.	Reduced emergency Assistance	-	(29,000)	(29,000)	-
	Reduced income support material aid in the Family Caregiver Support Program to remain within funding due to increase costs to main program.				
10.	Reduced transfers	-	(202,386)	(202,386)	-
	Public Health Nurses transferred into Aging budget reducing transferred costs by approximately ($216,600). Increase for .1 FTE Supervising Public Health Nurses in HSS Administration Claim for approximately $2,065. Increase due to DPA performing duties for Aging $25,278. Rent was overstated in FY 2003/04 ($13,129).				
11.	Increase Reimbursements	-	(41,809)	(41,809)	-
	.5 FTE of Public Health Nurse budgeted in Aging programs performing Adult Services duties.				
12.	Decrease Reimbursements	-	29,715	29,715	-
	Community Development Block Grant reduced ($18,992), reduction of Aging programs performing Adult services duties ($32,496), reduced Adult Services that are paid by Aging ($110,779), offset by increase in reimbursement for overhead charged for Aging programs performing Adult services duties $132,552.				
	Total	(3.2)	(601,273)	(601,273)	-

Child Support Services
Cory Nelsen

MISSION STATEMENT

The County of San Bernardino Department of Child Support Services determines paternity, establishes and enforces child support orders, and issues payments to assist families in meeting the financial and medical needs of their children. We provide timely and effective service in a professional manner.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The County of San Bernardino Department of Child Support Services (DCSS) administers the federal and state Title IV-D Child Support Program. DCSS promotes the well-being of children and the self-sufficiency of families by providing child support assistance efficiently, effectively and professionally.

By establishing and enforcing child support orders, DCSS fosters a sense of parental responsibility that enhances the lives of San Bernardino County children. 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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	38,845,942	39,889,326	39,896,949	41,478,447
Departmental Revenue	38,869,853	39,889,326	37,293,576	38,694,021
Local Cost	(23,911)	-	2,603,373	2,784,426
Budgeted Staffing		565.0		506.4

Workload Indicators

Avgerage Collections Per Month	10,831,461	11,250,000	11,908,100	12,666,667
New Cases	28,904	29,500	29,948	30,900
Total Cases	162,785	160,000	159,055	152,200
Cases per Officer	733	842	824	825

SALARIES AND BENEFITS:

As of March 31, 2004, the department has spent $20,970,127, which is 74% of its salaries and benefits allocation. In comparison to final budget the department projects a savings of $1.6 million. Due to funding reductions of $1.3 million, the department projects expenditures for salaries and benefits to be unspent by approximately $289,102. The savings was achieved through greater than anticipated attrition.

The State Department of Child Support Services has scheduled the San Bernardino County DCSS for conversion to a new interim Child Support Enforcement System (CASES) by February 2005. This county's conversion to CASES is part of the State's plan to eliminate the federal penalties imposed on the state, a portion of which are now being paid by the counties. The Department expects to receive a conversion budget from the State in late May, for fiscal year 2004-05, and will be submitting a mid-year board item early next fiscal year to increase appropriation and revenue.

SERVICES AND SUPPLIES:
Through March 31, 2004, services and supplies trends are showing the department below target for this fiscal year with spending at 67% of allocation. Expenditures are expected to be under budget by approximately $755,250. This is mainly due to two factors:

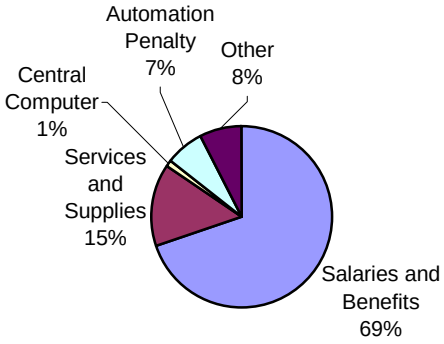
1. The reduction in staffing facilitated the decrease in communication costs, training, utilities, office supplies, and professional services.
2. The reductions in IRS take back charges in special department expense object code. Each year the IRS sends the department income tax refunds of delinquent parents that owe child support. If refunds are sent in error the department must return the funds to the IRS. Due to a change in the IRS tracking method for recoveries the department anticipates returning only $206,000, which is $600,000 less than budget.

The State of California is currently paying a $194.8 million annual penalty to the federal government for failure to meet child support automation requirements. Beginning in the State Fiscal Year 2003-04 Budget, the State Department of Finance is allocating up to 25% of this penalty to counties. The County of San Bernardino's share is $2,603,373. On September 23, 2003 in the State Budget Reduction Impacts and Adjustments item presented to the Board (item #65), the County Administrative Office requested to have appropriations and local cost increased to reimburse the state for the county's share of the penalty. To date, the county has paid $1,301,687, and will pay an additional $1,301,687 by June 1, 2004.

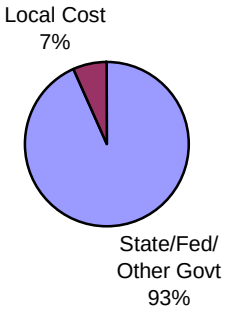
INTER-FUND TRANSFERS:
Costs in this area are expected to be fully expended with the exception of approximately $198,606, which reflects savings that are primarily related to the department's decision to vacate a Redlands facility that was leased from AAA DPA.

REVENUE:
The Department of Child Support Services is a reimbursement program administered by the State Department of Child Support Services and is backed by State and Federal funding. All allowable costs of the program are 100% funded through these sources. Due to federal law the county must pay the Child Support automation penalty with local funds, which is estimated to be $2.6 million this year.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Child Support Services
FUND: General

BUDGET UNIT: AAA DCS
FUNCTION: Public Protection
ACTIVITY: Child Support

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	27,810,039	29,451,933	654,092	-	-	30,106,025	(1,213,788)	28,892,237
Services and Supplies	8,780,047	6,931,924	241,565	-	2,784,426	9,957,915	(983,590)	8,974,325
Central Computer	361,631	361,631	89,626	-	-	451,257	-	451,257
Transfers	2,945,232	3,143,838	-	-	-	3,143,838	16,790	3,160,628
Total Appropriation	39,896,949	39,889,326	985,283	-	2,784,426	43,659,035	(2,180,588)	41,478,447
Departmental Revenue								
State, Fed or Gov't Aid	37,225,850	39,889,326	985,283	-	-	40,874,609	(2,180,588)	38,694,021
Other Revenue	67,726	-	-	-	-	-	-	-
Total Revenue	37,293,576	39,889,326	985,283	-	-	40,874,609	(2,180,588)	38,694,021
Local Cost	2,603,373	-	-	-	2,784,426	2,784,426	-	2,784,426
Budgeted Staffing		565.0	(23.0)	-	-	542.0	(35.6)	506.4

STAFFING CHANGES

The salaries and benefits appropriation is reduced by $559,696 to reflect a reduction of 58.6 budgeted positions at a cost of $2,409,093 offset by MOU-related increases of $1,849,397. **The reduction will be managed through attrition and no layoffs are anticipated.**

The State Department of Child Support Services has scheduled the San Bernardino County DCSS for conversion to a new interim Child Support Enforcement System (CASES) by February 2005. This county's conversion to CASES is part of the State's plan to eliminate the federal penalties imposed on the state, a portion of which are now being paid by the counties. The Department expects to receive a conversion budget from the State in late May, for fiscal year 2004-05, and will be submitting a mid-year board item early in the fiscal year to increase appropriation and revenue.

The net reduction of 58.7 budgeted positions consist of: (2) Chief Clerks, (2) Child Support Field Investigators, (4.7) Child Support Officer Is, (2.8) Child Support Officer IIs, (25) Clerk IIs, (3.5) Clerk IIIs, (1) Clerk IV, (1) Chief, Child Support, (3.4) Fiscal Clerk IIs, (3) Investigative Technician Is, (1) Secretary I, (2) Staff Aides, (1) Child Support Attorney I, (6.1) Child Support Assistants, and (0.2) Supervising Child Support Officer.

PROGRAM CHANGES

The Services and supplies budgeted appropriation increased by $2 million. Appropriations were increased by $2.7 million to allow the county to pay the Federal Automation Penalty. Therefore, there is a **net decrease** in services and supplies of $742,025. The penalty was imposed by the federal government due to California's failure to meet federal child support automation requirements. This penalty will be paid each year until a statewide automated system is in place. It is anticipated that an interim automated system will be in place by September 2005 with a more permanent system in place 2 years later. On September 23, 2003 in the State Budget Reduction Impacts and Adjustments item presented to the Board (item #65), the County Administrative Office requested to have appropriations and local cost increased to reimburse the state for the county's share of the penalty. In FY2004-05 the department will again be given local cost totaling $2.8 million to cover this penalty.

Intra-fund transfers increased by $16,790, primarily due to an increase in charges to HSS Information Technology for staffing costs.

There are no fixed assets budgeted for FY 2004-05.

Child Support is a reimbursement program backed by 100% state and federal funding and revenues have been adjusted to reflect actual expenditures.

DEPARTMENT: Child Support Services
FUND: General
BUDGET UNIT: AAA DCS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**565.0**	**39,889,326**	**39,889,326**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	1,849,397	1,849,397	-
Internal Service Fund Adjustments	-	331,191	331,191	-
Other Required Adjustments	(23.0)	(1,195,305)	(1,195,305)	-
Subtotal	**(23.0)**	**985,283**	**985,283**	**-**
Impacts Due to State Budget Cuts	**-**	**2,784,426**	**-**	**2,784,426**
TOTAL BASE BUDGET	**542.0**	**43,659,035**	**40,874,609**	**2,784,426**
Department Recommended Funded Adjustments	**(35.6)**	**(2,180,588)**	**(2,180,588)**	-
TOTAL 2004-05 PROPOSED BUDGET	**506.4**	**41,478,447**	**38,694,021**	**2,784,426**

SCHEDULE B

DEPARTMENT: Child Support Services
FUND: General
BUDGET UNIT: AAA DCS

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Federal Automation Penalty		2,784,426	-	2,784,426
The State of California is currently paying a $194.8 million annual penalty to the federal government for failure to meet child support automation requirements. Beginning in the State fiscal year 2003-04 Budget, the State Department of Finance is allocating up to 25% of this penalty to counties. The County of Sanbernardino's share is $2,784,426. On September 23, 2003 in the State Budget Reduction Impacts and Adjustments item presented to the Board (item #65), the CAO requested to have appropriations and local cost increased to reimburse the State for our county's share of the penalty.				
Total	-	2,784,426	-	2,784,426

SCHEDULE C

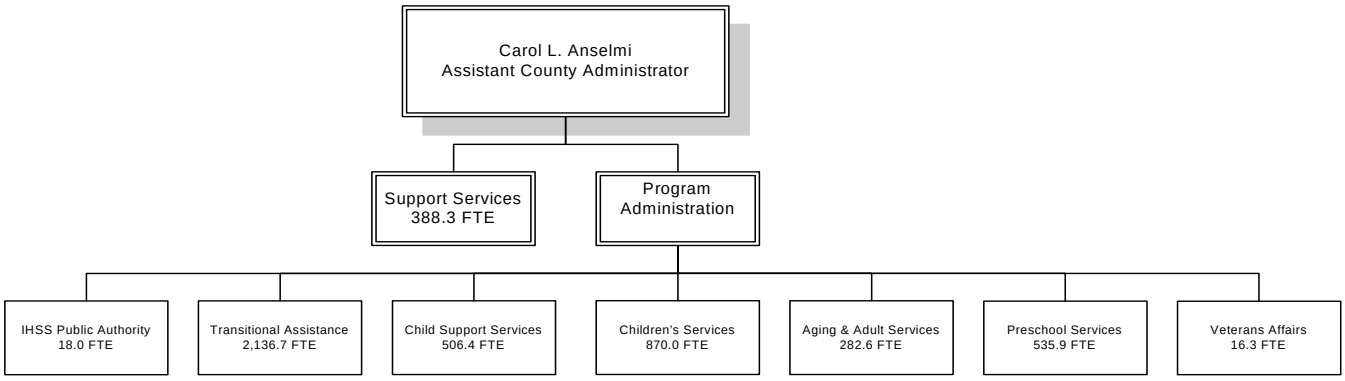
DEPARTMENT: Child Support Services
FUND: General
BUDGET UNIT: AAA DCS

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	COWCAP Reduction Reduction made in the County-wide Cost Allocation Plan.	-	(108,767)	(108,767)	-
2.	Salary & Benefit Reduction Staffing reduction due to MOU and other cost increases.	(35.6)	(1,213,788)	(1,213,788)	-
3.	Services and Supplies Reduction in services and supplies due to staffing reduction.	-	(874,823)	(874,823)	-
4.	Increase in Transfers Increase in salary and benefit costs for staff in AAA DPA that perform IT and other support functions for the department.	-	16,790	16,790	-
	Total	(35.6)	(2,180,588)	(2,180,588)	-

HUMAN SERVICES SYSTEM
Carol Anselmi

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
General Fund					
Child Support Services	41,478,447	38,694,021	2,784,426		506.4
Dept of Aging & Adult Services-Aging Programs	8,184,557	8,184,557	-		101.9
HSS Administrative Claim	323,382,345	310,052,303	13,330,042		3,576.7
HSS Subsistence Payments	430,779,367	408,957,914	21,821,453		-
HSS Aid to Indigents (General Relief)	1,361,560	342,470	1,019,090		-
Veterans Affairs	1,145,928	299,667	846,261		16.3
Total General Fund	806,332,204	766,530,932	39,801,272		4,201.3
Special Revenue Funds					
Preschool Services	38,909,924	38,909,924		-	535.9
AB 212-Teacher Stipends	600,000	600,000		-	-
Total Special Revenue Fund	39,509,924	39,509,924		-	535.9
Other Agency Fund					
IHSS Public Authority	5,090,290	3,737,744		1,352,546	18.0
Totals	850,932,418	809,778,600	39,801,272	1,352,546	4,755.2

The Human Services System (HSS) is composed of six county departments: Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Child Support Services, and Veterans Affairs. Additionally, several support divisions under HSS Management Services (including HSS Information Technology and Support (ITSD), and the Performance, Education and Resource Center (PERC)) provide administrative and training support to the HSS departments.

Transitional Assistance, Children's Services, Adult Services, and all HSS support divisions 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.

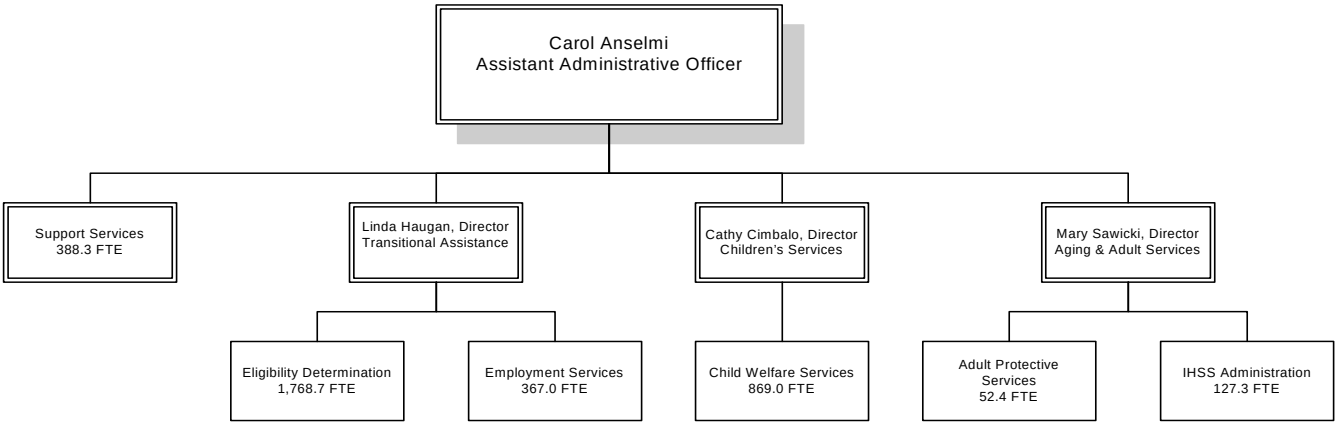
Subsistence Payments and Aid to Indigents (general relief) are either direct payments to welfare recipients or payments to organizations that provide service to the welfare recipients. The HSS Assistant County Administrator is responsible for all of the above budget units.

HSS – Administrative Claim

MISSION STATEMENT

The Human Services System works to build a healthy community by strengthening individuals and families, enhancing quality of life and valuing people.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

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 (Eligibility and Employment Services), Department of Children's Services (DCS), Adult Services programs of the Department of Aging and Adult Services (DAAS), and the administrative support and training functions provided by HSS Administration and the Performance, Education and Resource Center (PERC).

Transitional Assistance Department (TAD)

TAD strives to meet the basic needs of individuals and families while working with them to attain self-sufficiency. TAD is responsible for the administration of the financial support programs that assist the needy with basic services. The primary services provided are statutory mandates and include: Transitional Assistance to Needy Families (TANF), food stamps, Medi-Cal, foster care administration, general relief assistance, CalWORKs – Employment Services Program and child care. All programs are funded by a combination of federal, state, Realignment and county dollars, with the exception of the general assistance program, which is funded solely by the county.

TAD-Eligibility ensures a proper mix of basic services that include, but are not limited to, screening applications for type of services needed, conducting eligibility determinations for the above mentioned services, calculating ongoing benefit issuance, and referring customers to appropriate agencies for services not provided by TAD.

TAD-Employment Services provides its customers remedial and/or basic education, and vocational or on-the-job training to prepare participants to enter the job market. Eligible customers 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.

Department of Children's Services (DCS)

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.

Other DCS programs include:

- Emergency Response (ER): investigates allegations of child abuse and neglect and makes immediate plans to ensure the safety of endangered children. This is often the "front door" for clients entering the Child Welfare System.
- Family Maintenance (FM): builds on families' strengths and helps to remove barriers so children can remain safely at home.
- Family Reunification (FR): works to make the family environment a safe one so children can return home.
- Permanency Planning (PP): ensures that children who are unable to live safely with their birth families can grow up in a safe and secure permanent living arrangement.
- Foster Parent Recruitment and Training, along with Foster Home Licensing: maintains and creates out-of-home placement resource options throughout the county.
- Adoptions: performs assessments of adoptive families and matches children with permanent families when their birth families are no longer an option.
- Independent Living Program: assists youth in successfully transitioning out of the foster care system.

Department of Aging and Adult Services (DAAS)

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	304,003,111	297,664,713	305,093,692	323,382,345
Departmental Revenue	291,758,831	286,197,963	293,626,942	310,052,303
Local Cost	12,244,280	11,466,750	11,466,750	13,330,042
Budgeted Staffing		3,422.7		3,576.7
Workload Indicators				
TAD Average Monthly Caseload	171,994	197,120	205,602	218,496
DCS Referrals - Annual	53,811	63,825	55,344	57,004
DCS Average Monthly Caseload	7,224	8,642	8,482	8,821
IHSS Average Monthly Caseload	13,687	14,163	15,308	16,959
IHSS Annual Paid Hours	13,530,196	14,596,235	14,654,268	16,407,161

Workload indicators: The increase in Transitional Assistance (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. In-Home Supportive Services (IHSS) monthly caseload continues to increase at a rapid pace. Although paid IHSS service hours are projected to be slightly higher than budget, total County share is projected to be under budget by approximately $0.5 million due to a temporary increase in the Federal Medicaid Assistance Percentage (FMAP) rate in 2003-04. This increased the federal rate of reimbursement from 50% to 53.3% and reduced the County share.

Allocations received from the state in August and September 2003 resulted in significant funding increases for many programs included in this budget unit. Medi-Cal, Food Stamps, and other TAD and Children's Services programs received additional funding due to additional program requirements in those programs. To restore selected previous cuts and to utilize the additional funds HSS prepared a Board Agenda Item requesting approval to increase staffing levels, increase appropriations and increase revenue. This item, Adjustments to 2003-04 Final Budget For The Human Services System Administrative Claim Budget Unit, was presented to and approved by the Board of Supervisors as Item #49 on December 2, 2003. This action increased appropriations and revenue by $22.4 million. Budgeted staffing was increased by 123 positions.

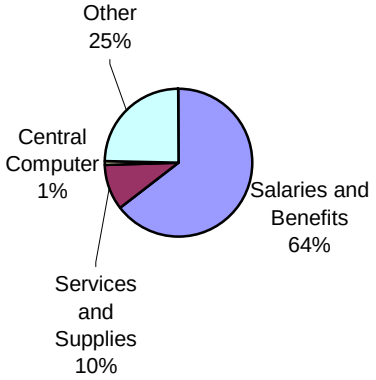
Estimates for 2003-04 reflect the projected effect of the increases approved in the December 2, 2003 Adjustment (see comparison chart on following page).

- Salary and benefit expenditures are estimated to exceed Final Budget appropriations by $0.7 million yet will under expend, by $13.3 million, the additional $14.0 million approved in the December 2, 2003 Adjustment. Continued attrition and HSS's inability to quickly fill positions as they become vacant accounts for most of these savings. Uncertainty of the state's budget and the possibility of future funding cuts continue to contribute to elevated levels of staff attrition. This uncertainty also necessitates additional scrutiny of requests to fill vacant positions, which slows the hiring process.
- Services, supplies, other charges and equipment expenditures are estimated to exceed Final Budget appropriations by $7.9 million and reflect the expectation that, cumulatively, expenditures will remain within the appropriation levels approved in the December 2, 2003 Adjustment. Overall savings in these appropriation units are estimated to be approximately $0.5 million below the increases allowed by the adjustment.
- Operating transfers reflect expected savings of $1.3 million. Of this, $1.0 million will be saved due to delays in providing medical benefits to In-Home Supportive Services (IHSS) providers this year. The remaining $0.3 million savings is a result of lower than anticipated costs of the IHSS Public Authority.
- Revenue is estimated to increase commensurately with the increase in expenditures and will be adequate to keep this budget unit within the budgeted local cost.

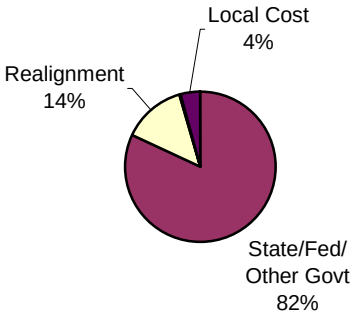
Comparison: Year End Estimates to Levels Approved in December 2, 2003 Adjustment

	2003-04 Final Budget	2003-04 Midyear Amended Budget	2003-04 Year-End Estimates	Variance to 2003-04 Midyear
Appropriations				
Salaries and Benefits	188,776,134	202,767,083	189,511,505	(13,255,578)
Services and Supplies	30,758,008	34,766,879	34,470,508	(296,371)
Central Computer	2,810,896	2,810,896	2,810,896	-
Other Charges	44,289,658	47,606,091	47,425,074	(181,017)
Equipment	386,209	940,209	927,137	(13,072)
Transfers	31,176,218	31,497,002	31,156,257	(340,745)
Total Exp Authority	298,197,123	320,388,160	306,301,377	(14,086,783)
Less:				
Reimbursements	(2,030,842)	(1,784,467)	(1,442,084)	342,383
Total Appropriation	296,166,281	318,603,693	304,859,293	(13,744,400)
Operating Transfers Out	1,498,432	1,498,432	234,399	(1,264,033)
Total Requirements	297,664,713	320,102,125	305,093,692	(15,008,433)
Revenue				
Fines & Forfeitures	-	-	10,706	10,706
Use of Money and Prop	-	-	10,881	10,881
Realignment	42,447,640	42,967,627	40,698,706	(2,268,921)
State, Fed or Gov't Aid	240,713,779	262,303,717	249,512,810	(12,790,907)
Current Services	452,600	987,933	1,265,482	277,549
Other Revenue	2,553,944	2,346,098	2,097,954	(248,144)
Other Financing Sources	30,000	30,000	30,403	403
Total Revenue	286,197,963	308,635,375	293,626,942	(15,008,433)
Local Cost	11,466,750	11,466,750	11,466,750	-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: HSS Administrative Claim Budget
FUND: General

BUDGET UNIT: AAA DPA
FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	189,511,505	188,776,134	26,349,104	(780,000)	-	214,345,238	(6,158,254)	208,186,984
Services and Supplies	34,470,508	30,758,008	6,116,721	-	-	36,874,729	(4,437,500)	32,437,229
Central Computer	2,810,896	2,810,896	(54,961)	-	-	2,755,935	-	2,755,935
Other Charges	47,425,074	44,289,658	6,791,011	-	-	51,080,669	(2,952,402)	48,128,267
Equipment	202,565	-	204,000	-	-	204,000	25,000	229,000
Vehicles	350,000	-	350,000	-	-	350,000	(350,000)	-
L/P Equipment	374,572	386,209	-	-	-	386,209	(131,408)	254,801
Transfers	31,156,257	31,176,218	320,784	-	-	31,497,002	699,000	32,196,002
Total Exp Authority	306,301,377	298,197,123	40,076,659	(780,000)	-	337,493,782	(13,305,564)	324,188,218
Reimbursements	(1,442,084)	(2,030,842)	246,375	-	-	(1,784,467)	159,453	(1,625,014)
Total Appropriation	304,859,293	296,166,281	40,323,034	(780,000)	-	335,709,315	(13,146,111)	322,563,204
Oper Trans Out	234,399	1,498,432	-	-	-	1,498,432	(679,291)	819,141
Total Requirements	305,093,692	297,664,713	40,323,034	(780,000)	-	337,207,747	(13,825,402)	323,382,345
Departmental Revenue								
Fines and Forfeitures	10,706	-	-	-	-	-	-	-
Use Of Money & Prop	10,881	-	-	-	-	-	-	-
Realignment	40,698,706	42,447,640	5,219,504	-	298,365	47,965,509	(3,715,701)	44,249,808
State, Fed or Gov't Aid	249,512,810	240,713,779	32,941,874	(780,000)	-	272,875,653	(8,052,157)	264,823,496
Current Services	1,265,482	452,600	-	-	-	452,600	(88,600)	364,000
Other Revenue	2,097,954	2,553,944	-	-	-	2,553,944	(1,968,944)	585,000
Other Financing Sources	30,403	30,000	-	-	-	30,000	-	30,000
Total Revenue	293,626,942	286,197,963	38,161,377	(780,000)	298,365	323,877,705	(13,825,402)	310,052,303
Local Cost	11,466,750	11,466,750	2,161,657	-	(298,365)	13,330,042	-	13,330,042
Budgeted Staffing		3,422.7	123.0	-	-	3,545.7	31.0	3,576.7

2004-05 REQUIREMENTS

Uncertainties about the state budget and the lack of specifics regarding possible effects on social services programs have led HSS to prepare the 2004-05 budget using the assumption that allocations will remain unchanged from those received to date in 2003-04. The state does not prepare allocations until after the state budget is approved; therefore, it is expected that HSS will not receive funding notifications until August or September 2004. Differences between this budget and allocations received from the state will be addressed in a mid-year adjustment similar to the Adjustments to 2003-04 Final Budget For The Human Services System Administrative Claim Budget Unit referenced previously.

Overall requirements are $25.7 million more than requested in the 2003-04 budget, but are only $3.3 million more than approved in the December 2, 2003 Adjustment. Salary and Benefit costs will increase by $5.4 million from the December 2, 2003 Adjustment due to higher costs in retirement, workers compensation and MOU increases. Based on the budgeted staffing levels in the December 2, 2003 Adjustment, these cost increases were estimated to be $12.7 million in 2004-05. However, the increase is only $5.4 million because budgeted employee salaries and step increases in 2003-04 were significantly more than actual costs, while the level of attrition was greater than expected. In 2004-05, budgeted salary & benefit costs include a more precise estimate of employee salaries and estimated attrition.

The increases in Salaries and Benefits are offset by reductions made in Services and Supplies and Other Charges of $5.3 million. These reductions are further offset by a projected increase in IHSS of $3.2 million. The increase from the December 2, 2003 Adjustment to the 2004-05 Proposed Budget is summarized below:

(In millions)	Increase (Decrease) from 2003-04 Midyear budget
Salaries & Benefits	5.4
Services & Supplies, Other	(5.3)
IHSS	3.2
Overall increase	3.3

Highlights of the changes between budget years are as follows:

- Overall, staffing will increase 154 positions since the 2003-04 final budget. Included in this increase are 123 positions approved by the Board in the December 2, 2003 Adjustment to help meet new requirements of the Medi-Cal and Food Stamp programs. An additional 31 positions are being requested. Of these, 25 Public Service Employee (PSE) positions are requested to act as full-time interpreters in TAD offices, 2 PSE positions are requested by DCS to provide Parent Relations Program services, 1 Supervising Public Health Nurse is requested to direct health related services to DAAS clients and 3 positions are requested to correct dual-fill situations in DCS funded County Counsel positions.

	TAD	DCS	DAAS	C-IV/ITSD	Support	Total
2003-04 final budget	2,019.7	863.0	179.7		360.3	3,422.7
2003-04 midyear adjustment	2,134.7	871.0	179.7		360.3	3,545.7
Positions transferred within budget	(9.0)	(6.0)		15.0 *		
2004-05 proposed budget	2,150.7	870.0	180.7	15.0	360.3	3,576.7
Difference between 2003-04 final budget & 2004-05 proposed budget	131.0	7.0	1.0	15.0	-	154.0

* Existing Consortium IV (C-IV) and Information Technology Support Division (ITSD) positions were moved within this budget unit from TAD and DCS to ITSD, in order to more accurately reflect appropriate organizational reporting authority. Consortium IV is the new welfare automation system scheduled to go live in October 2004.

- Salary and Benefit costs will increase $19.4 million. This increase is a combination of additional staff, negotiated MOU increases, salary step increases, retirement contribution increases and worker's compensation cost increases. These increased costs are possible due to funding increases received in 2003-04 and on-going cost containment efforts implemented by HSS in the services, supplies and equipment accounts.
- Services and supplies costs will increase $1.6 million. $1.1 million savings in COWCAP offsets $2.7 million increases in the General Liability Insurance and Presort and Packaging accounts.
- Other charges for services to clients will increase $3.8 million. This is due to increased costs for IHSS Provider payments.
- Equipment costs will increase $0.1 million. Some increases in the cost of new equipment will be offset by a reduction in lease/purchases. There are currently no plans to purchase vehicles in 2004-05.
- Transfers to reimburse other county departments for services provided will increase $1.0 million. Most of this is a result of increases in facility lease costs reimbursed to Real Estate Services Department.
- Reimbursements from other county departments for services provided by HSS will decrease $0.4 million. This reflects a loss of $0.2 million reimbursement for the cost of HSS leased space no longer occupied by Department of Child Support Services and a loss of a $0.2 million reimbursement from Department of Behavioral Health for beds in a crisis residential center.
- Operating transfers out will decrease $0.6 million. $0.1 million savings can be attributed to lower costs of the IHSS Public Authority. $0.5 million savings is due to a negotiated decrease in the amount that will be paid to provide medical benefits to IHSS Providers.

REVENUE

Available federal and state revenue will increase $22.0 million from 2003-04 levels. This is due to funding increases received from the state. Significant revenue changes between budget years are as follows:

- Funding for TAD programs increased $18.3 million from the prior fiscal year. This is a result of increases of $1.3 million in CalWORKs funding, $1.2 million in Food Stamp Administration funding, $14.7 million in Medi-Cal Administration funding, $0.4 million increase in FSET and Foster Care Administration funding and a decrease of $2.2 million in funding for various other programs. Also included is the use of $2.9 million of CalWORKs Incentive funds. HSS believed that the CalWORKs Incentive funds were going to be taken back by the state last year; however, unspent funds were reinstated to the counties and are currently available for use. Some of the available funds will be used to retain contracted services provided to CalWORKs clients.
- It is expected that funding for DCS programs will remain at the current levels of appropriation, which results in an increase of $3.1 million over the prior fiscal year.
- It is estimated that funding for DAAS programs will increase $0.6 million over the prior fiscal year.

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 fixed maintenance of effort. County share is comprised of a combination of local funding sources and revenue from the Social Services Realignment fund. The Social Services Realignment fund was created during the State 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 $3.7 million. An additional $1.9 million in General Fund Local Cost has been included in the targets approved by the Board. The remaining $1.8 million will be provided from Realignment. Changes to local funding requirements are as follows:

- TAD programs will require $0.2 million additional county share. While available funding has increased $18.3 million, only $0.2 million is required as a local share to match the additional FSET and Foster Care Administration funding. This very small increase in local share is possible because most TAD programs require a fixed Maintenance of Effort (MOE) as county share.
- DCS programs will require $0.1 million more county share. A $2.8 million increase in funding for Child Welfare Services (CWS) programs requires a match of only $0.1 million in local share. A $1.0 million increase in Adoptions program funding requires no local share. A $0.7 million decrease in funding for other programs results in no local share savings.
- DAAS programs will require $0.2 million additional county share. A $0.6 million increase in funding for IHSS Administration and Adult Protective Services requires a match of $0.2 million in local share.

- DAAS-IHSS Public Authority and cost of IHSS providers will require $3.2 million more local funding. An expected increase of $3.8 million for provider payments is due to an expected 12.4% increase in paid hours for services provided to clients. This increase is partially offset by an expected $0.5 million reduction in negotiated medical benefits and a $0.1 million decrease in local share required to fund the IHSS Public Authority

The need for additional revenue from Realignment is driven by the increase in county share of cost for programs as outlined above and the practice of financing most local share increases and local financing decreases with revenue from Realignment. Total additional revenue required from Realignment is $1.8 million. This represents the net effect of increased local share and local funding lost as a result of the state budget impact.

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 Realignment Fund has begun to increase rapidly and is projected to continue to increase at a pace that will soon surpass receipts. When this occurs local county general fund dollars will then be required to pay for any mandated HSS program costs that cannot be covered by Realignment.

	2003-04 Estimated	2004-05 Proposed Budget	Inc/(Dec)
Administrative Claim budget	12.2	10.8	(1.4)
IHSS provider payments/benefits	28.3	33.2	4.9
IHSS Public Authority	0.2	0.3	0.1
Foster Care	25.0	28.2	3.2
Aid to Adoptive Children	2.0	2.8	0.8
Seriously Emotionally Disturbed Children	1.3	1.5	0.2
Total Social Services	69.0	76.8	7.8
Probation	4.3	3.8	(0.5)
California Children's Services	1.5	1.5	-
Financial Administration-MOE	1.8	1.8	-
Grand Total	76.6	83.9	7.3

History of Social Services Realignment and Local Cost
HSS Administrative Budget and Subsistence Budgets

	99/00	00/01	01/02	02/03	03/04 estimated	04/05 proposed budget
Administrative budget (DPA)						
Realignment	8.0	8.4	10.4 *	15.8 **	12.2	10.8
Local cost	8.2	11.4	13.1	12.3	11.5	13.3
IHSS Providers (DPA)						
Realignment	12.7	14.2	18.4	23.5	28.3	33.2
IHSS Public Authority (DPA)						
Realignment			0.1	0.2	0.2	0.3
Foster Care (BHI)						
Realignment	16.7	19.1	21.4	23.3	25.0	28.2
Local cost	14.2	16.7	14.0	13.9	13.8	13.5
Aid to Adoptive Children (ATC)						
Realignment	0.5	0.5	0.7	1.5	2.0	2.8
Local cost	0.3	0.6	1.0	0.9	1.2	1.2
Seriously Emotionally Disturbed (SED)						
Realignment	0.9	0.9	0.9	1.5	1.3	1.5
Local cost	0.3	0.5	0.7	0.5	0.7	0.7
All other subsistence budgets						
Local cost	6.3	4.7	6.1	6.5	6.6	7.5
Total Realignment	**38.8**	**43.1**	**51.9**	**65.8**	**69.0**	**76.8**
Total Local cost	**29.3**	**33.9**	**34.9**	**34.1**	**33.8**	**36.2**
Grand Total	**68.0**	**77.0**	**86.8**	**99.9**	**102.8**	**113.0**

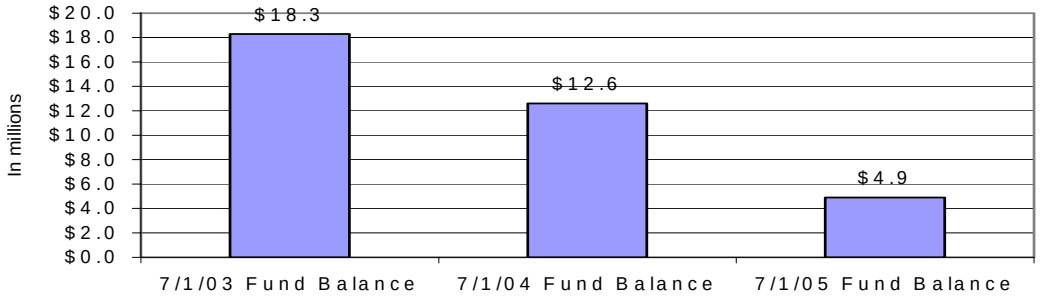
* 01/02 Includes one-time needs of $300,000
** 02/03 Includes one-time needs of $4.6 million

Social Services Realignment Fund Balance
(in millions)

2003-04	Activity	Change
July 1, 2003 Fund Balance	18.3	
Estimated Expenditures	(76.6)	
Estimated Revenues	65.7	
10% Transfer from Beh. Health	5.2	
June 30, 2004 Estimated Fund Balance	**12.6**	**(5.7)**

2004-05	Activity	Change
July 1, 2004 Estimated Fund Balance	12.6	
Estimated Expenditures	(83.9)	
Estimated Revenues	70.9	
10% Transfer from Beh. Health	5.3	
June 30, 2005 Estimated Fund Balance	**4.9**	**(7.7)**

Social Services Realignment Fund Balance



Departments included in the Administrative Claim budget are summarized as follows:

FUNDING AND STAFFING BY PROGRAM
2004-05

Transitional Assistance Department	Appropriation	Revenue	Local Share	Staffing
CalWorks - Eligibility	32,768,889	30,695,170	2,073,719	422.0
Food Stamps	34,121,587	26,255,317	7,866,270	440.4
CalWorks - Welfare to Work	38,146,965	38,146,965	-	367.0
Medi-Cal	49,902,491	49,902,491	-	644.0
Foster Care Administration	5,009,137	4,257,766	751,371	64.6
Child Care Administration	15,028,616	15,015,463	13,153	193.7
CalWorks - Mental Health	4,714,587	4,714,587	-	-
Cal-Learn	1,683,818	1,683,818	-	-
C-IV Consortium Funding	1,931,565	1,931,565	-	14.0
CalWorks - Incentive Funds	2,823,911	2,823,911	-	-
General Relief Administration	527,521	-	527,521	5.0
Other Programs	1,488,347	1,942,487	(454,140)	-
Total	**188,147,434**	**177,369,540**	**10,777,894**	**2,150.7**

Department of Children's Services	Appropriation	Revenue	Local Share	Staffing
Child Welfare Services	71,955,653	62,158,653	9,797,000	786.5
Promoting Safe and Stable Families	2,807,608	2,807,608	-	-
Foster Training and Recruitment	231,363	231,363	-	2.5
Licensing	809,753	809,753	-	-
Support and Therapeutic Options Program	863,299	604,309	258,990	-
Adoptions	4,020,406	4,020,406	-	44.0
ILP	2,196,491	2,196,491	-	24.0
Other Programs	1,181,533	1,181,533	-	13.0
Total	**84,066,106**	**74,010,116**	**10,055,990**	**870.0**

Aging and Adult Services	Appropriation	Revenue	Local Share	Staffing
In-Home Supportive Services	11,301,764	9,585,484	1,716,280	128.3
Adult Protective Services	5,061,253	4,837,356	223,897	52.4
IHSS Provider Payments	32,667,434	-	32,667,434	-
IHSS Provider Benefits	500,000	-	500,000	-
Contribution to Aging	420,906	-	420,906	-
IHSS PA	319,141	-	319,141	-
Other Programs	-	-	-	-
Total	**50,270,498**	**14,422,840**	**35,847,658**	**180.7**

Support	Staffing
	375.3

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	130,000	-	130,000	
Other	423,308	-	423,308	
Total	**898,308**	-	**898,308**	-
Total Local Share			**57,579,850**	
Social Services Realignment			**44,249,808**	
Grand Total Administrative Budget	**323,382,345**	**265,802,496**	**13,330,042**	**3,576.7**

Changes, by department, are as follows:

TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)

STAFFING CHANGES

Increases in funding as a result of additional program/workload requirements, have allowed TAD to add 131.0 positions since the reductions made in the 2003-04 budget.

- 115 net positions were added in the December 2, 2003 Adjustment. Of these, 100 were unclassified Eligibility Worker II positions that are defined as serving at the pleasure of the appointing authority and are subject to available program funding.
- 25 additional Public Service Employee (PSE) positions are being added to provide temporary translator help in TAD offices. If adequate funding is received, TAD will request permanent positions.
- 9 positions have been moved from TAD to HSS Information Technology Support Division (ITSD) to assist with the development and implementation of Consortium IV, the statewide automated welfare system that will be operational in November 2004. Many of these positions will return to TAD at some point after implementation.

Most of these TAD staffing increases are necessary because of additional reporting and performance requirements of the Medi-Cal Program. Additional federal and state funding has been allocated to counties as a result of these requirements.

PROGRAM CHANGES

Increases in staffing levels made possible by increased Food Stamp and Medi-Cal funding have allowed TAD to enhance service levels to clients in an effort to meet mandated performance requirements. Stagnation of other funding, primarily CalWORKs, has forced TAD to streamline its methods of service delivery. In an effort to accomplish more with less, TAD has moved CalWORKs Employment Services Program staff from some stand-alone offices into a few of the larger TAD offices. This results in substantial savings of leased facility costs and centralization of services for CalWORKs clients. Clients can now apply for aid, obtain Employment Services counseling, arrange for training assistance, and coordinate subsidized child-care in one office. This effort to co-locate offices will continue into 2005.

CalWORKs Incentive Funds – When building the 2003-04 budget, all indications were that these funds would no longer be available and TAD made appropriate reductions to expenditures for goods and services provided to clients. These funds were restored in the 2003-04 state budget process and now, unless new legislative action is taken, any unspent funds can be rolled over into subsequent years. $21.4 million is currently available for use. Expenditures are limited to the direct support of CalWORKs clients in the form of goods or services, including services provided by TAD staff. Because of the limited-time nature of these funds, they are not planned to be used to support staff or other ongoing costs in 2004-05. However, it may be necessary to utilize these funds to bridge the gap between increases in staffing costs and reductions in allocations in future years. In 2004-05, $2.8 million of these funds will be used to support current levels of Transportation and Ancillary services to CalWORKs clients.

DEPARTMENT OF CHILDREN'S SERVICES (DCS)

STAFFING CHANGES

Increases in funding have allowed DCS to add 7.0 positions since the reductions made in the 2003-04 budget.

- 8 net positions were added in the December 2, 2003 Adjustment.
- 2 PSE positions are being added to provide Parent Relations Program services. DCS will work with Human Resources to establish a new classification and recruit permanent positions.
- 3 positions are being added to correct dual-fill situations in DCS funded County Counsel positions.
- 6 positions have been moved from DCS to HSS ITSD. It has been determined that these positions have never been funded directly by DCS. They have been moved to ITSD to more appropriately reflect their reporting authority.

PROGRAM CHANGES

Funding increases have allowed DCS to add $2.0 million to expenditures for direct services to clients. These expenditures are for services and supplies provided to clients in an effort to keep families intact. All such expenditures are directly charged to the Child Welfare Services allocation and will have no effect on other components of the HSS Administrative Claim budget unit. Net funding increases of $3.1 million for DCS programs require a match of only $0.1 million in local share.

DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)

STAFFING CHANGES

Funding increases have allowed DAAS to add 1.0 Supervising Public Health Nurse position to direct medical services to medically fragile adults in the IHSS and APS programs. The position will also supervise other Public Health Nurses in various Aging programs. Formerly these services were provided via a contract with the Public Health department.

PROGRAM CHANGES

IHSS - Individual Provider costs. This program is 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. Paid hours to IHSS providers in 2004-05 are expected to increase 12.4% over 2003-04. Local funding is required for the county share of the IHSS Individual Provider wages and benefits, and the operating costs of the IHSS Public Authority. An additional $3.2 million of local funding is necessary due to projected caseload growth in 2004-05.

Additionally, local cost is 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 2004-05, 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

SUPPORT DIVISIONS

STAFFING CHANGES

Given the uncertainties of the state budget situation, HSS has been prudent with regards to staffing decisions. No additional administrative staff has been added since the reductions made in the 2003-04 budget. Any increases to staffing made possible by the availability of increased funding have been made only in those programs providing direct services to clients. 15 positions have been shifted from departments as follows:

- 9 positions have been moved from TAD to HSS ITSD to assist with the development and implementation of Consortium IV, the statewide automated welfare system that will be operational in November 2004. Many of these positions will return to TAD at some point after implementation.
- 6 positions have been moved from DCS to ITSD. It has been determined that these positions have never been funded directly by DCS. They have been moved to ITSD to more appropriately reflect to their reporting authority.

Neither of these staffing shifts has actually resulted in additional support staff, but have been made to correct organizational reporting and funding structures.

PROGRAM CHANGES

Net budget increases of $2.4 million have been made in administrative overhead costs, which are shared by all HSS departments in this budget unit. The intent of these budget increases is to restore services, supplies and equipment appropriations to actual expenditure levels experienced to date in 2003-04. Resulting cost increases have been allocated among all programs included in this budget unit.

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.

REVENUE SOURCE AND LOCAL COST BREAKDOWN

	Appropriation	Revenue					Local Cost	
		Federal	% Federal	State	% State	Total Federal/State	Local Share	% Local Cost
Transitional Assistance Department								
Food Stamps	34,121,587	14,917,936	44%	11,337,381	33%	26,255,317	**7,866,270**	23%
Single Allocation								
CalWorks - Eligibility	32,768,889	21,967,087	67%	8,728,082	27%	30,695,169	**2,073,720**	6%
CalWorks - Mental Health	4,714,587	-	-	4,714,587	100%	4,714,587	-	-
CalWorks - Cal-Learn	1,683,818	841,909	50%	841,909	50%	1,683,818	-	-
CalWorks - Welfare to Work	38,146,965	38,146,965	100%	-	-	38,146,965	-	-
CalWorks - Child Care Admin - Stage	6,868,167	6,868,167	100%	-	-	6,868,167		-
Total Single Allocation	84,182,426	67,824,128		14,284,578		82,108,706	2,073,720	
Medi-Cal	49,902,491	24,951,246	50%	24,951,246	50%	49,902,491	-	-
Foster Care Administration	5,009,137	2,616,682	52%	1,641,084	33%	4,257,766	751,371	15%
Child Care Administration								
Stage 2	5,992,237	5,215,265		776,972		5,992,237		
Stage 3	1,456,155	1,101,768		354,387		1,456,155		
CPS - GAPP	148,855	-		135,702		135,702	13,153	
Federal Block Grant - FAPP	563,202	563,202		-		563,202		
C-IV Consortium Funding	1,931,565	-	-	1,931,565	100%	1,931,565	-	-
CalWorks - Incentive Funds	2,823,911	2,823,911	100%	-		2,823,911	-	-
General Relief Administration	527,521	-	-	-	-	-	527,521	100%
Food Stamp Employment Training	1,170,181	784,321	67%	-	0%	784,321	385,860	33%
Other	318,166	318,063	100%	103	0%	318,166	(840,000)	
Total	**188,147,434**	**121,116,522**		**55,413,018**		**176,529,540**	**10,777,895**	
Department of Children's Services								
Child Welfare Services - Basic	65,037,718	33,438,333	51%	21,399,385	33%	54,837,718	10,200,000	16%
Child Welfare Services - Augmentatio	6,917,935	3,574,615	52%	3,343,320	48%	6,917,935	-	-
CWS Total	**71,955,653**	**37,012,948**		**24,742,705**		**61,755,653**	**10,200,000**	
Promoting Safe and Stable Families	2,807,608	2,807,608	100%	-	-	2,807,608	-	-
Foster Training and Recruitment	231,363	143,422	62%	87,941	38%	231,363	-	-
Licensing	809,753	366,818	45%	442,935	55%	809,753	-	-
Support and Therapeutic Options Pro	863,299	-	-	604,309	70%	604,309	258,990	30%
Adoptions	4,020,406	1,905,672	47%	2,114,734	53%	4,020,406	-	-
ILP	2,196,491	2,196,491	100%	-	0%	2,196,491	-	-
Other Programs	1,181,533	501,440	42%	680,093	58%	1,181,533	(403,000)	
Total	**84,066,106**	**44,934,399**		**28,672,717**		**73,607,116**	**10,055,990**	
Aging and Adult Services								
In-Home Supportive Services	11,301,764	5,580,830	49%	4,004,654	35%	9,585,484	1,716,280	15%
Adult Protective Services	5,061,253	2,218,094	44%	2,619,262	52%	4,837,356	223,897	4%
IHSS Provider Payments Local Match	32,667,434	-		-		-	32,667,434	100%
IHSS Provider Benefits Local Match	500,000	-		-		-	500,000	100%
IHSS PA Local Cost Match	319,141	-		-		-	319,141	100%
Contibution to Aging Programs	420,906	-	-	-	-	-	420,906	100%
Other Programs	-	-		-		-	-	-
Total	**50,270,498**	**7,798,924**		**6,623,916**		**14,422,840**	**35,847,657**	
1,715,047								
Non Revenue Generating Costs								
PERC Training Expense	150,000	-	-	-	-	-	150,000	100%
PERC Ethics Training	195,000	-	-	-	-	-	195,000	100%
LLUMC - Child Assess Center	130,000	-	-	-	-	-	130,000	100%
Other	423,308	-	-	-	-	-	423,308	100%
Total	**898,308**	**-**		**-**		**-**	**898,308**	
Total Administrative Budget	**323,382,346**	**173,849,845**	**54%**	**90,709,651**	**28%**	**264,559,496**	**57,579,850**	**17.8%**
SOCIAL SERVICES REALIGNMENT							**44,249,808**	
							13,330,042	**Local Cost Target**

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 $38,919,611 (provider payments) and is accounted for in ETP budget.

All childcare totals are for administration only. The remainder of these allocations are budgeted within the ETP budget.

This is the fixed County MOE for Childcare Administration. $13,153

This total includes $80,000 for Out-Stationed Eligibilty Workers, 200,000 for Fraud Collection, 485,000 for PERC revenue collected, 20,000 from Sheriff for children assesment, 55,000 from State

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

This total includes $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.

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 IHSS medical benefits local match of $500,000.

DEPARTMENT: HSS Administrative Claim Budget
FUND: General
BUDGET UNIT: AAA DPA

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**-**	**-**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	12,358,155	10,504,432	1,853,723
Internal Service Fund Adjustments	-	2,052,889	1,744,956	307,933
Other Required Adjustments	123.0	25,911,990	25,911,990	-
Subtotal	**123.0**	**40,323,034**	**38,161,377**	**2,161,657**
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	(780,000)	(780,000)	-
Subtotal	**-**	**(780,000)**	**(780,000)**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**298,365**	**(298,365)**
TOTAL BASE BUDGET	**123.0**	**39,543,034**	**37,679,742**	**1,863,292**
Department Recommended Funded Adjustments	**31.0**	**(13,825,402)**	**(13,825,402)**	-
TOTAL 2004-05 PROPOSED BUDGET	**154.0**	**25,717,632**	**23,854,340**	**1,863,292**

SCHEDULE B

DEPARTMENT: HSS Administrative Claim Budget
FUND: General
BUDGET UNIT: AAA DPA

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
All Departments	-	-	298,365	(298,365)
Local cost cut due to State budget impact to general fund. Will use Realignment revenue if available.				
Total	-	-	298,365	(298,365)

SCHEDULE C

DEPARTMENT: HSS Administrative Claim Budget
FUND: General
BUDGET UNIT: AAA DPA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	TAD-Eligibility: Add 25 PSE Translators	25.0	593,500	593,500	-
	Addition of 25 translators for temporary help in Transitional Assistance offices. If funding is received, TAD will ask for permanent positions.				
2.	DCS: Add 2 PSEs for Parent Relations Program	2.0	66,292	66,292	-
	To fill an immediate need for a new program initiative, Dept will work with HR to develop a new classification and begin recruitment process to hire regular employees.				
3.	DCS: Add 1 Deputy County Counsel IV, I Clerk II, and 1 Clerk III position	3.0	-	-	-
	Positions are located in County Counsel and funded with DCS funding. Positions are needed to correct three dual-fill situations. Not adding staff.				
4.	DAAS: Add 1 Supv Public Health Nurse	1.0	83,430	83,430	-
	DAAS previously contracted with Public Health for the services provided by this position. Position will now be budgeted in this budget unit.				
5.	HSS Admin: Add 1 Statistical Methods Analyst	1.0	-	-	-
	To correct an underfill situation.				
6.	HSS Admin: Delete 1 Social Services Practitioner	(1.0)	-	-	-
	Deletion of position currently being underfilled by Statistical Methods Analyst				
7.	All departments: Decrease in salaries and benefits	-	(6,901,476)	(6,901,476)	-
	Adjustment due to over-budgeting salaries and benefits in 2003-04 midyear budget adjustment, as a result of over-estimating increases in retirement, workers comp, salary increases, and under-estimating attrition				
8	All departments: Reductions in services and supplies	-	(4,437,500)	(4,437,500)	-
	Decreases in COWCAP, system development charges, computer hardware and software, public legal notices, equipment, maintenance of equipment, data processing equipment, professional services				
9	TAD: Reductions in services to clients	-	(2,952,402)	(2,952,402)	-
	Decreases in client transportation and childcar capacity building				
10	HSS Admin: Increase in fixed asset equipment	-	25,000	25,000	-
	Fork lift purchase for warehouse				
11	All Departments: Decrease in fixed asset vehicles	-	(350,000)	(350,000)	-
	No vehicles budgeted				
12	All Departments: Decrease in lease-purchased equipment	-	(131,408)	(131,408)	-
	Reduction due to completed lease-purchases for equipment purchased in prior years				
13	All Departments: Increases in Transfers and Reimbursements	-	179,162	179,162	-
	Increases in building lease payments, offset by decreases in MOUs with other County depts.				
	Total	31.0	(13,825,402)	(13,825,402)	-

Domestic Violence/Child Abuse Services

DESCRIPTION OF MAJOR SERVICES

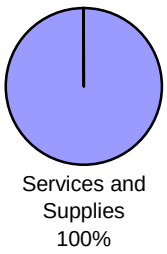
This budget unit provides for a number of contracts with agencies to ensure temporary shelter, food, transportation, emergency services and treatment/counseling for adults and children who are victims of domestic violence and child abuse. The domestic violence program under SB 1246 is funded by a surcharge on marriage licenses. The child abuse prevention program is funded by a state grant and revenues generated from a surcharge placed on certified copies of birth certificates. Revenues from the surcharges are deposited in special revenue funds and used to fund the contractors. These three revenue sources provide 100% of the funding for this program.

There is no county general fund contribution nor staffing associated with this budget unit.

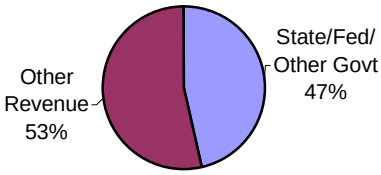
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,394,071	1,380,611	1,369,500	1,411,699
Total Financing Sources	1,371,855	1,380,611	1,369,500	1,411,699
Local Cost	22,216	-	-	-
Workload Indicators				
SB 1246 Contracts	$315,000	$285,000	$283,500	$292,005
AB 2994 Contracts	$447,631	$447,631	$449,400	$462,882
AB 1733 Contracts	$628,036	$647,980	$636,600	$656,812

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Domestic Violence/Child Abuse
FUND: General

BUDGET UNIT: AAA DVC
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	1,369,500	1,380,611	31,088	-	-	1,411,699	-	1,411,699
Total Appropriation	1,369,500	1,380,611	31,088	-	-	1,411,699	-	1,411,699
Departmental Revenue								
State, Fed or Gov't Aid	636,600	647,611	9,201	-	-	656,812	-	656,812
Total Revenue	636,600	647,611	9,201	-	-	656,812	-	656,812
Operating Transfers In	732,900	733,000	21,887	-	-	754,887	-	754,887
Total Financing Sources	1,369,500	1,380,611	31,088	-	-	1,411,699	-	1,411,699
Local Cost	-	-	-	-	-	-	-	-

The revenue sources for this program include two special revenue funds generated from surcharges on the sale of birth certificates (SDL DPA) and marriage licenses (SDP DVC). Each fund is permitted to carry-over fund balances from year-to-year should revenues outpace the contracts awarded in any given year. Cash receipts in 2003-04 have not kept pace with the contracts awarded, resulting in a drawdown of the fund balances. This trend is expected to continue indefinitely. Rather than making the entire fund balances available for contracts in 2004-05, contract amounts will be increased only three percent (3%) in order to delay the inevitable exhaustion of the fund balances. This strategy should bolster steady growth in contractor awards for the next five years when, barring state legislation to increase surcharges, the fund balances will be exhausted and contracts will depend entirely on fluctuating yearly cash receipts.

DEPARTMENT: Domestic Violence/Child Abuse
FUND: General
BUDGET UNIT: AAA DVC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	1,380,611	1,380,611	-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	31,088	31,088	-
Subtotal	-	31,088	31,088	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	1,411,699	1,411,699	-
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	-	1,411,699	1,411,699	-

Entitlement Payments (Childcare)

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	90,882,476	93,919,917	83,838,051	82,397,695
Departmental Revenue	90,884,155	93,919,917	83,838,051	82,397,695
Local Cost	(1,679)	-	-	-
Workload Indicators				
Average Monthly Caseload	21,078	20,462	19,105	18,682
Average Monthly Aid	$357	$382	$366	$368

Actual allocations/grants are lower than budgeted. However, appropriations and revenues have not been completely adjusted to date. In June 2003, the California Department of Education (CDE) released the allocations to Counties for Stages 2 and 3, Alternative Payment (CPS) and the Federal Block Grant. On July 8th, 2003, the department presented to the Board all 2003-04 childcare allocations. In December, 2003 and January, 2004 the department received allocation reductions from CDE of $4.7 million in Stages 2 & 3, which were presented to the Board on March 2, 2004 (item #35). An additional reduction of $500,000 is expected for Stage 2 and will be presented to the Board in May 2004. These reductions are due to reduced caseload and State regulated payment reductions to childcare providers.

Budgeted and actual allocations and contracts for childcare services are shown on the following page:

Program	FY 03/04 Budget	Actual Contract / Allocation Amounts	Revised Contract / Allocation Amounts	Total Funding
Stage 1 CalWORKs	47,873,762	40,124,291	-	40,124,291
Stage 2 Contracts	31,295,161	33,923,131	(2,009,934)	31,913,197
Stage 3 Contracts	10,716,622	12,111,650	(3,134,269)	8,977,381
Alternative Payment Contract State contract (Child Protective Services)	842,898	952,429	205,445	1,157,874
Federal Block Grant State contract (working poor)	3,191,475	3,441,079	(466,288)	2,974,791
Total	93,919,918	90,552,580	(5,405,046)	85,147,534

(Not including administrative costs calculated at approx 10.2% of actual allocation)

Based on caseload trends for the eighteen-month period from Oct ’02 through March ’04, it is projected that overall, expenditures will be:

- under budget by $10.1 million.
- less than actual allocations by $1.3 million.

While projected expenditures are $83.8 million, actual allocations to date are $85.1 million. This projection is based on caseload trends from July 2002 to December 2003.

Childcare provider payments are 100% Federal and State funded through reimbursements by the State.

GROUP: Human Services System
DEPARTMENT: Entitlement Payments
FUND: General

BUDGET UNIT: AAA ETP
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	83,838,051	93,919,917	(5,540,811)	-	-	88,379,106	(5,981,411)	82,397,695
Total Appropriation	83,838,051	93,919,917	(5,540,811)	-	-	88,379,106	(5,981,411)	82,397,695
Departmental Revenue								
State, Fed or Gov't Aid	83,838,051	93,919,917	(5,540,811)	-	-	88,379,106	(5,981,411)	82,397,695
Total Revenue	83,838,051	93,919,917	(5,540,811)	-	-	88,379,106	(5,981,411)	82,397,695
Local Cost	-	-	-	-	-	-	-	-

In comparison to budget 2003-04, it is projected that average monthly paid cases will decrease in 2004-05 by 8.7% due to clients reaching the 60-month time limit. Average monthly aid in 2004-05 is projected to decrease by 3.7% due to regional market rate reductions that are established by the state to pay child care providers.

Childcare provider payments are 100% federal and state funded through reimbursements by the state. There is no local cost.

DEPARTMENT: Entitlement Payments
FUND: General
BUDGET UNIT: AAA ETP

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**93,919,917**	**93,919,917**	**-**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	(5,540,811)	(5,540,811)	-
Subtotal	**-**	**(5,540,811)**	**(5,540,811)**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**88,379,106**	**88,379,106**	**-**
Department Recommended Funded Adjustments	**-**	**(5,981,411)**	**(5,981,411)**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**82,397,695**	**82,397,695**	**-**

SCHEDULE C

DEPARTMENT: Entitlement Payments
FUND: General
BUDGET UNIT: AAA ETP

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Caseload and RMR reductions	-	(5,981,411)	(5,981,411)	-
The Regional Market Rate that is established by the state to pay child care providers was reduced by up to 10% as of January 1st 2004. Caseload is projected to continue to decrease by 8.7% due to clients reaching the 60 month time limit.				
Total	-	(5,981,411)	(5,981,411)	-

Out-of-Home Child Care

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	383,622	338,164	337,991	367,618
Departmental Revenue	-	-	-	-
Local Cost	383,622	338,164	337,991	367,618
Workload Indicators				
Paid Cases Per Month	22	32	24	25
Average Monthly Aid	$1,471	$890	$1,174	$1,225

Workload indicators for 2002-03 were incorrectly stated in last year's budget book. The paid cases per month and average monthly aid numbers have been corrected.

Expenditures for this budget are relatively inconsistent from month to month, depending upon the number of non-aided children placed in emergency shelter care.

Through the first nine months of the fiscal year $282,495, or 84%, has been expended. Each year the Department of Children's Services (DCS) makes a determination of cases that should be funded with Federal and State money and retroactively funds OCC cases with Child Welfare Services funds. In January of 2004 DCS funded $187,000 in prior OCC cases and in May the department will fund an additional $100,000.

Based on data from the previous 12 months it is anticipated that expenditures will be approximately $337,991. With the exception of those cases mentioned above, no other state and federal revenue is received for this program. It is funded entirely by local funds.

GROUP: Human Services System
DEPARTMENT: Out-of-Home Child Care
FUND: General

BUDGET UNIT: AAA OCC
FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	337,991	338,164	29,454	-	-	367,618	-	367,618
Total Appropriation	337,991	338,164	29,454	-	-	367,618	-	367,618
Local Cost	337,991	338,164	29,454	-	-	367,618	-	367,618

Paid cases per month are projected to drop by 22% 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 is projected to increase by 38% due to:

- an increasing number of disturbed children have entered the child welfare system
- a shortage of facilities in the county that accept high-risk children at a reasonable placement rate.

DEPARTMENT: Out-of-Home Child Care **SCHEDULE A**
FUND: General
BUDGET UNIT: AAA OCC

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**338,164**	**-**	**338,164**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	29,454	-	29,454
Subtotal	**-**	**29,454**	**-**	**29,454**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**367,618**	**-**	**367,618**
Department Recommended Funded Adjustments	**-**	**-**	**-**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**367,618**	**-**	**367,618**

Aid to Adoptive Children

DESCRIPTION OF MAJOR SERVICES

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 and 36% federal, with the remaining mandated 16% local share funded with Realignment and local cost.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	15,186,707	17,152,146	19,827,085	25,193,425
Departmental Revenue	14,252,485	15,946,603	18,621,542	23,987,882
Local Cost	934,222	1,205,543	1,205,543	1,205,543
Workload Indicators				
Cases Per Month	1,926	2,343	2,404	2,869
Average Monthly Aid	$656	$610	$687	$732

As a result of unanticipated program growth, expenditures in this program are projected to exceed budget by $2,674,939. Budgeted annual cases in 2003-04 are 28,110, a 22% increase over 2002-03 annual cases. However, caseload has grown even faster in 2003-04, and is now expected to grow to 28,847 annual cases (a 25% increase over 2002-03).

Average grant amounts have also increased significantly. Due to the high cost of care for these special-needs children, the actual average monthly grant amounts are projected to be $687 (a 5% increase over the prior fiscal year).

Actual annual caseload and average monthly grant increases are shown below:

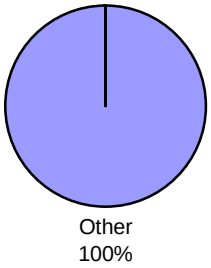
Fiscal Year	Annual Cases	% Increase	Average Monthly Grant Amount	% Increase
2000-01	14,652		$525	
2001-02	18,696	28%	$611	16%
2002-03	23,112	24%	$656	7%
2003-04	28,847	25%	$687	5%

The growth in this program is attributed to State legislation, which became effective January 1, 2000, that encourages and promotes the adoption of children eligible for the program (AB 390). The legislation requires that the county provide prospective adoptive families with information on the availability of benefits, as well as reimbursement for nonrecurring expenses in the adoption of an eligible child. Additionally, there is no financial means test used to determine an adoptive family's eligibility for the program.

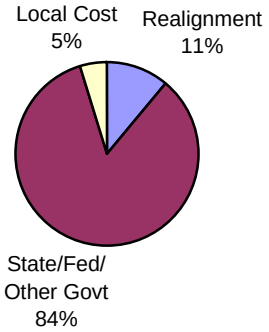
This program is approximately 84% funded with state and federal revenues, with a 16% local share. The local share is funded with a combination of Social Services Realignment and local cost.

A Board Agenda Item was presented to the Board on April 20, 2004, which increased the 2003-04 budget appropriations $2,674,939, state revenue $1,332,501, federal revenue $904,577 and Realignment $437,861. The additional $437,861 in Realignment will fund the increased local share required.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Aid to Adoptive Children
FUND: General

BUDGET UNIT: AAB ATC
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	19,827,085	17,152,146	7,042,256	-	-	24,194,402	999,023	25,193,425
Total Appropriation	19,827,085	17,152,146	7,042,256	-	-	24,194,402	999,023	25,193,425
Departmental Revenue								
Realignment	1,978,773	1,540,912	1,095,495	-	-	2,636,407	133,834	2,770,241
State, Fed or Gov't Aid	16,642,769	14,405,691	5,946,761	-	-	20,352,452	865,189	21,217,641
Total Revenue	18,621,542	15,946,603	7,042,256	-	-	22,988,859	999,023	23,987,882
Local Cost	1,205,543	1,205,543	-	-	-	1,205,543	-	1,205,543

Continued growth in caseload and average grant amount is due to the success of legislation mentioned earlier.

Estimated expenditures in 2004-05 are based on an overall anticipated total annual cases of 34,426, a 19% increase over 2003-04. Average monthly grant amounts are projected to be $732, a 6.5% increase over 2003-04.

Total local share required in 2004-05 is $3,975,784. The general fund contributes $1,205,543 and Social Services Realignment will fund $2,770,241. This is an increase of $1,229,329 in Realignment needed to fund local share over 2003-04.

DEPARTMENT: Aid to Adoptive Children
FUND: General
BUDGET UNIT: AAB ATC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**17,152,146**	**15,946,603**	**1,205,543**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	7,042,256	7,042,256	-
Subtotal	**-**	**7,042,256**	**7,042,256**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**24,194,402**	**22,988,859**	**1,205,543**
Department Recommended Funded Adjustments	**-**	**999,023**	**999,023**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**25,193,425**	**23,987,882**	**1,205,543**

SCHEDULE C

DEPARTMENT: Aid to Adoptive Children
FUND: General
BUDGET UNIT: AAB ATC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increase in the Aid to Adoptive Children program.	-	999,023	999,023	-
The Adoption Assistance program (AAP) is a Federal mandated program under the Federal Adoption Assistance and Child Welfare Act of 1980, PL 96-272. Program administrators anticipate that the number of participants in this program will increase 530 participants during the Fiscal Year and 30 participants will leave the program because of age limits. Increased expenditures are due to increased participants and a projected 19% increase in the average monthly grant. This program is funded approximately 84% with state and federal revenues, with a 16% local share. The local share is funded with a combination of Social Services Realignment and local cost. HSS will fund the increase in 04/05 local share ($133,834) with Social Services Realignment.				
Total	-	999,023	999,023	-

AFDC – Foster Care

DESCRIPTION OF MAJOR SERVICES

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 90%) and Probation (approximately 10%). 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.

- For federal cases, the cost-sharing ratios are approximately 43% federal, 22% state, and 35% County.
- For non-federal cases, the cost-sharing ratio is 40% state and 60% County.
- All county share-of-cost is mandated and is reimbursed from Social Services Realignment and the county general fund.

Additionally, this budget unit provides $1.1 million in Social Services Realignment funding annually to the Probation Department to assist in operating the Fouts Springs Youth Facility. This facility is a boot-camp type of facility and is used as a diversionary program for delinquent youth.

There is no staffing associated with this budget unit.

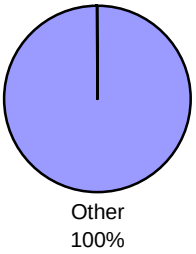
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	91,002,763	97,635,819	95,281,584	100,802,968
Departmental Revenue	77,072,926	83,857,781	81,503,546	87,328,206
Local Cost	13,929,837	13,778,038	13,778,038	13,474,762
Workload Indicators				
Non Federal Annual Paid Cases	14,092	14,394	14,110	14,148
Non Federal Avg Paid Cases Per Month	1,174	1,200	1,176	1,179
Non Federal Avg Monthly Aid	$1,573	$1,685	$1,563	$1,602
Feeral Annual Paid Cases	43,133	42,846	42,419	42,216
Federal Avg Paid Cases Per Month	3,594	3,571	3,535	3,518
Federal Avg Monthly Aid	$1,569	$1,687	$1,700	$1,825

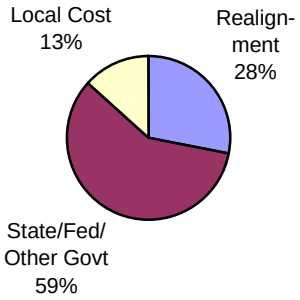
The variance between 2003-04 Budget and Estimate is due to declining caseload, partly due to cases shifting from the Foster Care program into the Kin-Gap program. It was projected that caseload would increase with the opening of the Vision Quest facility. This is an RCL 12 placement facility in which 72 youth were to be admitted beginning in October 2003. Most of these placements have been made and have not impacted the caseload numbers as anticipated due to continuing movement of children into Kin-Gap. This has resulted in the caseload being 1% lower than budgeted.

Additionally, the non-federal cost per case is now projected to be 7% less than budget. Increases in recent years are due to the severe statewide shortage of foster family homes and intensive treatment facilities for seriously troubled children. These children are being placed in higher cost Foster Family Agencies and Group Homes.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: AFDC - FOSTER CARE
FUND: General

BUDGET UNIT: AAB BHI
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	94,181,584	96,535,819	3,435,641	-	-	99,971,460	(268,492)	99,702,968
Transfers	1,100,000	1,100,000	-	-	-	1,100,000	-	1,100,000
Total Appropriation	95,281,584	97,635,819	3,435,641	-	-	101,071,460	(268,492)	100,802,968
Departmental Revenue								
Realignment	24,979,880	25,751,614	2,196,490	-	-	27,948,104	240,403	28,188,507
State, Fed or Gov't Aid	55,803,666	57,406,167	1,075,453	-	-	58,481,620	658,079	59,139,699
Other Revenue	720,000	700,000	163,698	-	(863,698)	-	-	-
Total Revenue	81,503,546	83,857,781	3,435,641	-	(863,698)	86,429,724	898,482	87,328,206
Local Cost	13,778,038	13,778,038	-	-	863,698	14,641,736	(1,166,974)	13,474,762

The Foster Care caseload has experienced a decline in recent years, partly due to cases shifting from the Foster Care program into the Kin-Gap program. Caseloads are projected to remain stable in FY 2004-05.

While caseloads have been declining, costs for these cases continue to increase. This is due to the severe statewide shortage of foster family homes and intensive treatment facilities for seriously troubled children. These children are being placed in higher cost Foster Family Agencies and Group Homes.

Average grants in FY 2004-05 are projected to be 7% higher than FY 2003-04. The rising cost per case is a statewide problem. The Governor is currently looking for solutions to control the rising costs, but it is not known when any new legislation or procedures will be handed down.

The U.S. District Court issued an order in February 2004 in the Rosales v. Thompson case revising the eligibility requirements for foster care cases. Non-federal cases are currently being reviewed that may now be eligible for federal funds. Also, cases that previously were denied foster care funds and had been designated as CalWORKS may now be eligible for foster care funds. Each county is required to review all foster care cases open on or after March 2003 to determine eligibility for retroactive payments. The impact this ruling will have on San Bernardino County will not be known until all affected cases are reviewed.

Finally, the State is proposing to eliminate the County share of Child Support collections in 2004-05, which is used to offset local cost in Foster Care, CalWORKs aid payments (AAB FGR and AAB UPP), and the Kinship Guardianship Assistance Program (AAB KIN). With the loss of this revenue, local cost is projected to exceed target in AAB FGR and AAB KIN. To offset the increase, HSS is proposing to increase budgeted Realignment revenues in Foster Care to assist in transferring a net of $303,276 in local cost to AAB FGR. This will enable HSS to remain within local cost targets in the subsistence payment budget units.

DEPARTMENT: AFDC - FOSTER CARE
FUND: General
BUDGET UNIT: AAB BHI

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**97,635,819**	**83,857,781**	**13,778,038**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	3,435,641	3,435,641	-
Subtotal	**-**	**3,435,641**	**3,435,641**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**(863,698)**	**863,698**
TOTAL BASE BUDGET	**-**	**101,071,460**	**86,429,724**	**14,641,736**
Department Recommended Funded Adjustments	**-**	**(268,492)**	**898,482**	**(1,166,974)**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**100,802,968**	**87,328,206**	**13,474,762**

SCHEDULE B

DEPARTMENT: AFDC - FOSTER CARE
FUND: General
BUDGET UNIT: AAB BHI

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
County share of Child Support collections	-	-	(863,698)	863,698
Local share is projected to increase due to the State's proposal in 2004-05 to eliminate the County's share of child support collections. Currently, a portion of child support collected on behalf of the custodial parent receiving assistance payments is u				
Total	-	-	(863,698)	863,698

SCHEDULE C

DEPARTMENT: AFDC - FOSTER CARE
FUND: General
BUDGET UNIT: AAB BHI

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Updated program activity for 2004-05	-	(268,492)	-	(268,492)
	Due to information received after the submission of the first 2004-05 projections, caseload is now expected to be slightly lower than originally projected.				
2.	Updated program activity for 2004-05	-	-	(583,480)	583,480
	Due to information received after the October 2003 submission of the first 2004-05 projection, Non-Federal caseload is projected to be 2.5% lower than originally projected, resulting in less state revenue.				
3.	Updated program activity for 2004-05	-	-	240,403	(240,403)
	Due to the State's proposal in 2004-05 to eliminate the County's share of child support collections, additional realignment is increasing to offset this decrease in child support collections revenue.				
4.	Updated program activity for 2004-05	-	-	1,241,559	(1,241,559)
	Due to information received after the submission of the first 2004-05 projection, the Federal average grant is projected to be 6% higher than originally projected, resulting in an increase in federal revenue.				
	Total	-	(268,492)	898,482	(1,166,974)

Refugee Cash Assistance

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	50,616	520,000	63,320	100,000
Departmental Revenue	51,902	520,000	63,320	100,000
Local Cost	(1,286)	-	-	-
Workload Indicators				
Cases Per Month	17	98	18	20
Average Monthly Aid	$248	$442	$300	$415

Estimates for 2003-04 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.

GROUP: Human Services System
DEPARTMENT: Refugee Cash Assist
FUND: General

BUDGET UNIT: AAB CAP
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	63,320	520,000	-	-	-	520,000	(420,000)	100,000
Total Appropriation	63,320	520,000	-	-	-	520,000	(420,000)	100,000
Departmental Revenue								
State, Fed or Gov't Aid	63,320	520,000	-	-	-	520,000	(420,000)	100,000
Total Revenue	63,320	520,000	-	-	-	520,000	(420,000)	100,000
Local Cost	-	-	-	-	-	-	-	-

Expenditures for 2003-04 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. This program is 100% federally funded and open-ended. Historically this program has been budgeted at $520,000 regardless of actual caseload. This budget is being adjusted to $100,000 to more accurately reflect actual caseload and average monthly grant amounts.

SCHEDULE C

DEPARTMENT: **Refugee Cash Assist**
FUND: **General**
BUDGET UNIT: **AAB CAP**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Decrease in the Refugee Cash Assist program.	-	(420,000)	(420,000)	-
The Refugee Cash Assistance program is a 100% federally funded program that 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. Historically this program has had only 15 - 20 participants per month and was not budgeted using actual caseload data. This decrease reflects a more accurate program cost.				
Total	-	(420,000)	(420,000)	-

Cash Assistance for Immigrants

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	698,136	1,053,030	767,838	1,053,030
Departmental Revenue	695,909	1,053,030	767,838	1,053,030
Local Cost	2,227	-	-	-
Workload Indicators				
Cases Per Month	96	116	95	111
Average Monthly Aid	$606	$752	$672	$790

Expenditures for 2003-04 are expected to be less than budgeted because caseload continues to be lower than expected. This is due to clients moving into the federal SSI/SSP program while new applications continue to decline. Average grant costs have also been lower than expected.

GROUP: Human Services System
DEPARTMENT: Cash Assistance for Immigrants
FUND: General

BUDGET UNIT: AAB CAS
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	767,838	1,053,030	-	-	-	1,053,030	-	1,053,030
Total Appropriation	767,838	1,053,030	-	-	-	1,053,030	-	1,053,030
Departmental Revenue								
State, Fed or Gov't Aid	767,838	1,053,030	-	-	-	1,053,030	-	1,053,030
Total Revenue	767,838	1,053,030	-	-	-	1,053,030	-	1,053,030
Local Cost	-	-	-	-	-	-	-	-

The proposed 2004-05 budget projects a small caseload decline from the previous year and an expected 1.5% COLA in the SSI/SSP rate for the months of January through June 2005. This is a 100% state funded program that results in no local cost. Because the state legislature could expand program eligibility at any time it is recommended that 2004-05 appropriations remain at the current level.

CALWORKS – All Other Families

DESCRIPTION OF MAJOR SERVICES

This budget unit provides CalWORKs assistance payments 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. The mandated local share of 2.5% is funded with county general fund.

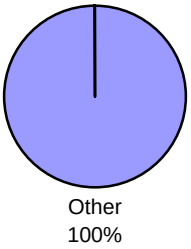
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

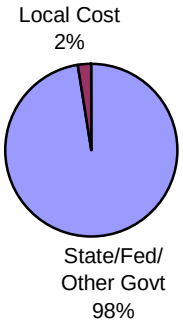
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	194,822,469	196,553,943	198,527,539	196,029,188
Departmental Revenue	190,670,061	192,123,884	194,317,148	191,128,459
Local Cost	4,152,408	4,430,059	4,210,391	4,900,729
Workload Indicators				
Annual Paid Cases	377,456	380,054	368,657	364,569
Paid Cases per Month	31,455	31,671	30,721	30,381
Average Monthly Aid	$517	$517	$539	$538

The variance between the 2003-04 Budget and Estimate is due to a Cost-of-Living Adjustment (COLA), which took, effect at the start of the fiscal year that the state had originally stated would not occur. The COLA has resulted in expenditures and revenues being greater than originally projected. The budget unit will remain within the Local Cost target due to increased revenues realized from child support collections.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	198,527,539	196,553,943	14,742,018	-	-	211,295,961	(15,266,773)	196,029,188
Total Appropriation	198,527,539	196,553,943	14,742,018	-	-	211,295,961	(15,266,773)	196,029,188
Departmental Revenue								
State, Fed or Gov't Aid	193,500,483	191,423,884	14,589,679	-	-	206,013,563	(14,885,104)	191,128,459
Other Revenue	816,665	700,000	-	-	(700,000)	-	-	-
Total Revenue	194,317,148	192,123,884	14,589,679	-	(700,000)	206,013,563	(14,885,104)	191,128,459
Local Cost	4,210,391	4,430,059	152,339	-	700,000	5,282,398	(381,669)	4,900,729

The 2004-05 requested budget is significantly lower than original projections because caseload decreases were realized rather than the increases predicted by the Governor's office last March. The state has not provided any caseload estimates for 2004-05; therefore, a conservative estimate of zero caseload growth has been used (despite continuing caseload declines in Fiscal Year 2003-04). The state has not given any advance notification of Cost-of-Living Adjustments in 2004-05, so the average monthly grant is expected to remain stable as well.

However, the state has proposed to eliminate the County's share of child support collections, which is currently used to offset local share for this program, as well as in Foster Care (AAB BHI) and the Kinship Guardianship Assistance Program (AAB KIN). With the loss of this revenue, local cost is projected to exceed target in this budget unit by $318,332. To offset the increase, the department is proposing to increase budgeted Realignment revenues in Foster Care. This will enable HSS to remain within local cost targets overall in the subsistence payment budget units.

DEPARTMENT: CalWORKs - All Other Families **SCHEDULE A**
FUND: General
BUDGET UNIT: AAB FGR

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**196,553,943**	**192,123,884**	**4,430,059**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	14,742,018	14,589,679	152,339
Subtotal	**-**	**14,742,018**	**14,589,679**	**152,339**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**(700,000)**	**700,000**
TOTAL BASE BUDGET	**-**	**211,295,961**	**206,013,563**	**5,282,398**
Department Recommended Funded Adjustments	**-**	**(15,266,773)**	**(14,885,104)**	**(381,669)**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**196,029,188**	**191,128,459**	**4,900,729**

SCHEDULE B

DEPARTMENT: CalWORKs - All Other Families
FUND: General
BUDGET UNIT: AAB FGR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
County share of Child Support Collections	-	-	(700,000)	700,000
Local share is projected to increase due to the State's proposal in 2004-05 to eliminate the County's share of child support collections. Currently, a portion of child support collected on behalf of the custodial parent receiving assistance payments is used to offset local share.				
Total	-	-	(700,000)	700,000

SCHEDULE C

DEPARTMENT: CalWORKs - All Other Families
FUND: General
BUDGET UNIT: AAB FGR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Decreased appropriation and revenue.	-	(15,266,773)	(14,885,104)	(381,669)
An expected decrease in the number of paid cases in Fiscal Year 2004-05 will result in the need for less appropriation. Lower appropriations will also result in less revenue.				
Total	-	(15,266,773)	(14,885,104)	(381,669)

Kinship Guardianship Assistance Program

DESCRIPTION OF MAJOR SERVICES

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% mandated local share is funded by the county general fund.

There is no staffing associated with this budget unit.

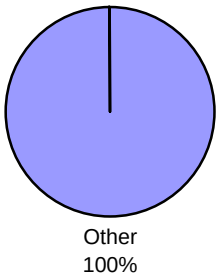
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	2,530,659	3,351,569	3,481,292	4,556,185
Departmental Revenue	2,115,676	2,795,803	2,935,847	3,793,024
Local Cost	414,983	555,766	545,445	763,161
Workload Indicators				
Annual Paid Cases	4,666	5,899	6,372	8,124
Average Paid Cases Per Month	389	492	531	677
Average Monthly Aid	$542	$567	$545	$560

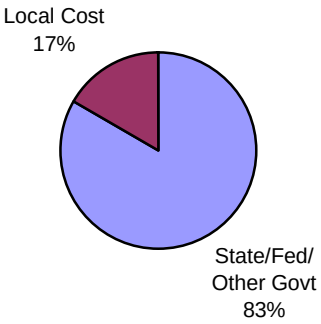
Estimated expenditures are projected to exceed 2003-04 budget by approximately $120,000 or 3.9%, due to higher than projected caseload. It was anticipated that the number of cases would stabilize once the backlog of eligible cases in foster care were transferred to the Kin-Gap program, but caseload growth has continued at a higher rate than expected. This may be due to a greater awareness of the program, and more children in the foster care system now are eligible for the Kin-Gap program.

Local cost will not exceed budgeted local cost, however, due to higher than expected revenue from Child Support Collections.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: KIN GAP
FUND: General

BUDGET UNIT: AAB KIN
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	3,481,292	3,351,569	1,227,775	-	-	4,579,344	(23,159)	4,556,185
Total Appropriation	3,481,292	3,351,569	1,227,775	-	-	4,579,344	(23,159)	4,556,185
Departmental Revenue								
State, Fed or Gov't Aid	2,905,847	2,781,803	1,019,053	-	-	3,800,856	(7,832)	3,793,024
Other Revenue	30,000	14,000	11,000	-	(25,000)	-	-	-
Total Revenue	2,935,847	2,795,803	1,030,053	-	(25,000)	3,800,856	(7,832)	3,793,024
Local Cost	545,445	555,766	197,722	-	25,000	778,488	(15,327)	763,161

Since the program's inception in 2000, caseload has continued to grow significantly each year. It is anticipated that caseload will increase by approximately 27% in FY 2004-05. This reflects a growth of 12 new cases per month in FY 2004-05.

The cost per case appears to have stabilized and no significant increase in cost is projected for 2004-05. A 0.5% increase has been included to provide for COLAs received during FY 2003-04.

However, the state has proposed to eliminate the County's share of child support collections, which is currently used to offset local share for this program, as well as in Foster Care (AAB BHI) and in CalWORKs aid payments (AAB FGR and AAB UPP). The loss of this revenue will cause this budget unit to exceed the local cost target by $9,673. To offset the increase, HSS will be transferring local cost from the CalWORKs-2 Parent Families budget unit (AAB UPP). This will enable HSS to remain within local cost targets overall in the subsistence payment budget units.

DEPARTMENT: KIN GAP
FUND: General
BUDGET UNIT: AAB KIN

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**3,351,569**	**2,795,803**	**555,766**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	1,227,775	1,030,053	197,722
Subtotal	**-**	**1,227,775**	**1,030,053**	**197,722**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**(25,000)**	**25,000**
TOTAL BASE BUDGET	**-**	**4,579,344**	**3,800,856**	**778,488**
Department Recommended Funded Adjustments	**-**	**(23,159)**	**(7,832)**	**(15,327)**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**4,556,185**	**3,793,024**	**763,161**

SCHEDULE B

DEPARTMENT: KIN GAP
FUND: General
BUDGET UNIT: AAB KIN

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Local Cost share from Child Support Collections	-	-	(25,000)	25,000
Local share is projected to increase due to the State's proposal in 2004-05 to eliminate the County's share of child support collections. Currently, a portion of child support collected on behalf of the custodial parent receiving assistance payments is used to offset local share.				
Total	-	-	(25,000)	25,000

SCHEDULE C

DEPARTMENT: KIN GAP
FUND: General
BUDGET UNIT: AAB KIN

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Cost per case lower than originally projected	-	(23,159)	(7,832)	(15,327)
It is now estimated that the cost per case will be 9% lower than originally projected. Also, the number of cases is now estimated to be 9% higher than originally projected. These estimates are based on the most recent analysis of this program.				
Total	-	(23,159)	(7,832)	(15,327)

Seriously Emotionally Disturbed

DESCRIPTION OF MAJOR SERVICES

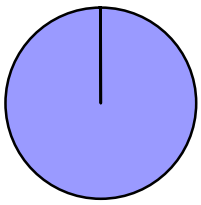
Assembly Bill 3263 requires Human Services System to pay out-of-home costs for seriously emotionally disturbed (SED) children. The SED children under this program are referrals from the county's school districts whom have not been abused or neglected and are placed out-of-home pursuant to an individualized 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 $79,456 from the DBH for clients placed in residential facilities outside of California. This budget is funded 40% by the state with the mandated 60% local share funded with Social Services Realignment and a county general fund contribution.

There is no staffing associated with this budget unit.

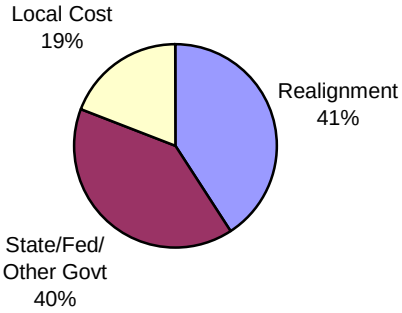
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	3,355,423	3,345,010	3,345,010	3,794,651
Departmental Revenue	2,801,085	2,613,701	2,613,701	3,063,342
Local Cost	554,338	731,309	731,309	731,309
Workload Indicators				
Cases Per Month	46	44	47	49
Average Monthly Aid	$6,079	$6,525	$6,139	$6,585

2004-05 BREAKDOWN BY APPROPRIATION



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Seriously Emotionally Disturbed
FUND: General

BUDGET UNIT: AAB SED
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	3,345,010	3,345,010	449,641	-	-	3,794,651	-	3,794,651
Total Appropriation	3,345,010	3,345,010	449,641	-	-	3,794,651	-	3,794,651
Departmental Revenue								
Realignment	1,275,697	1,275,697	269,785	-	-	1,545,482	-	1,545,482
State, Fed or Gov't Aid	1,338,004	1,338,004	179,856	-	-	1,517,860	-	1,517,860
Total Revenue	2,613,701	2,613,701	449,641	-	-	3,063,342	-	3,063,342
Local Cost	731,309	731,309	-	-	-	731,309	-	731,309

Projected expenditures for 2004-05 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, 48%, remain in the program 1 year or less and 39% remain in the program between 1 and 2 years. Only 6 participants have remained in this program for more than 2 years.

Continued caseload growth requires additional appropriation, revenue and local share in 2004-05. Total mandated local share required is $2,276,791, of which $1,545,482 is funded with Social Services Realignment. This is an increase of $269,785 over 2003-04. The remaining $731,309 local share is funded with General Fund dollars, which is the same amount funded in 2003-04.

DEPARTMENT: Seriously Emotionally Disturbed
FUND: General
BUDGET UNIT: AAB SED

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	3,345,010	2,613,701	731,309
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	449,641	449,641	-
Subtotal	-	449,641	449,641	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	3,794,651	3,063,342	731,309
Department Recommended Funded Adjustments	-	-	-	-
TOTAL 2004-05 PROPOSED BUDGET	-	3,794,651	3,063,342	731,309

CALWORKS – 2-Parent Families

DESCRIPTION OF MAJOR SERVICES

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. The state and federal governments reimburse 97.5% of the costs for this program. The mandated local share of 2.5% is funded with county general fund.

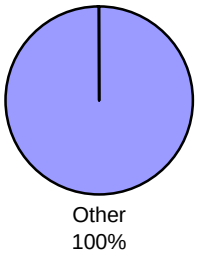
There is no staffing associated with this budget.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	18,663,114	18,846,462	16,945,687	15,072,908
Departmental Revenue	18,213,961	18,408,416	16,548,001	14,694,577
Local Cost	449,153	438,046	397,686	378,331
Workload Indicators				
Annual Paid Cases	31,320	31,448	27,559	24,548
Paid Cases per Month	2,610	2,621	2,297	2,046
Average Monthly Aid	$595	$599	$609	$614

There is a significant variance between the 2003-04 Budget and Estimate due to decreasing caseloads. Caseload projections from the Governor's office last March called for slightly increasing caseloads despite actual figures to the contrary in Fiscal Year 2002-03. Expenditures are lower than original projections even with the application of the Cost-of-Living Adjustment. Declining caseloads are due to a combination of factors, including 1) participants reaching CalWORKs time limits and 2) others no longer needing assistance due to newfound employment.

2004-05 BREAKDOWN BY APPROPRIATION



2004-05 BREAKDOWN BY FINANCING SOURCE

GROUP: Human Services System
DEPARTMENT: CalWORKs - 2-Parent Families
FUND: General

BUDGET UNIT: AAB UPP
FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	16,945,687	18,846,462	(1,393,881)	-	-	17,452,581	(2,379,673)	15,072,908
Total Appropriation	16,945,687	18,846,462	(1,393,881)	-	-	17,452,581	(2,379,673)	15,072,908
Departmental Revenue								
State, Fed or Gov't Aid	16,519,815	18,373,416	(1,358,895)	-	-	17,014,521	(2,319,944)	14,694,577
Other Revenue	28,186	35,000	-	-	(35,000)	-	-	-
Total Revenue	16,548,001	18,408,416	(1,358,895)	-	(35,000)	17,014,521	(2,319,944)	14,694,577
Local Cost	397,686	438,046	(34,986)	-	35,000	438,060	(59,729)	378,331

The state has not provided any caseload estimates for 2004-05, so the rate of decline in the monthly caseload in 2003-04 has been projected for 2004-05. The state has not given any advance notification of Cost-of-Living Adjustments in 2004-05, so the average monthly grant is expected to remain stable as well. However, the state has proposed to eliminate the County's share of child support collections (currently budgeted at $35,000), which is used to offset local share for this program. The expected savings associated with continuing caseload declines will cover this revenue shortfall of $15,056 as well as enable a transfer of local cost to the other CalWORKs budget unit (AAB FGR) and to the Kin-Gap budget unit (AAB KIN).

DEPARTMENT: CalWORKs - 2-Parent Families
FUND: General
BUDGET UNIT: AAB UPP

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**18,846,462**	**18,408,416**	**438,046**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	(1,393,881)	(1,358,895)	(34,986)
Subtotal	**-**	**(1,393,881)**	**(1,358,895)**	**(34,986)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**(35,000)**	**35,000**
TOTAL BASE BUDGET	**-**	**17,452,581**	**17,014,521**	**438,060**
Department Recommended Funded Adjustments	**-**	**(2,379,673)**	**(2,319,944)**	**(59,729)**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**15,072,908**	**14,694,577**	**378,331**

SCHEDULE B

DEPARTMENT: CalWORKs - 2-Parent Families
FUND: General
BUDGET UNIT: AAB UPP

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Child Support Collections	-	-	(35,000)	35,000
Local share is projected to increase due to the State's proposal in 2004-05 to eliminate the County's share of child support collections. Currently, a portion of child support collected on behalf of the custodial parent receiving assistance payments is used to offset local share.				
Total	-	-	(35,000)	35,000

SCHEDULE C

DEPARTMENT: CalWORKs - 2-Parent Families
FUND: General
BUDGET UNIT: AAB UPP

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Decreased appropriation and revenue.	-	(2,379,673)	(2,319,944)	(59,729)
Expected continuing caseload declines will result in the need for less appropriation in turn resulting in lower revenues from the state and federal governments and less local cost needed.				
Total	-	(2,379,673)	(2,319,944)	(59,729)

Aid to Indigents (General Relief)

DESCRIPTION OF MAJOR SERVICES

The county is mandated to provide subsistence in the form of cash aid for food, shelter, and transportation to indigents who do not meet categorical eligibility requirements for state and federally funded programs. These general relief payments facilitate transition to an employable status and provide interim assistance pending receipt of SSI benefits. 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 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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,335,768	1,275,123	1,544,446	1,361,560
Departmental Revenue	360,467	330,986	337,161	342,470
Local Cost	975,301	944,137	1,207,285	1,019,090
Workload Indicators				
Individuals served per month	426	415	496	445
Average monthly grant per person	$261	$252	$256	$252

The July 2003 to March 2004 caseload and expenditure trends have increased by 32% in comparison to monthly data during the previous year. Based on actual monthly costs from January 2003 to March 2004, projected costs for the remainder of FY 2003-04 indicate a potential over expenditure of $269,323.

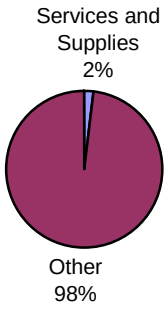
Reasons for the increasing caseload include the following:

- CalWORKs clients reaching 5-year limit on aid
- Population increase in our County and the availability of cheaper housing (including shared living arrangements)
- Clients are staying on aid longer because of changes to SSI rules, i.e. those with substance abuse problems (drugs, alcohol) are not eligible for SSI unless they are in a treatment program
- Clients are also staying on aid longer because of the lengthy appeals process for their specific case situations (some clients have been in the appeals process since 2002)

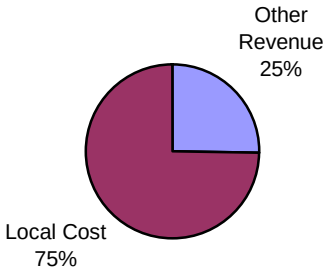
Revenue collections for the first 9 months of FY 2003-04 appear to be slightly more than anticipated. The revenue collection represents retroactive SSI payments the County receives as reimbursement from eligible indigents prior to their enrollment in SSI. Based on actual monthly revenue from January 2003 to March 2004, projected revenue for the remainder of FY 2003-04 indicate a potential increase of $6,175.

As a result of higher than anticipated expenses (offset by an increase in revenue collection), the net impact on County local cost is projected to exceed budget by $263,148 for Aid to Indigents. However, due to expected savings in other subsistence budget units, HSS is not expected to exceed its overall budgeted local cost.

2004-05 BREAKDOWN BY APPROPRIATION



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Aid to Indigents
FUND: General

BUDGET UNIT: AAA ATI
FUNCTION: Public Assistance
ACTIVITY: General Relief

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	17,011	35,370	-	-	-	35,370	(7,632)	27,738
Other Charges	1,527,435	1,239,753	90,204	-	-	1,329,957	3,865	1,333,822
Total Appropriation	1,544,446	1,275,123	90,204	-	-	1,365,327	(3,767)	1,361,560
Departmental Revenue								
Other Revenue	337,161	330,986	15,251	-	-	346,237	(3,767)	342,470
Total Revenue	337,161	330,986	15,251	-	-	346,237	(3,767)	342,470
Local Cost	1,207,285	944,137	74,953	-	-	1,019,090	-	1,019,090

It is projected that 2004-05 caseload will increase by 7% in comparison to 2003-04 budget due to the following:

- CalWORKs clients reaching the 5-year aid limit.
- The County's continuing population increase and the availability of affordable housing (including shared living arrangements)
- Clients staying on aid longer because of changes to SSI rules, i.e. drug addicts and alcoholics are not eligible for SSI unless they are in a treatment program.
- Clients staying on aid longer because of the lengthy appeals process for their specific case situations (some clients have been in the appeals process since 2002).

It should be noted that 2004-05 caseload projections are expected to be less than 2003-04 caseload estimates. This is due to efforts by TAD staff to minimize increases in caseload by performing frequent case reviews and carefully monitoring eligibility. Average monthly aid per case is projected to remain the same in comparison to last year.

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 3.5% higher in 2004-05.

DEPARTMENT: Aid to Indigents
FUND: General
BUDGET UNIT: AAA ATI

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**-**	**1,275,123**	**330,986**	**944,137**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	90,204	15,251	74,953
Subtotal	**-**	**90,204**	**15,251**	**74,953**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**1,365,327**	**346,237**	**1,019,090**
Department Recommended Funded Adjustments	**-**	**(3,767)**	**(3,767)**	-
TOTAL 2004-05 PROPOSED BUDGET	**-**	**1,361,560**	**342,470**	**1,019,090**

SCHEDULE C

DEPARTMENT: Aid to Indigents
FUND: General
BUDGET UNIT: AAA ATI

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Cost Changes	-	(3,767)	(3,767)	-
It is estimated that payments to Inland Valley Legal will slightly decrease and aid payments to clients will slightly increase resulting in $3,767 overall decrease.				
Total	-	(3,767)	(3,767)	-

Proposition 36

MISSION STATEMENT

The Mission of Proposition 36 is to provide nonviolent drug offenders with proven and effective treatment strategies rather than incarceration through a collaborative effort of stakeholders.

DESCRIPTION OF MAJOR SERVICES

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 special revenue fund for funds received from the state for this program.

Proposition 36 was intended as a 5 year demonstration project for the period of July 1, 2001 through June 30, 2006. Revenue of $2.77 million was allocated to the County for the period of January 1, 2001 through June 30, 2001 as start up funds. During the planning for implementation a decision was made that the anticipated annual allocation would not keep pace with expenditures. Therefore, the $2.77 million was deposited in the Proposition 36 special revenue fund to finance treatment and probation costs that exceeded the annual allocation. A portion of the reserve has been used annually to finance costs that have exceeded the annual allocation. It is anticipated that the fund balance will be depleted at the proposed program end date of June 30, 2006.

This special revenue fund does not directly spend funds or provides services. This special revenue fund is used to account for disposition of the funds received from the state. Funds are transferred to the department of Alcohol and Drug Abuse Services and Probation which are the ones providing the treatment and overseeing the parolees.

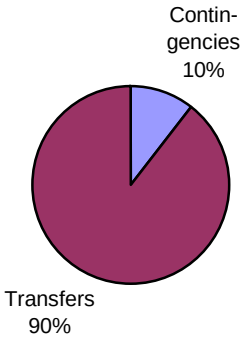
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

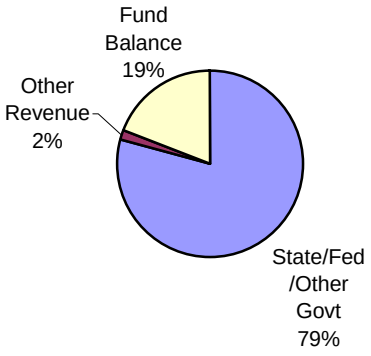
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	6,625,029	8,123,826	6,645,966	7,426,622
Departmental Revenue	5,867,386	5,852,721	5,797,721	6,003,762
Fund Balance		2,271,105		1,422,860

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

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Human Services System
FUND: Proposition 36 - Substance Abuse and Prevention Program

BUDGET UNIT: RHD DPA
FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	6,645,966	6,627,078	-	-	-	6,627,078	24,066	6,651,144
Contingencies	-	1,496,748	-	-	-	1,496,748	(721,270)	775,478
Total Appropriation	6,645,966	8,123,826	-	-	-	8,123,826	(697,204)	7,426,622
Departmental Revenue								
Use Of Money & Prop	125,000	180,000	-	-	-	180,000	(55,000)	125,000
State, Fed or Gov't Aid	5,672,721	5,672,721	-	-	-	5,672,721	206,041	5,878,762
Total Revenue	5,797,721	5,852,721	-	-	-	5,852,721	151,041	6,003,762
Fund Balance		2,271,105	-	-	-	2,271,105	(848,245)	1,422,860

SCHEDULE C

DEPARTMENT: Human Services System
FUND: Proposition 36 - Substance Abuse and Prevention Program
BUDGET UNIT: RHD DPA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Increase transfers to Human Services System (HSS) for fee collection	-	24,066	-	24,066
	Increased transfers to HSS for fee collection and annual audit of the program.				
2.	Reduce interest revenue .	-	-	(55,000)	55,000
	Interest revenue decreased due to a smaller daily balance on the account as a result of anticipated use of fund balance.				
3.	Increase State allocation due to formula change	-	-	206,041	(206,041)
	The preliminary state allocation of Prop 36 funds has increased by $206,041 due to a change in the allocation methodology used by the state. Past allocations were based on a county's population, treatment caseload at a point in time and total number of drug arrests. The new methodology is based on a county's population, average daily treatment caseload and number of felony and misdemeanor arrest.				
4.	Decrease contingencies to reflect use of fund balance in 2003-04	-	(721,270)	-	(721,270)
	Decrease contingencies to fund on-going expenses not covered by the state allocation. Furthermore, the program is scheduled to end in 2005-06, therefore, the budget proposes to use half of the fund balance in 2004-05 and the other half in 2005-06.				
	Total	-	(697,204)	151,041	(848,245)

AB 212 – Teacher Stipends

DESCRIPTION OF MAJOR SERVICES

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.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,237,364	612,000	608,100	600,000
Departmental Revenue	655,838	558,988	555,088	600,000
Fund Balance		53,012		-
Workload Indicators				
Stipends Awarded	659	305	305	300
Average Amount of Stipend	$1,879	$2,007	$1,994	$2,000

GROUP: Human Services System
DEPARTMENT: AB 212 Teacher Stipends
FUND: AB 212 Teacher Stipends

BUDGET UNIT: RHE DPA
FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	608,100	612,000	(12,000)	-	-	600,000	-	600,000
Total Appropriation	608,100	612,000	(12,000)	-	-	600,000	-	600,000
Departmental Revenue								
Use Of Money and Prop	2,100	6,000	(6,000)	-	-	-	-	-
State, Fed or Gov't Aid	552,988	552,988	47,012	-	-	600,000	-	600,000
Total Revenue	555,088	558,988	41,012	-	-	600,000	-	600,000
Fund Balance		53,012	(53,012)	-	-	-	-	-

The State has not yet provided an exact figure of the 2004-05 grant amount, but has communicated to Children's Network that it estimates San Bernardino County's portion to be $600,000. Any negative circumstances that may affect this budget unit will be directly reflected in the stipends awarded to teachers and will not have any effect on local cost.

DEPARTMENT: AB 212 Teacher Stipends
FUND: AB 212 Teacher Stipends
BUDGET UNIT: RHE DPA

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

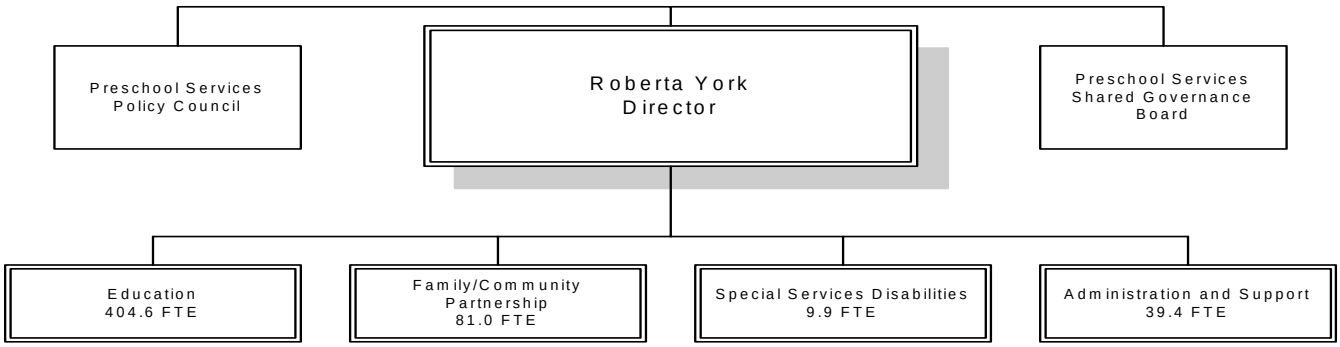
	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**-**	**612,000**	**558,988**	**53,012**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	(12,000)	41,012	(53,012)
Subtotal	**-**	**(12,000)**	**41,012**	**(53,012)**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**-**	**600,000**	**600,000**	**-**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**-**	**600,000**	**600,000**	**-**

Preschool Services
Roberta York

MISSION STATEMENT

The Department of Preschool Services provides a foundation for success for children by giving them the highest quality child development and family support services.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

Preschool Services Department (PSD) has operated the Federal Head Start 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 (87% of 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. PSD provides childcare services at 39 sites throughout the county. Other programs operated by this department include State Preschool, General Child Care and Child and Adult Care Food Programs.

Preschool Services became a Department under the County of San Bernardino, Human Services System in January 1999 and continues to be fully funded from federal and state sources (no local cost). Prior to 1999-00, the Preschool Services function was budgeted outside of the county's organizational structure.

MAJOR PROGRAMS

- **Early Childhood Education**
  The Education Division oversees the daily operations of the Head Start sites. The County is divided into 6 areas for the purpose of general supervision and monitoring. This division is responsible for the overall operations of the Head Start Centers and ensures that each child is provided comprehensive child development services that are age appropriate, and address all areas of a child's growth and development: physical, social emotional, language and cognitive (academic including early literacy).

- **Family Community Partnerships (FCP)**
  The FCP Division oversees the daily support of families enrolled in the Program. FCP Generalists are responsible for an assessment of individual family strengths and interests to help parents connect with the necessary services and other support systems needed to reach their goals. Eligibility Workers are responsible for gathering enrollment information on families and maintaining child attendance. Parents have an opportunity to become involved in the program through decision-making groups, such as (Parent Committees and Policy Council), volunteering in the classroom and conducting parent-initiated activities. Parents are also encouraged and given an opportunity to apply for positions for which they may qualify in the program.

Health, Nutrition and Mental Health are program areas under the Family Community Partnership Division. A Registered Nurse ensures that comprehensive health services are provided through direct services and/or referrals to appropriate community resources. Preventive health practices are provided through educational sessions and materials. A Nutritionist ensures that wholesome and nutritious meals and snacks are provided to children to supplement food served at home. Special menus are available to children with special medical requests. Children are provided age appropriate food experiences and parents participate in Nutrition Education classes. Parents are invited and encouraged to participate in Parent Nutrition and/or Health Advisory Committee. The Mental Health Specialists are responsible for providing services to parents, children and staff as needed or upon request or referral to all locations throughout the county.

The Transition Specialist partners with local school districts to ensure smooth transitions for children and families into kindergarten.

- **Special Services - Disabilities**
  The Special Services Division has extended core capability for providing screening, evaluation, remediation and/or referral services to children with multiple special needs. This division includes a Psychologist, Speech Therapist, Special Education Specialist and a Registered Nurse.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	38,011,785	37,487,002	37,841,625	38,809,923
Departmental Revenue	37,315,911	37,861,261	38,215,884	38,809,923
Fund Balance		(374,259)		-
Budgeted Staffing		575.8		535.9

Workload Indicators

Average daily # of classes	287	282	275	289
Average daily # of children	4,503	4,370	4,191	4,483

Salaries and Benefits are projected to be under final budget appropriation levels by $228,601 due to attrition and/or delays in filling most vacant positions.

Services and Supplies will exceed final budget appropriation levels by $40,440. The Board approved one-time funds and increased appropriations by $41,726 on February 10, 2004 (Item no. 37) to fund the installation of playground equipment at various sites throughout the county.

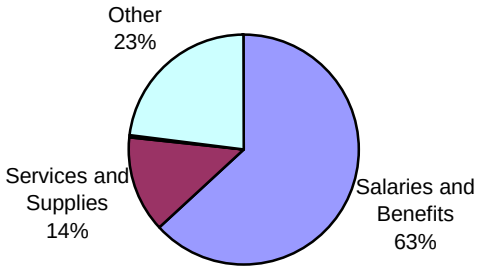
Other charges will exceed final budget appropriation levels by $52,613 due to a 7% rate increase in the transportation contract. The Board approved the initial transportation contract on July 1, 2003 with a provision that the Assistant County Administrator for HSS, or his/her designee, has the authority to approve any individual rate increase to the contract by an amount not to exceed 7%. This increase was granted on August 13, 2003, retroactive back to July 1, 2003. The Board approved one-time funds and increased appropriations by $175,000 on February 10, 2004 (Item no 37).

Improvement to Structures will exceed final budget appropriation levels by $209,599. PSD expects to purchase and install a modular unit at the Rancho Cucamonga site by June 30, 2004. The Board approved one-time funds and increased appropriations by $209,599 on July 15, 2003 (Item no. 24).

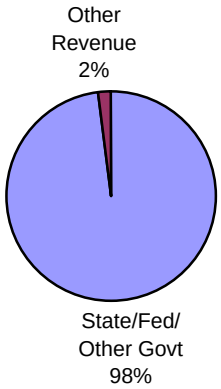
Equipment will exceed final budget appropriation levels by $227,361 due to anticipated purchases and installation of playground equipment for the new Yucca Valley, North Redlands and San Bernardino sites. The Board approved a transfer from Salaries in the amount of $130,000 on September 9, 2003 (Item no. 47). Additionally, the Board approved one-time funds and increased appropriations by $97,361 on February 10, 2004.

Rents will exceed final budget appropriation levels by $53,211 due to new lease agreements at the Yucca Valley and the Ontario-Holt sites. Due to savings in Services and Supplies, a $150,000-appropriation transfer from Services and Supplies was processed in January 2004 to cover the additional costs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Preschool Services
FUND: Aid to Indigents

BUDGET UNIT: RSC HPS
FUNCTION: Public Assistance
ACTIVITY: Early Child Development

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	23,675,189	23,903,790	1,946,990	109,422	-	25,960,202	(1,478,397)	24,481,805
Services and Supplies	4,190,797	4,150,357	205,333	652,616	-	5,008,306	284,019	5,292,325
Central Computer	85,780	85,780	23,797	-	-	109,577	-	109,577
Other Charges	7,023,564	6,970,951	-	-	-	6,970,951	(658,643)	6,312,308
Improve to Struct	209,599	-	-	-	-	-	-	-
Equipment	227,361	-	-	-	-	-	35,000	35,000
Transfers	2,429,335	2,376,124	202,784	-	-	2,578,908	-	2,578,908
Total Appropriation	37,841,625	37,487,002	2,378,904	762,038	-	40,627,944	(1,818,021)	38,809,923
Departmental Revenue								
Taxes	-	-	-	355,162	-	355,162	355,160	710,322
Use Of Money and Prop	15,932	-	-	-	-	-	-	-
State, Fed or Gov't Aid	38,113,078	37,861,261	-	406,876	-	38,268,137	(168,536)	38,099,601
Other Revenue	86,874	-	-	-	-	-	-	-
Total Revenue	38,215,884	37,861,261	-	762,038	-	38,623,299	186,624	38,809,923
Fund Balance		(374,259)	2,378,904	-	-	2,004,645	(2,004,645)	-
Budgeted Staffing		575.8	17.3	-	-	593.1	(57.2)	535.9

STAFFING AND PROGRAM CHANGES FY2004-05

Due to MOU and other staffing related increases of $2.1 million overall staffing was reduced 39.9 budgeted positions at a savings of $1.5 million, which resulted in an increase of $578,016 over last year. The reduction of budgeted positions will be managed through program changes and expected attrition, which is outlined as follows:

The department plans to reduce its teaching pool (currently 251) by 35 – 9-month (21 FTE) Teacher positions through attrition and contract terminations. Department administration is changing the Part Day Program Option from Single Session to Double Session. This proposed change was approved by the Parent Policy Council, Shared Governance Board, the Board of Supervisors (March 9, 2004, Item no. 24), and was submitted with the Grant Application for approval by the Administration for Children and Families (ACF) on April 1, 2004. Beginning July 1, 2004, part-day teachers will work five (5) eight hour days and teach two – 3 ½ hour sessions per day, four (4) days per week. On the fifth day of the week, teachers will have a non-teaching day to be utilized for class work preparation, planning, documentation, reporting, home visits and staff training. Classes will operate traditional or track and follow the same calendar for holidays and recess periods for 134 teaching days.

The department plans on eliminating all (10.2 FTE) Program Aide positions from the department structure. These positions provide assistance to children with disabilities. The department's reorganization will include training classroom assigned teachers to work directly with their special needs students.

The department proposes a reduction of (8.8 FTE) Contract Generalist Positions. This will be accomplished due to the implementation of an automated client tracking and monitoring system (Genesis) effective July 2003. These positions provide support services (e.g. referrals for medical, health, social services) to children and families. The referral and follow-up processes were done manually before, and are now automated to make operations more efficient and effective.

The department proposes eliminating (17.2 FTE) Administrative and Support Staff Positions. Positions are currently vacant or will be vacated by June 30, 2004 due to promotions, reassignments, retirement and/or terminations.

Services and supplies appropriation is increased by $1.14 million. This is due to increases in the County-Wide Cost Allocation Plan (COWCAP) of $385,851, general liability of $193,298, structural/playground improvements of $165,000, site supplies of $209,073, utilities and phone of $112,615, food of $46,000 and other miscellaneous $28,163.

Other Charges appropriation is reduced by $658,643 due to decreases anticipated in food, transportation and Delegate Agency contracts. The application of the 4-day model for part-day classroom operations will create a projected reduction in food and transportation costs. In addition, the Delegate Agencies have returned 14 federal part-day slots and renegotiated food contract rates.

Equipment appropriation is increased by $35,000 due to a new North Redlands site is anticipated to open in January 2005. This includes the purchase and installation of new playground equipment.

Transfers appropriation is increased by $202,784 due to mostly to increases in rent on all leases. This includes the two new sites in North Redlands and Yucca Valley.

Revenue appropriation is increased by $948,663 due to a contract from the Children and Families Commission (First 5) in the amount of $710,322 and an increase in Federal and State aid of $238,341. The contract with First 5 is to provide school readiness services to children in the High Desert Communities of San Bernardino County for the period of January 1, 2004 through December 30, 2004 (with three – 12 month extensions). The areas of focus for school readiness are positive approaches to learning, cognitive ability, language and social and emotional growth. PSD is the lead agency and serves as the coordinating body and fiscal agent. The other members of the Coalition are the County Library, Public Health and the County Superintendent of Schools. The Board of Supervisors approved the contract on March 16, 2004 (Item no. 30) and authorized the Auditor/Controller-Recorder to increase appropriations in Salaries and Benefits, and Services and Supplies.

DEPARTMENT: Preschool Services
FUND: Aid to Indigents
BUDGET UNIT: RSC HPS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**575.8**	**37,487,002**	**37,861,261**	**(374,259)**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	1,600,134	-	1,600,134
Internal Service Fund Adjustments	-	229,130	-	229,130
Prop 172	-	-	-	-
Other Required Adjustments	17.3	549,640	-	549,640
Subtotal	**17.3**	**2,378,904**	**-**	**2,378,904**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	762,038	762,038	-
Subtotal	**-**	**762,038**	**762,038**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**593.1**	**40,627,944**	**38,623,299**	**2,004,645**
Department Recommended Funded Adjustments	**(57.2)**	**(1,818,021)**	**186,624**	**(2,004,645)**
TOTAL 2004-05 PROPOSED BUDGET	**535.9**	**38,809,923**	**38,809,923**	**-**

SCHEDULE C

DEPARTMENT: **Preschool Services**
FUND: **Aid to Indigents**
BUDGET UNIT: **RSC HPS**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

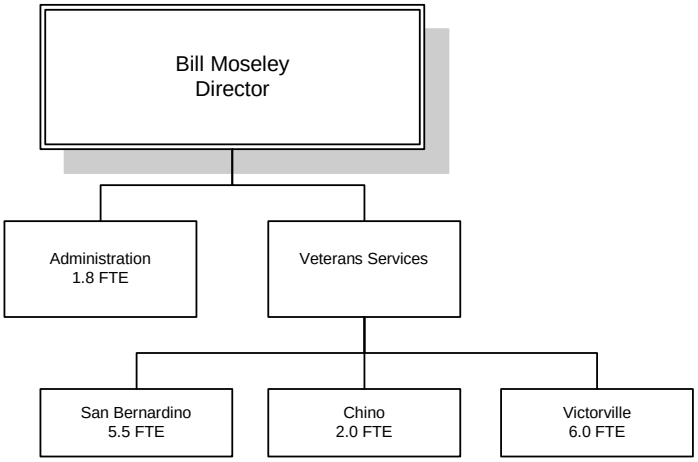
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Eliminate 10.2 FTE Contract Program Aides Positions	(10.2)	(248,016)	-	(248,016)
	Eliminate all Program Aide positions (9.23-9 mo and 1-12 mo) from the departmental structure. These positions provide assistance to children with disabilities. The department's reorganization will include training classroom assigned teachers to work directly with their special needs students.				
2.	Reduce 8.8 FTE Contract Generalist Positions	(8.8)	(263,906)	-	(263,906)
	Reduce the number of Generalist positions by 8.8 FTE due to the implementation of an automated client tracking and monitoring system (Genesis) effective July 2003. These positions provide support services (e.g. referrals for medical, health, social services) to children and families. The referral and follow-up processes were done manually before, and are now automated to make operations more efficient and effective.				
3.	Delete 17.2 FTE Administrative and Support Staff Positions	(17.2)	(629,541)	-	(629,541)
	Positions are currently vacant or will be vacated by June 30, 2004 due to promotions, reassignments, retirement and/or terminations				
4.	Reduce 21 FTE Contract Teacher 9mo Positions	(21.0)	(446,355)	-	(446,355)
	Reduce the number of Teacher 9 mo positions by 21 FTE. Preschool will experience a Teacher surplus as it changes teaching staff ratios currently at 2 Teachers and 1 Teacher's Aide per double session (two 3.5 hour classes per day) to 1 Teacher and 1 Teacher's Aide per double session)				
5.	Increase in Services and Supplies	-	(347,571)	-	(347,571)
	Increase Services and Supplies due to anticipated increases in utilities costs for new sites and general inflation.				
6.	First 5 Grant	-	355,160	355,160	-
	Revenue contract renewal anticipated with the Children and Families Commission of San Bernardino for the second-half of the fiscal year. The original amount of the grant is $710,323 for School Readiness activities for the period of January 1, 2004 through December 31, 2004.				
7.	Service Delivery Contracts Decrease	-	(658,643)	-	(658,643)
	Decreases are anticipated in food, transportation and Delegate Agency contracts. The application of the 4-day model for part-day classroom operations will create a projected reduction in food and transportation costs. In addition, the Delegate Agencies have returned 14 federal part-day slots and				
8.	Playground Equipment Purchase - New North Redlands	-	35,000	-	35,000
	A new North Redlands site is anticipated to open in January 2005. This includes the purchase and installation of new playground equipment.				
9.	Head Start Revenue Increase	-	-	105,187	(105,187)
	Head Start Revenue is expected to increase due to a 1.5% Cost of Living Allowance (COLA)				
10.	Child and Adult Care Food Programs CACFP) Revenue Decrease	-	-	(273,723)	273,723
	CACFP Revenue Reimbursement is expected to decrease due to the implementation of a 4-day model for part-day classroom operations.				
11.	County-wide Cost Allocation Plan (COWCAP) Increase	-	385,851	-	385,851
	COWCAP increase is due primarily to increases in unemployment costs for contract staff. Most contract staff work 9 month per year and are eligible to collect unemployment benefits up to 3 month per year.				
	Total	(57.2)	(1,818,021)	186,624	(2,004,645)

VETERANS AFFAIRS
Bill Moseley

MISSION STATEMENT

The Department of Veterans Affairs promotes veterans' rights, issues, and access to services and benefits. It works with community organizations, local, state, and federal agencies to identify and obtain benefits for all veterans and their families.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

According to the Secretary of the U.S. Department of Veterans Affairs, approximately one out of every three people in the United States is a potential VA beneficiary. In San Bernardino County, this means approximately 565,000 veterans, dependents and survivors may become recipients of veterans' benefits. Veterans Affairs provides information and assistance to residents in filing claims for benefits and services to which they may be entitled from federal, state, and local, governments. These benefits include medical care, life insurance, home loans, pension benefits, disability compensation, education, and vocational rehabilitation. County VA employees are often the initial contact with the VA system for veterans in our community.

Services to the veterans' community are concentrated in the following four areas:

Claims Assistance

- Provide benefits counseling, claim preparation, and development of probative evidence.
- Monitor claim adjudication and resolve issues or questions in favor of the veteran. Provide assistance with administrative and appellate review of claims.
- Administer the California College Fee Waiver program for dependents of disabled veterans in San Bernardino County.

Information and referral to other programs

- Make referrals to other county departments, i.e., Aging and Adult Services, Transitional Assistance Department, Community Services, Behavioral Health, County Recorder, etc.
- Provide information and referrals to area homeless providers and emergency services providers.
- Make referrals to State and Federal agencies including Social Security and SSI, Employment Development, Rail road Retirement, Department of Defense, etc.

Advocacy

- Individual advocacy entails resolution of adjudicative questions and concerns related to processing of an individual veteran's claim.
- Advocacy at the policy level includes resolution of local policy and procedural issues that better serve the bureaucracy rather than our veterans.
- Legislative advocacy involves providing state and federal elected officials with technical assistance regarding veterans' legislation.

Outreach

- Conduct outreach at retirement homes, mortuaries, schools, military separation programs, and service organization American Legion, Disabled American Veterans, Veterans of Foreign wars, Elks, Rotary, etc.) for the purpose of informing the community of veterans' benefits and services.
- Participate in community events relevant to veterans: job fairs, stand-downs, government day events, etc.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,099,563	1,130,068	1,098,811	1,145,928
Departmental Revenue	270,539	257,018	302,463	299,667
Local Cost	829,024	873,050	796,348	846,261
Budgeted Staffing		17.0		16.3
Workload Indicators				
Subvention Claims Filed	4,469	5,500	5,500	5,500
New Ann. Monetary	8,700,000	8,000,000	8,000,000	8,000,000
Average Annual Awards	1,709	1,400	1,400	1,400

A savings of $31,257 in salary and benefits is anticipated due to the following:

- A Supervising VSR position is currently being under filled with a VSR II.
- A VSR I position has been vacant pending recruitment.

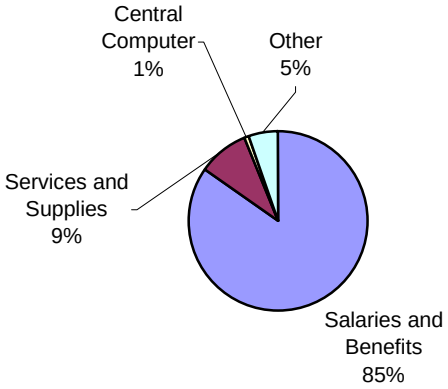
An increase of $23,219 in services and supplies is anticipated due to the following:

- Due to funding cuts the department was forced to close the Ontario office and move to the Chino courthouse. The increase is due to relocating staff to the office and making slight renovations to the Chino space.

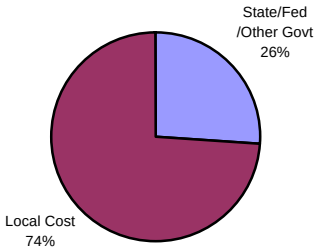
An increase of $45,445 in Revenue is anticipated due to the following:

- The department anticipates increased revenue than originally estimated for FY 2003-04 based on the final allocation report from the State. Revenues are projected based on previous year's data and on anticipated workload for the upcoming year.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System
DEPARTMENT: Veterans Affairs
FUND: General

BUDGET UNIT: AAA VAF
FUNCTION: Public Assistance
ACTIVITY: Veterans Affairs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	888,018	938,828	57,116	-	(37,583)	958,361	12,032	970,393
Services and Supplies	135,995	112,776	2,921	(3,000)	(3,262)	109,435	(3,607)	105,828
Central Computer	10,533	10,533	(332)	-	-	10,201	-	10,201
Other Charges	800	800	-	-	-	800	-	800
L/P Equipment	6,000	6,000	-	-	-	6,000	-	6,000
Transfers	57,465	61,131	-	-	-	61,131	(8,425)	52,706
Total Exp Authority	1,098,811	1,130,068	59,705	(3,000)	(40,845)	1,145,928	-	1,145,928
Departmental Revenue								
State, Fed or Gov't Aid	302,463	257,018	-	-	42,649	299,667	-	299,667
Total Revenue	302,463	257,018	-	-	42,649	299,667	-	299,667
Local Cost	796,348	873,050	59,705	(3,000)	(83,494)	846,261	-	846,261
Budgeted Staffing		17.0	-	-	(0.7)	16.3	-	16.3

DEPARTMENT: Veterans Affairs
FUND: General
BUDGET UNIT: AAA VAF

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	**17.0**	**1,130,068**	**257,018**	**873,050**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	57,116	-	57,116
Internal Service Fund Adjustments	-	2,589	-	2,589
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**59,705**	**-**	**59,705**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(3,000)	-	(3,000)
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**(3,000)**	**-**	**(3,000)**
Impacts Due to State Budget Cuts	**(0.7)**	**(40,845)**	**42,649**	**(83,494)**
TOTAL BASE BUDGET	**16.3**	**1,145,928**	**299,667**	**846,261**
Department Recommended Funded Adjustments	**-**	**-**	**-**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**16.3**	**1,145,928**	**299,667**	**846,261**

SCHEDULE B

DEPARTMENT: Veterans Affairs
FUND: General
BUDGET UNIT: AAA VAF

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staffing	(0.5)	(26,339)	-	(26,339)
The reduction of 0.5 FTE to a Veterans Service Representative II position which will save the department $26,339. The incumbent in Psn #6678 has chosen to retire effective PP 08/04. To meet the state budget cuts, the department will rehire the employee in the same position as part-time with no benefits.				
Staffing	(0.2)	(11,244)	-	(11,244)
The reduction of 0.2 FTE to an executive secretary II which will save the department $11,244. The position is only working 64 hours a pay period, therefore, the department will only budget the position for 1,664 hours annually.				
Services and Supplies	-	(3,262)	-	(3,262)
An overall reduction of General Office Supplies.				
Increase in Revenue	-	-	42,649	(42,649)
The department anticipates an increase in revenue due to increased workload.				
Total	(0.7)	(40,845)	42,649	(83,494)

SCHEDULE C

DEPARTMENT: Veterans Affairs
FUND: General
BUDGET UNIT: AAA VAF

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increase in Salary and Benefits		12,032	12,032	-
	This is due to increases in overall salary and benefits not included in Board approved targets.				
2.	Reduction in Services and Supplies	-	(3,607)	(3,607)	-
	Overall reduction in general office supplies				
3.	Reduction in Transfers to other county departments	-	(8,425)	(8,425)	-
	Reduction in Administraitve charges to AAA DPA budget				
	Total	-	-	-	-

REALIGNMENT

SUMMARY OF BUDGET UNITS

	2004-05					
	Estimated Beginning Fund Balance	Budgeted Revenue	Budgeted Departmental Usage	Budgeted 10% Transfers	Estimated Ending Fund Balance	Estimated Change in Fund Balance
Mental Health	21,300,446	55,626,137	51,945,558	(5,300,000)	19,681,025	(1,619,421)
Social Services	12,594,958	70,931,212	83,891,709	5,300,000	4,934,461	(7,660,497)
Health	31,256,472	56,672,205	55,118,262	-	32,810,415	1,553,943
Total	65,151,876	183,229,554	190,955,529	-	57,425,901	(7,725,975)

DESCRIPTION

At the end of the 2001-02 year the Realignment funds were converted from trust funds to a restricted general funds requiring them to be budgeted. This is the second year the Realignment budgets have been presented in the County's budget book. 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. The county continues to be under equity at this time and barring any legislative action the amount of inequity will increase 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 a substantial 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 2004-05 year end fund balance is projected to be only slightly more than one-half of the fund balance at the peak hit in 2001-02.

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.

Recently, San Diego County was successful in its legal attempt to seek additional funds from the State for medically indigent adults. The lower court ruling was upheld at the appellate court and the State Supreme Court declined to hear the case, which made the appellate court's decision in favor of San Diego final. That action triggered the third poison pill and resulted in the immediate cessation of Realignment VLF payments to counties. The State legislature passed legislation to temporarily revoke the poison pill and make the counties whole for lost funds; however, this is a temporary fix that only resolves the problem until July 15, 2004. Further resolution of the problem is being rolled into the State's 2004-05 budget process. Delays in the State adopting a budget result in the County of San Bernardino not receiving approximately $5 million monthly. For purposes of this budget, it is assumed that the State legislature will work out a permanent fix during the budget process and that the County will be made whole for revenues not received between July 16, 2004 and implementation of the permanent fix in conjunction with final adoption of the State budget.

Aside from the Poison Pill problem, the temporary fix legislation addressed the problem of funds the counties lost at the end of the 2002-03 year and the beginning of the 2003-04 year as a result of delays in implementation of the increases and decreases in VLF that occurred during Governor Davis' tenure, referred to as the "gap." Originally legislation was passed that would temporarily shift 2003-04 general VLF revenues to Realignment VLF to fill the gap. It has been estimated by the Department of Finance that the shift as adopted will be insufficient to fill the gap. This shortfall has now been resolved because the Poison Pill temporary fix bill gives the Department of Finance authority to adjust the amount of VLF revenues shifted to exactly backfill Realignment for any lost gap revenues.

With the Poison Pill problem only temporarily resolved, there are potential problems regarding availability of cash in the Realignment funds should the State have a long delay in adoption of a permanent fix. These concerns have been brought to the attention of the Auditor-Controller's office for their consideration as they estimate coming year cash flows and prepare to size the County's TRANs issuance.

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 2004-05 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.

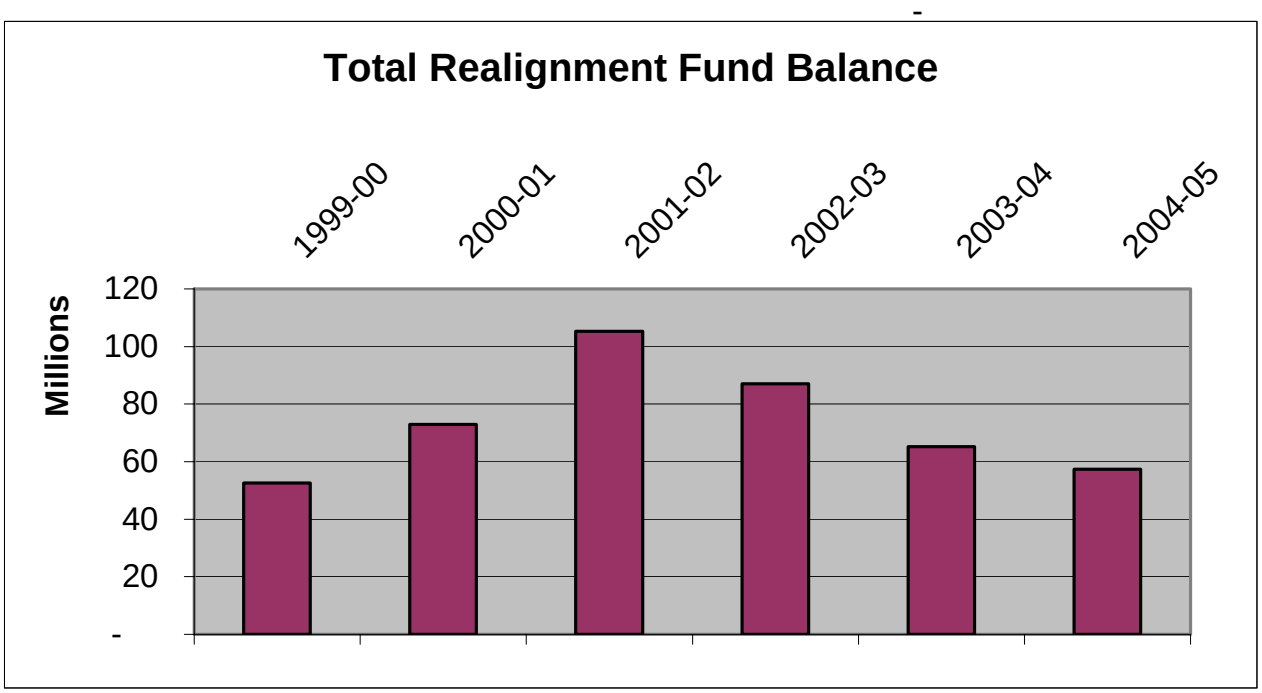
Budgetary Note: Financial information presented in this Realignment budget section is consistent with state reporting requirements for the Realignment funds. The state's reporting requirements are not consistent with the county's implementation of GASB 34 as it relates to revenue accrual. As such, within 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.

BUDGET HISTORY AND FUND BALANCE TREND

Total - All Realignment Funds

	ACTUAL 2002-03	BUDGET 2003-04	ESTIMATE 2003-04	PROPOSED 2004-05
Beginning Fund Balance	105,261,868	76,611,548	87,055,266	65,151,876
Revenue	169,821,569	170,635,192	177,419,456	183,229,554
Department Usage	188,028,171	200,613,769	199,322,846	190,955,529
Ending Fund Balance	87,055,266	46,632,971	65,151,876	57,425,901
Change in Fund Balance	(18,206,602)	(29,978,577)	(21,903,390)	(7,725,975)

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 is anticipated to decline year-over-year as expense cutting measures in Behavioral Health become fully implemented and one-time expenses in the Health fund go away. Social Services, which funds caseload driven mandated programs is projected to effectively run out of fund balance at the end of the 2004-05 year, which could require additional general fund support going forward.



Of note in this graph is that the fund balance ending 2004-05 at the far right is 60% Health fund balance; the other two funds are continue to draw down fund balance for ongoing expenditures. Social Services in particular is projected to have only a $4.9 million fund balance ending 2004-05. Given revenue and expenditure trends in Social Services, it is highly unlikely that the $4.9 million in available fund balance will be sufficient to fund these mandated programs, thus requiring additional general fund support in 2005-06.

Revenues for 2004-05 are expected to increase year-over-year, primarily as a result of sales tax growth. It is important to note that for the foreseeable future all sales tax growth will accrue to the Social Services fund to pay for mandated caseload increases for which funding was unavailable in prior years. This will adversely affect the Mental Health and Health funds since they will see no increase in sales tax revenue until sales tax growth is sufficient to fund the additional caseload costs in Social Services.

BREAKDOWN BY INDIVIDUAL REALIGNMENT FUNDS

MENTAL HEALTH

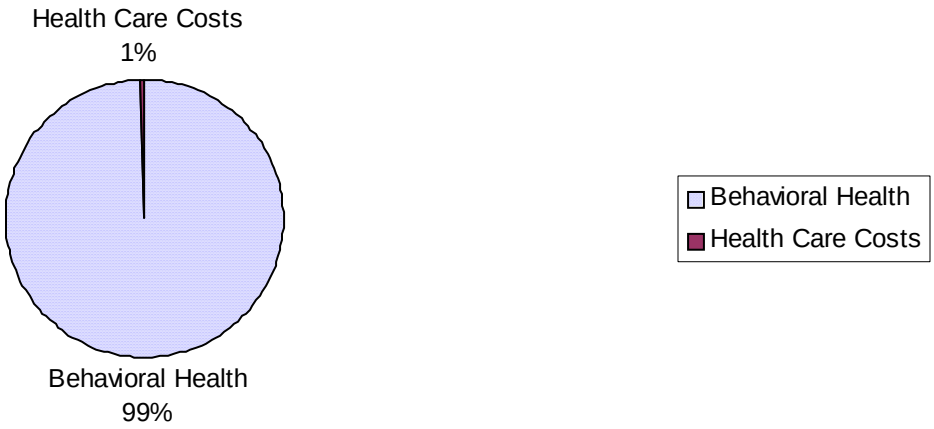
Mental Health

	ACTUAL 2002-03	BUDGET 2003-04	ESTIMATE 2003-04	PROPOSED 2004-05
Beginning Fund Balance	48,310,313	25,433,662	32,159,845	21,300,446
Revenue	55,374,281	55,201,458	55,031,140	55,626,137
Department Usage	66,424,749	67,192,114	60,690,539	51,945,558
10% Transfers	(5,100,000)	(5,337,670)	(5,200,000)	(5,300,000)
Ending Fund Balance	32,159,845	8,105,336	21,300,446	19,681,025
Change in Fund Balance	(16,150,468)	(17,328,326)	(10,859,399)	(1,619,421)

Mental Health fund revenue is composed approximately 2/3 sales tax and 1/3 VLF. Revenues are expected to climb slowly since any growth in sales tax will be dedicated to Social Services to fund caseload. In conjunction with the County Administrative Office, the Behavioral Health Department has developed a plan to significantly reduce expenditures in an effort to bring expenditures in line with revenues. As seen in the table above, this plan has been successful in reducing fund balance used from $16,150,468 in 2002-03 to an estimated $10,859,399 in 2003-04 and a budgeted $1,619,421 in 2004-05. Implementation of this plan has significantly improved the financial position of the Mental Health fund.

Breakdown of Departmental Usage of Mental Health Realignment

	ACTUAL 2002-03	BUDGET 2003-04	ESTIMATE 2003-04	PROPOSED 2004-05
Behavioral Health	66,131,442	66,873,463	60,414,469	51,622,300
Health Care Costs	293,307	318,651	276,070	323,258
Total Department Usage	66,424,749	67,192,114	60,690,539	51,945,558



SOCIAL SERVICES

Social Services

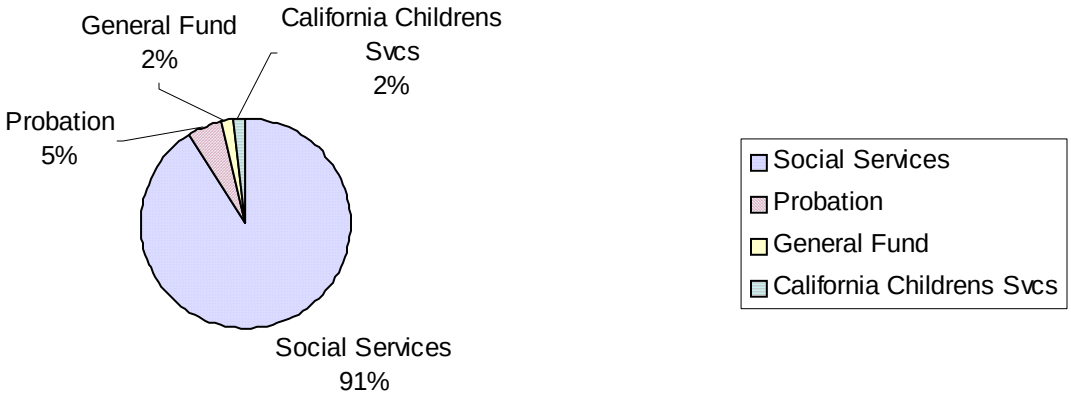
	ACTUAL 2002-03	BUDGET 2003-04	ESTIMATE 2003-04	PROPOSED 2004-05
Beginning Fund Balance	27,347,751	16,447,227	18,249,575	12,594,958
Revenue	59,319,027	59,742,774	65,716,111	70,931,212
Department Usage	73,517,203	78,653,534	76,570,728	83,891,709
10% Transfers	5,100,000	5,337,670	5,200,000	5,300,000
Ending Fund Balance	18,249,575	2,874,137	12,594,958	4,934,461
Change in Fund Balance	(9,098,176)	(13,573,090)	(5,654,617)	(7,660,497)

Revenues for Social Services are primarily (96%) sales tax with minimal VLF. The social services revenues have been particularly hard hit by the poor performance of statewide sales tax collection. Actual sales tax collection has been insufficient to keep up with rising costs in the mandated programs. Continued caseload cost increases as well as operational cost increases for liability insurance and increased salary and benefit costs will likely result in growing demand for additional financing for these programs.

In last year's projection it was anticipated that Social Services would require additional general fund support in the 2004-05 year; however, due to a higher than estimated beginning fund balance, less than budgeted expenditure estimates, and more optimistic revenue projections from the County's economics consultant, it appears that Social Services need for additional support will be pushed back to 2005-06. The $4,934,461 ending estimated fund balance could swing dramatically with changes in caseload and sales tax growth.

Breakdown of Departmental Usage of Social Services Realignment

	ACTUAL 2002-03	BUDGET 2003-04	ESTIMATE 2003-04	PROPOSED 2004-05
Social Services Programs*	65,795,951	71,015,863	68,933,057	76,754,038
California Childrens Services	1,438,041	1,538,041	1,538,041	1,538,041
Probation	4,484,211	4,300,630	4,300,630	3,800,630
County General Fund	1,799,000	1,799,000	1,799,000	1,799,000
Total Department Usage	73,517,203	78,653,534	76,570,728	83,891,709



HEALTH

Health

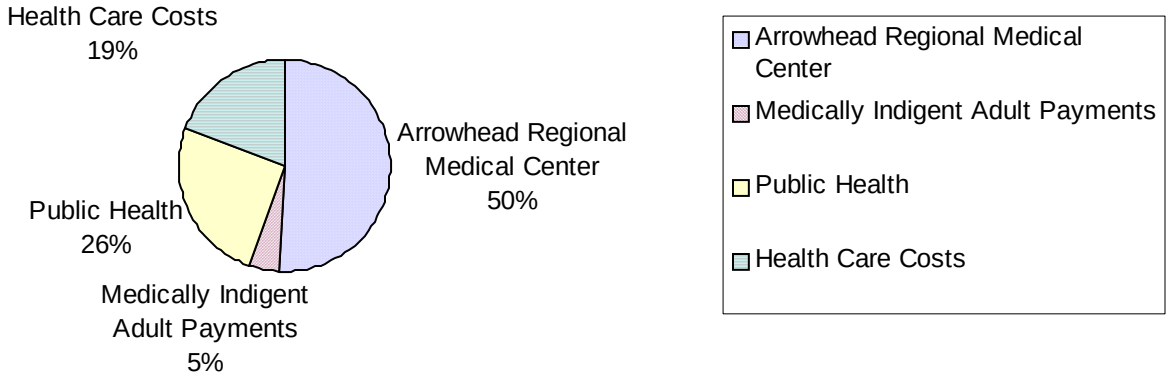
	ACTUAL 2002-03	BUDGET 2003-04	ESTIMATE 2003-04	PROPOSED 2004-05
Beginning Fund Balance	29,603,804	34,730,659	36,645,846	31,256,472
Revenue	55,128,261	55,690,960	56,672,205	56,672,205
Department Usage	48,086,219	54,768,121	62,061,579	55,118,262
10% Transfers	-	-	-	-
Ending Fund Balance	36,645,846	35,653,498	31,256,472	32,810,415
Change in Fund Balance	7,042,042	922,839	(5,389,374)	1,553,943

Health Realignment is funded approximately 1/3 sales tax and 2/3 VLF. 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. As a result, the departments 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 a backfill of lost SB 90 revenue from the state and is for cash flow purposes until the State provides reimbursement.

Other programs funded by 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. A retroactive adjustment resulted in reduced SB 1732 revenue to fund lease payments in 2003-04 causing a one-time increase of Realignment usage in the Health Care Costs budget of approximately $7 million.

Breakdown of Departmental Usage of Health Realignment

	ACTUAL 2002-03	BUDGET 2003-04	ESTIMATE 2003-04	PROPOSED 2004-05
Arrowhead Regional Medical Cntr	28,232,816	28,000,000	28,000,000	28,000,000
Medically Indigent Adult Payments	1,252,689	2,550,000	2,550,000	2,550,000
Public Health	13,693,643	13,908,689	14,158,689	14,078,852
Health Care Costs	4,907,071	10,309,432	17,352,890	10,489,410
Total Department Usage	48,086,219	54,768,121	62,061,579	55,118,262



OTHER AGENCIES
SUMMARY

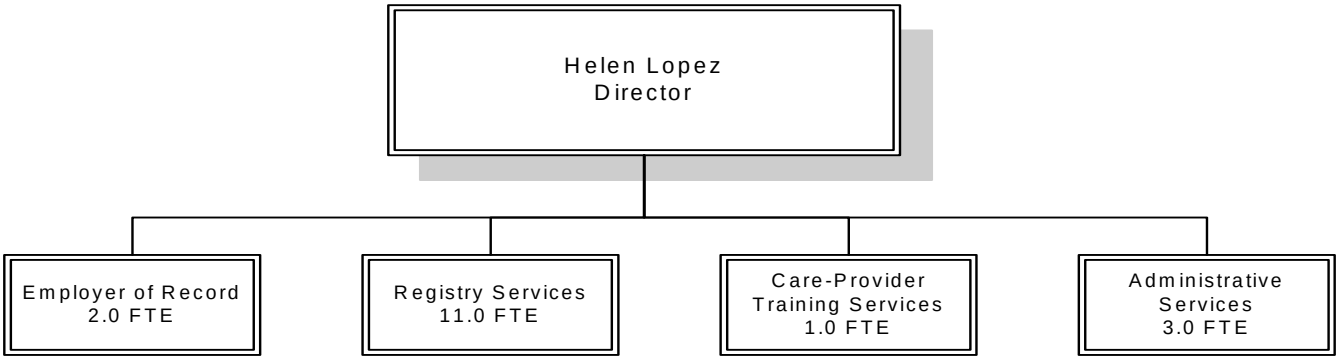
OTHER AGENCY FUND	Page #	Approp	Revenue	Fund Balance
IN-HOME SUPPORTIVE SERVICES	8-1-1	5,090,290	3,737,744	1,352,546
COUNTY ECONOMIC DEVELOPMENT CORP	8-2-1	18,718	12,600	6,118
INDUSTRIAL DEVELOPMENT AUTHORITY	8-3-1	45,155	1,200	43,955
REDEVELOPMENT AGENCY:				
OPERATING FUND	8-4-1	7,113,260	1,960,300	5,152,960
HOUSING FUND	8-4-5	4,620,123	877,600	3,742,523
DEBT SERVICE FUND	8-4-7	5,230,185	4,281,000	949,185
RDA CAPITAL PROJECTS	8-4-9	4,349,190	74,000	4,275,190
RDA HOUSING PROJECTS	8-4-11	256,870	4,350	252,520
VICTOR VALLEY ECONOMIC DEVELOPMENT	8-4-13	556,722	43,000	513,722
VICTOR VALLEY ECON DEVLP - HOUSING	8-4-15	275,391	48,000	227,391
CEDAR GLEN RDA OPERATING FUND	8-4-17	145,878	145,878	-
CEDAR GLEN RDA HOUSING FUND	8-4-19	54,341	54,341	-
MISSION BOULEVARD RDA HOUSING FUND	8-4-20	7,315	7,315	-
TOTAL OTHER AGENCY FUNDS		22,673,148	7,509,584	15,163,564

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
Helen Lopez

MISSION STATEMENT

The mission of the San Bernardino County In-Home Supportive Services (IHSS) Public Authority is to improve the availability and quality of IHSS and to eliminate barriers to providing assistance and choice for the aged and person with disabilities who need support services to live independently and with dignity in the community.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

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 home without assistance. Section 12302.25 of the Welfare and Institutions code mandates 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 this mandate.

In addition to its role in collective bargaining, the IHSS PA is charged by the Legislature with providing the following mandated services:

- establish a registry of potential care providers
- investigate the background and qualifications of potential care providers
- refer potential care providers from the registry to IHSS consumers upon request
- provide training for both IHSS care providers and consumers
- perform other functions related to the delivery of IHSS as designated by the governing board

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	794,516	8,091,439	889,422	5,090,290
Total Financing Sources	856,272	6,738,893	889,422	3,737,744
Fund Balance		1,352,546		1,352,546
Budgeted Staffing		16.0		18.0

Salaries and benefits are projected to be lower than budget by $166,763 due to delays in filling 5 budgeted positions. This savings is offset by the addition of an Accounting Technician in May 2004.

Services and Supplies are projected to be lower than budget by $1,015,964. This is due to a slower start-up than anticipated; as a result, numerous budgeted expenditures have not occurred. The major portion of cost savings is attributed to space rental, emergency respite services, legal counsel, postage, and client/provider training.

Central computer expenditures are projected to exceed budget by $6,450 because computer charges were budgeted in services and supplies in error. An appropriation transfer was submitted and processed moving excess appropriation from Services and Supplies to Central Computer.

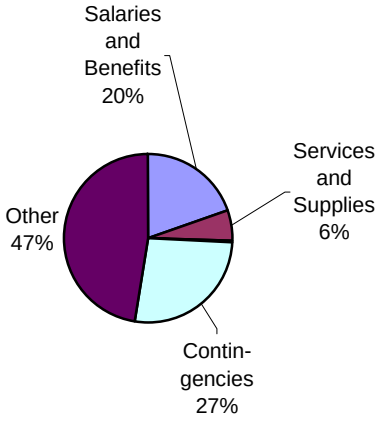
Other Charges are projected to be lower than budget by $4,545,455 due to delays in the implementation of the medical benefits for service providers in the In-Home Supportive Services program. Implementation is now planned for FY2004-05.

Items in Fixed Assets were budgeted in error. The Public Authority does not intend to purchase any fixed assets this fiscal year.

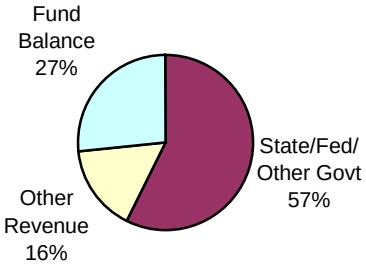
Transfers are projected to be lower than budget by $98,879 due to lower projected costs in Human Resources Labor Relations and Human Services System administrative support offset by increases in support costs from the Information, Technology and Support Division.

Revenue is projected to be significantly lower than adopted budget due to under expending and not implementing medical benefits for IHSS providers.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: IHSS Public Authority
FUND: IHSS Public Authority

BUDGET UNIT: RHH 498
FUNCTION: IHSS
ACTIVITY: Public Authority

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	624,152	790,915	115,981	-	-	906,896	91,304	998,200
Services and Supplies	214,412	1,230,376	-	-	-	1,230,376	(922,576)	307,800
Central Computer	6,450	-	-	-	-	-	10,000	10,000
Other Charges	-	4,545,455	-	-	-	4,545,455	(2,245,455)	2,300,000
Equipment	-	11,000	-	-	-	11,000	(11,000)	-
Vehicles	-	17,860	-	-	-	17,860	(17,860)	-
Transfers	44,408	143,287	-	-	-	143,287	(21,543)	121,744
Contingencies	-	1,352,546	-	-	-	1,352,546	-	1,352,546
Total Exp Authority	889,422	8,091,439	115,981	-	-	8,207,420	(3,117,130)	5,090,290
Departmental Revenue								
State, Fed or Gov't Aid	693,259	5,256,337	90,465	-	-	5,346,802	(2,439,003)	2,907,799
Total Revenue	693,259	5,256,337	90,465	-	-	5,346,802	(2,439,003)	2,907,799
Operating Transfers In	196,163	1,482,556	25,516	-	-	1,508,072	(678,127)	829,945
Total Financing Sources	889,422	6,738,893	115,981	-	-	6,854,874	(3,117,130)	3,737,744
Fund Balance		1,352,546	-	-	-	1,352,546	-	1,352,546
Budgeted Staffing		16.0	-	-	-	16.0	2.0	18.0

Salary and Benefit costs will increase $207,285. This increase is a combination of additional staff and salary step, retirement, and worker's compensation cost increases. Staffing has been increased by a net of 2 budgeted positions in 2004-05. Changes consist of the following:

- Added 1 Training Coordinator contract position to coordinate training for the IHSS service providers. (Equivalent to Staff Analyst-range 56)
- Added 1 Registry Manager contract position to manage the registry for service providers. (Equivalent to Staff Analyst II-range 56)
- Added 1 Registry Specialist contract position to assist with the increasing workload in data entry and maintenance of the registry. (Equivalent to IHSS-Assistant-range 34)
- Added 1 Health Benefits Clerk I contract position to assist with the increased workload required to provide health benefits to service providers (Equivalent to Clerk II-range 25)
- Added 1 Health Benefits Clerk II contract position to assist with the increased workload required to provide health benefits to service providers (Equivalent to Clerk III-range 30)
- Deleted 3 vacant budgeted positions due to inaccurate classifications to accomplish goals of the PA. (Administrative Supervisor I, Administrative Clerk I, Program Analyst)
- A vacant budgeted position classification was lowered from Accountant to Accounting Technician, resulting in a net annual savings of approximately $6,431. The position will be filled prior to the beginning of 2004-05. The Accounting Technician will be responsible for maintaining the financial records for the PA.

Services and Supplies costs will decrease $922,576 due to the following:

- The Emergency Respite Service program was not implemented as anticipated in the 2003-04 budget. Services were to assist IHSS clients whose IHSS care-provider becomes suddenly unavailable. It was determined this type of service is outside the capacity of the PA.
- Over-estimation of use of County services such as County Counsel, Risk Management and Purchasing.
- Decrease in background checks costs due to completion of implementation stage.
- Decrease in training costs, advertising, membership, printing, mail services, postage, staff travel, special conference event, space rental, and miscellaneous expense. These expenditures were over-estimated in the 2003-04 budget as start-up costs.
- Decrease in inventoriable equipment costs due to completion of the implementation stage.

Other Charges will decrease $2,300.000. Medical benefits will be provided to a limited number of eligible IHSS service providers in 2004-05. The local share amount is reduced from $1.0 million to $500,000. Total appropriations and revenue budgeted for health care benefits in 2004-05 are $2,300,000. Federal and State reimbursement will cover approximately $1,800,000 of total expenditures for health care benefits. The remaining $500,000 is local share. The local share will be funded with Social Services Realignment.

DEPARTMENT: IHSS Public Authority
FUND: Special Revenue
BUDGET UNIT: RHH 498

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**16.0**	**8,091,439**	**6,738,893**	**1,352,546**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	115,981	115,981	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**115,981**	**115,981**	**-**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	**-**	**-**	**-**	**-**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**16.0**	**8,207,420**	**6,854,874**	**1,352,546**
Department Recommended Funded Adjustments	**2.0**	**(3,117,130)**	**(3,117,130)**	**-**
TOTAL 2004-05 PROPOSED BUDGET	**18.0**	**5,090,290**	**3,737,744**	**1,352,546**

SCHEDULE C

DEPARTMENT: IHSS Public Authority
FUND: IHSS Public Authority
BUDGET UNIT: RHH 498

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1	Increase in Salaries and Benefits	2.0	91,304	91,304	-
	- Added 1 Training Coordinator, 1 Registry Manager, 1 Registry Specialist, 2 Health Benefits Clerks - Deleted 1 Admin Supv I, 1 Admin Clerk I, 1 Program Analyst				
2.	Delete Emergency Respite Services	-	(194,400)	(194,400)	-
	IHSS Public Authority terminated its plan to provide Emergency Respite Services.				
3.	Reduce Services and Supplies	-	(768,579)	(768,579)	-
	Reduction due to over-estimation of expenditures and start-up costs. Over-estimated costs for County Counsel, Risk Management, Purchasing, training, advertising, membership, printing, mail services, postage, staff travel, special conference event, and space rental. Decrease in background check costs and inventoriable equipment due to completion of startup.				
4	Reduce IHSS Provider Medical Benefits	-	(2,245,455)	(2,245,455)	-
	Medical benefits to be provided to limited number of eligible IHSS providers. Local share reduced from $1 million to $500,000. Local share (22%) will be funded with Social Services Sales Tax (Realignment)				
	Total	2.0	(3,117,130)	(3,117,130)	-

COUNTY OF SAN BERNARDINO
ECONOMIC AND COMMUNITY DEVELOPMENT CORPORATION
Thomas R. Laurin

DESCRIPTION OF MAJOR SERVICES

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. Economic and Community Development Corporation is a function within the Department of Economic and Community Development.

There is no staffing associated with this budget unit.

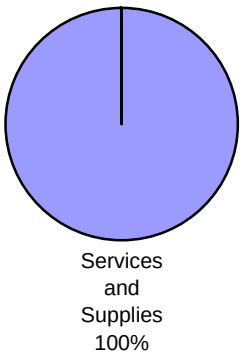
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	218	18,659	71	18,718
Departmental Revenue	61	12,600	130	12,600
Fund Balance		6,059		6,118
Budgeted Staffing		-		-

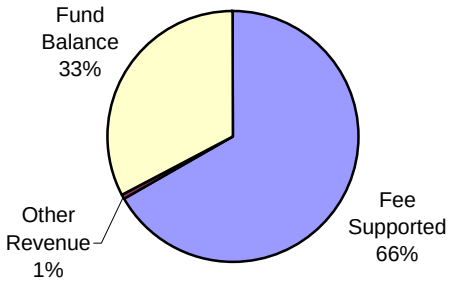
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue is less than budgeted because no bonds were issued due to the low market interest rates.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Economic and Community Dev
FUND: ECD Development Corp

BUDGET UNIT: SFI 499
FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	71	18,659	-	-	-	18,659	59	18,718
Total Appropriation	71	18,659	-	-	-	18,659	59	18,718
Departmental Revenue								
Use of Money & Prop	130	100	-	-	-	100	-	100
Current Services	-	12,500	-	-	-	12,500	-	12,500
Total Revenue	130	12,600	-	-	-	12,600	-	12,600
Fund Balance		6,059	-	-	-	6,059	59	6,118

SCHEDULE C

DEPARTMENT: Economic and Community Dev
FUND: ECD Development Corp
BUDGET UNIT: SFI 499

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies	-	59	-	59
	Increase due to change in fund balance.				
	Total	-	59	-	59

COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY (CoIDA)
Thomas R. Laurin

DESCRIPTION OF MAJOR SERVICES

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 the creation of new jobs within the County. The annual CoIDA budget provides funding for the cost of professional services related to the issuance of bonds, promotion of the financing program and other program related costs. CoIDA is a function within the Department of Economic and Community Development.

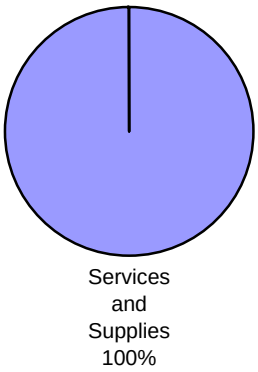
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

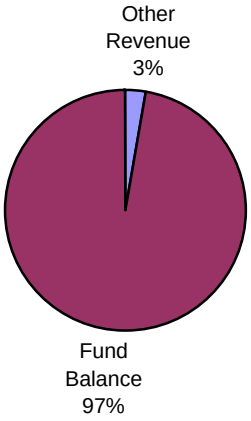
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	901	45,544	1,489	45,155
Departmental Revenue	1,465	1,200	1,100	1,200
Fund Balance		44,344		43,955
Budgeted Staffing		-		-

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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Econ Dev/Public Svc
DEPARTMENT: Economic and Community Dev
FUND: Industrial Development Authority

BUDGET UNIT: SPG 510
FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	1,489	45,544	-	-	-	45,544	(389)	45,155
Total Appropriation	1,489	45,544	-	-	-	45,544	(389)	45,155
Departmental Revenue								
Use of Money & Prop	1,100	1,200	-	-	-	1,200	-	1,200
Total Revenue	1,100	1,200	-	-	-	1,200	-	1,200
Fund Balance		44,344	-	-	-	44,344	(389)	43,955

SCHEDULE C

DEPARTMENT: Economic and Community Dev
FUND: Industrial Development Authority
BUDGET UNIT: SPG 510

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

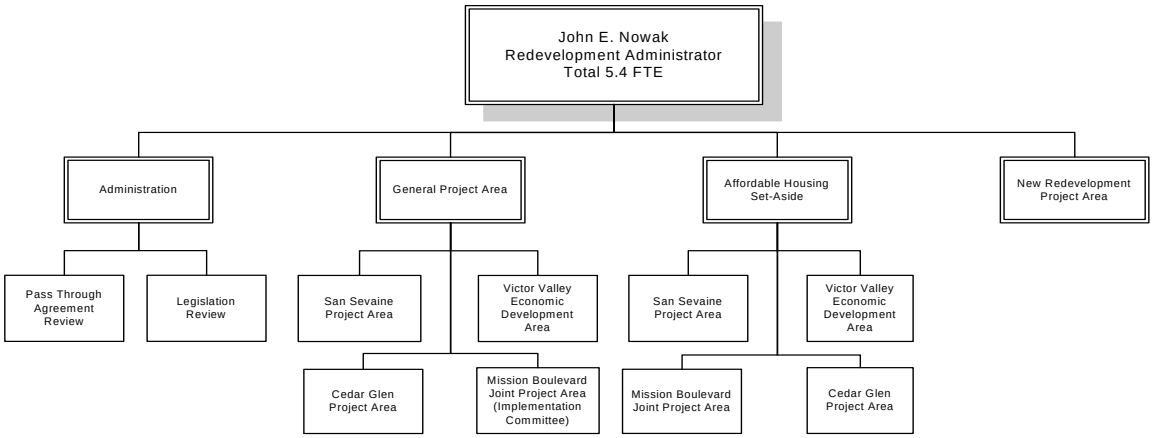
	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Services and Supplies Decrease due to change in fund balance.	-	(389)	-	(389)
	Total	-	(389)	-	(389)

REDEVELOPMENT AGENCY
John Nowak

MISSION STATEMENT

The County's Redevelopment Agency serves to improve economic opportunities and affordable living conditions within established redevelopment project areas in the unincorporated County, through the effective and efficient utilization of California redevelopment law, appropriate use of tax increment revenues, and cooperative programs with other County agencies and communities.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05			
	Appropriation	Revenue	Fund Balance	Staffing
Operating Fund	7,113,260	1,960,300	5,152,960	5.4
Housing Fund	4,620,123	877,600	3,742,523	-
Debt Service Fund	5,230,185	4,281,000	949,185	-
RDA Capital Projects	4,349,190	74,000	4,275,190	-
RDA Housing Projects	256,870	4,350	252,520	-
VVEDA	556,722	43,000	513,722	-
VVEDA Housing	275,391	48,000	227,391	-
Cedar Glen Operating Fund	145,878	145,878	-	-
Cedar Glen Housing Fund	54,341	54,341	-	-
Mission Blvd Housing Fund	7,315	7,315	-	-
TOTAL	22,609,275	7,495,784	15,113,491	-

DESCRIPTION OF MAJOR SERVICES FOR ALL BUDGET UNITS

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. An amendment to the San Sevaine Project Area is being prepared to expand the area by approximately 50% and for other administrative changes. The amendment is scheduled for adoption in November 2004.

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.

In 2003 the County of San Bernardino approved the Mission Boulevard Joint Redevelopment Project Area, a joint Area with the City of Montclair. Pursuant to the terms of the Redevelopment Plan and a Cooperation and Implementation Agreement the City of Montclair will have the administrative responsibility of managing the general redevelopment activities. The County and the City will each administer the housing set-aside funds generated in each jurisdiction's territory.

In 2004 the Cedar Glen Disaster Plan Redevelopment Project Area was initiated to assist with the rebuilding of part of the area destroyed by the 2003 Old Fire. Pursuant to disaster related authorization, the Project Area will become effective in August 2004 using the special temporary assessments established for the FY 2003-04 as the base year. This operating fund was created to account for the Redevelopment Agency's administrative functions, including staffing requirements.

Operating Fund

DESCRIPTION OF MAJOR SERVICES

This operating fund was created to account for the Redevelopment Agency's administrative functions, including staffing requirements.

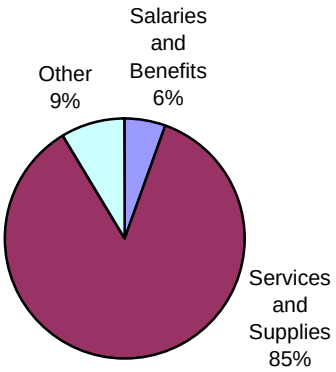
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	365,104	7,071,747	2,242,203	7,113,260
Total Financing Sources	2,274,439	1,586,200	1,909,616	1,960,300
Fund Balance		5,485,547		5,152,960
Budgeted Staffing		2.9		5.4
Workload Indicators				
General				
Number of pass-through agreements reviewed/modified	-	-	-	4
New Project Areas created	-	-	-	3
Community information newsletters/meetings on redevelopment	-	-	-	3
	-	-	-	
Project Area Activites	-	-	-	
Plan amendments completed	-	-	-	1
Economic plans completed	-	-	-	2
Business assistance loans and/or grants completed	-	-	-	4
Project Area development standards prepared & adopted	-	-	-	2
Development plans reviewed	-	-	-	40
Marketing projects undertaken	-	-	-	5
	-	-	-	
Affordable Housing Activites	-	-	-	
Housing implementation plans completed	-	-	-	4
Affordable housing DDAs prepared and approved	-	-	-	2
Affordable housing loans/grants completed	-	-	-	2
Substandard housing units improved or eliminated	-	-	-	4

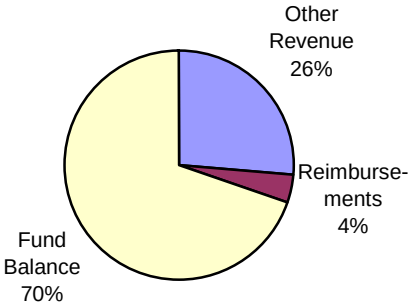
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue in 2003-04 exceeds budget as a result of additional anticipated tax increment distributed into this fund being greater than the amount budgeted.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: Operating Fund

BUDGET UNIT: SPF RDA
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	212,548	263,965	16,306	-	-	280,271	128,846	409,117
Services and Supplies	1,806,697	6,693,744	-	500,000	-	7,193,744	(842,147)	6,351,597
Central Computer	800	558	-	-	-	558	(441)	117
Other Charges	11,000	20,000	-	-	-	20,000	28,000	48,000
Transfers	418,836	398,336	-	-	-	398,336	16,074	414,410
Total Exp Authority	2,449,881	7,376,603	16,306	500,000	-	7,892,909	(669,668)	7,223,241
Reimbursements	(293,620)	(304,856)	-	-	-	(304,856)	14,341	(290,515)
Total Appropriation	2,156,261	7,071,747	16,306	500,000	-	7,588,053	(655,327)	6,932,726
Oper Trans Out	85,942	-	-	-	-	-	180,534	180,534
Total Requirements	2,242,203	7,071,747	16,306	500,000	-	7,588,053	(474,793)	7,113,260
Departmental Revenue								
Use of Money & Prop	93,916	78,000	-	-	-	78,000	-	78,000
Total Revenue	93,916	78,000	-	-	-	78,000	-	78,000
Operating Transfers In	1,815,700	1,508,200	-	-	-	1,508,200	374,100	1,882,300
Total Financing Sources	1,909,616	1,586,200	-	-	-	1,586,200	374,100	1,960,300
Fund Balance		5,485,547	16,306	500,000	-	6,001,853	(848,893)	5,152,960
Budgeted Staffing		2.9	-	-	-	2.9	2.5	5.4

DEPARTMENT: Redevelopment Agency
FUND: Operating Fund
BUDGET UNIT: SPF RDA

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	**2.9**	**7,071,747**	**1,586,200**	**5,485,547**
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	16,306	-	16,306
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	**-**	**16,306**	**-**	**16,306**
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	500,000	-	500,000
Subtotal	**-**	**500,000**	**-**	**500,000**
Impacts Due to State Budget Cuts	**-**	**-**	**-**	**-**
TOTAL BASE BUDGET	**2.9**	**7,588,053**	**1,586,200**	**6,001,853**
Department Recommended Funded Adjustments	**2.5**	**(474,793)**	**374,100**	**(848,893)**
TOTAL 2004-05 PROPOSED BUDGET	**5.4**	**7,113,260**	**1,960,300**	**5,152,960**

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: Operating Fund
BUDGET UNIT: SPF RDA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits	2.5	128,846	-	128,846
	Addition of 2.5 positions due to the increase in workload for three additional redevelopment project areas, (1.0) RDA Analyst ($78,222) and (1.5) extra help Graduate Student Interns ($45,150). Miscellaneous salary expense of $5,484 is also included.				
2.	Other Professional and Specialized Services		318,000	-	318,000
	Increase in San Sevaine Project Area expenditures for the cost of the proposed amended project areas.				
3.	Other Professional and Specialized Services		(1,199,150)	-	(1,199,150)
	Decrease based upon estimated Fund Balance.				
4.	Other Professional and Specialized Services	-	39,003	-	39,003
	Increase in County Counsel Cost for the proposed amended project area and other miscellaneous expenditures due to increase in staff.				
5.	Central Computer Charges	-	(441)	-	(441)
	Decrease in amount paid for data processing charges.				
7.	Other Charges - Interest Paid	-	28,000	-	28,000
	Increase in Interest paid on the RDA operating loan from the General Fund.				
8.	Operating Transfers Out	-	180,534	-	180,534
	Increase in transfers Out to Cedar Glen Operating budget unit (SPK CED, $125,878), Cedar Glen Housing budget unit (SPL CED, $49,341), and Mission Blvd Housing budget unit (SPM MIS, $5,315) to fund operating costs for the Cedar Glen and Mission Blvd Redevelopment Project Areas. This amount will be repaid to the San Sevaine Operating budget unit as tax increment revenue is available.				
9.	Intra-Fund Transfers Out	-	16,074	-	16,074
	Increase in transfers out for reimbursement of ED/PSG Administrative Support Services costs.				
10.	Intra-Fund Transfers In	-	14,341	-	14,341
	Decrease in transfers in from San Sevaine Housing, VVEDA, Cedar Glen, and Mission Blvd for reimbursement of Operating Costs of the RDA.				
11.	Revenue from Operating Transfers in	-	-	374,100	(374,100)
	Increase in Tax Increment revenue for the San Sevaine Project Area transferred from the Debt Service Fund.				
	Total	2.5	(474,793)	374,100	(848,893)

Housing Fund

DESCRIPTION OF MAJOR SERVICES

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 unit.

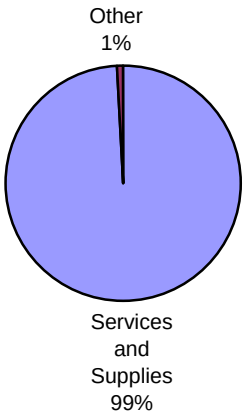
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	272,512	4,562,661	1,042,538	4,620,123
Total Financing Sources	595,585	632,900	855,300	877,600
Fund Balance		3,929,761		3,742,523
Budgeted Staffing		-		-

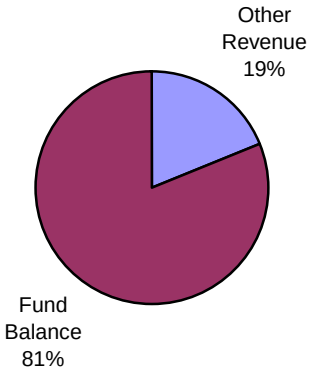
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue in 2003-04 exceeds budget as a result of additional anticipated tax increment distributed into this fund being greater than the amount budgeted.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: Housing Fund

BUDGET UNIT: SPH RDA
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	25,000	4,297,471	-	-	-	4,297,471	280,851	4,578,322
Land	800,000	-	-	-	-	-	-	-
Transfers	217,538	265,190	-	-	-	265,190	(223,389)	41,801
Total Appropriation	1,042,538	4,562,661	-	-	-	4,562,661	57,462	4,620,123
Departmental Revenue								
Use of Money & Prop	75,000	75,200	-	-	-	75,200	-	75,200
Total Revenue	75,000	75,200	-	-	-	75,200	-	75,200
Operating Transfers In	780,300	557,700	-	-	-	557,700	244,700	802,400
Total Financing Sources	855,300	632,900	-	-	-	632,900	244,700	877,600
Fund Balance		3,929,761	-	-	-	3,929,761	(187,238)	3,742,523

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: Housing Fund
BUDGET UNIT: SPH RDA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Other Professional and Specialized Services	-	280,851	-	280,851
	Increase based upon estimated Fund Balance				
2.	Intra-Fund Transfers Out	-	(223,389)	-	(223,389)
	Decrease in Transfers out to reimburse the San Sevaine Operating budget unit (SPF RDA) for allocated administrative costs.				
3.	Revenue from Operating Transfers In	-	-	244,700	(244,700)
	Increase in Housing Tax Increment revenue for the San Sevaine Project Area transferred from the Debt Service Fund.				
	Total	-	57,462	244,700	(187,238)

Debt Service Fund

DESCRIPTION OF MAJOR SERVICES

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 $19.7 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 unit.

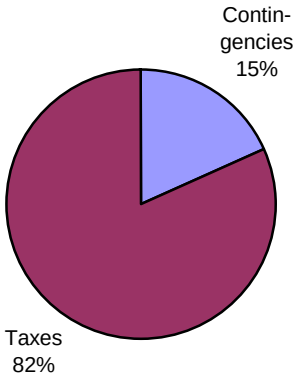
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	4,077,862	4,638,620	4,219,589	5,230,185
Departmental Revenue	4,097,360	3,664,296	4,194,450	4,281,000
Fund Balance		974,324		949,185
Budgeted Staffing		-		-

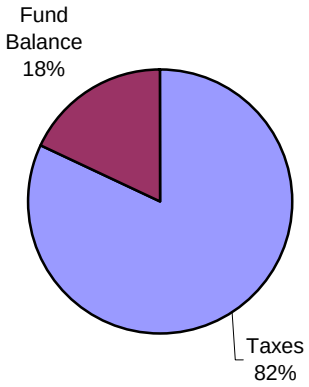
Actual expenditures for 2003-04 are $419,031 less than budgeted due to the debt service reserve of $949,185 not being expensed during the year and operating transfers-out being greater than budgeted by $530,154, due to the actual tax increment revenue being more than budgeted.

Actual revenue for 2003-04 is $530,154 greater than budgeted due to the actual tax increment revenue being more than budgeted.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: Debt Service

BUDGET UNIT: DBR RDA
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Other Charges	1,586,140	1,586,140	-	-	-	1,586,140	3,680	1,589,820
Contingencies	-	949,185	-	-	-	949,185	6,450	955,635
Total Appropriation	1,586,140	2,535,325	-	-	-	2,535,325	10,130	2,545,455
Oper Trans Out	2,633,449	2,103,295	-	-	-	2,103,295	581,435	2,684,730
Total Requirements	4,219,589	4,638,620	-	-	-	4,638,620	591,565	5,230,185
Departmental Revenue								
Taxes	4,179,000	3,643,696	-	-	(275,000)	3,368,696	897,304	4,266,000
Use of Money & Prop	15,450	20,600	-	-	-	20,600	(5,600)	15,000
Total Revenue	4,194,450	3,664,296	-	-	(275,000)	3,389,296	891,704	4,281,000
Fund Balance		974,324	-	-	275,000	1,249,324	(300,139)	949,185

SCHEDULE B

DEPARTMENT: Redevelopment Agency
FUND: Debt Service
BUDGET UNIT: DBR RDA

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Education Resource Augmentation Fund (ERAF) Shift	-	-	(275,000)	275,000
Estimated 2004-05 ERAF shift of Property Tax revenue to fund Education. This amount is based upon the January Preview of the State Budget for 2004-05.				
Total	-	-	(275,000)	275,000

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: Debt Service
BUDGET UNIT: DBR RDA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Other Charges - Debt Service Payments	-	3,680	-	3,680
	Increase of Debt Service Payments for the 2000 Bonds.				
2.	Contingences and Reserves	-	6,450	-	6,450
	Increase in reserves for the 2000 Bonds Debt Service Payment due September 2005.				
3.	Operating Transfers Out	-	581,435	-	581,435
	Increase in transfers out of excess proceeds from increment revenue.				
4.	Tax Revenue	-	-	900,647	(900,647)
	Increase in tax increment revenue for the San Sevaine Project Area.				
5.	Revenue from the use of money	-	-	(5,600)	5,600
	Decrease in Interest Revenue.				
6.	Charges for Current Services	-	-	(3,343)	3,343
	Increase in administrative fees charged by the Auditor/Controller for collecting and processing property taxes. This fee is a reduction in revenue.				
	Total	-	591,565	891,704	(300,139)

RDA Capital Projects

DESCRIPTION OF MAJOR SERVICES

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.

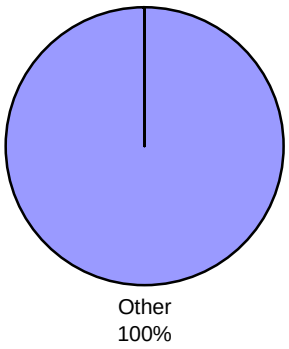
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

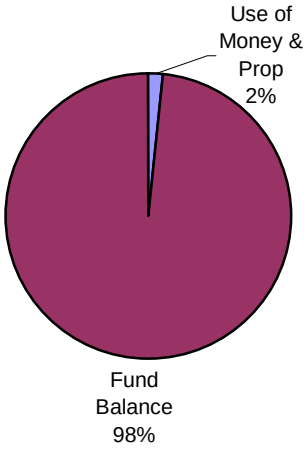
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	150,187	7,236,136	2,988,296	4,349,190
Departmental Revenue	223,348	73,350	100,700	74,000
Fund Balance		7,162,786		4,275,190
Budgeted Staffing		-		-

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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: RDA Capital Projects

BUDGET UNIT: SPD RDA
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	2,988,296	4,837,000	-	-	-	4,837,000	(1,015,967)	3,821,033
Total Appropriation	2,988,296	4,837,000	-	-	-	4,837,000	(1,015,967)	3,821,033
Oper Trans Out	-	2,399,136	-	-	-	2,399,136	(1,870,979)	528,157
Total Requirements	2,988,296	7,236,136	-	-	-	7,236,136	(2,886,946)	4,349,190
Departmental Revenue								
Use of Money & Prop	100,700	73,350	-	-	-	73,350	650	74,000
Total Revenue	100,700	73,350	-	-	-	73,350	650	74,000
Fund Balance		7,162,786	-	-	-	7,162,786	(2,887,596)	4,275,190

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: RDA Capital Projects
BUDGET UNIT: SPD RDA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Intra-Fund Transfers Out	-	500,000	-	500,000
	Increase of transfers out to County Fire for project expenditures relating to design and engineering costs for a fire station. Construction of the fire station will be paid for out of bond proceeds if bonds are sold.				
2.	Intra-Fund Transfers Out	-	(1,515,967)	-	(1,515,967)
	Decrease of transfers out to Transportation and Flood Control for Project Expenditures.				
3.	Operating Transfers Out	-	(1,870,979)	-	(1,870,979)
	Decrease based upon estimated Fund Balance.				
4.	Revenue from the use of money	-	-	650	(650)
	Increase in Interest Revenue				
	Total	-	(2,886,946)	650	(2,887,596)

RDA Housing Projects

DESCRIPTION OF MAJOR SERVICES

The RDA Housing Projects will be used to track the expenditures of future RDA housing projects.

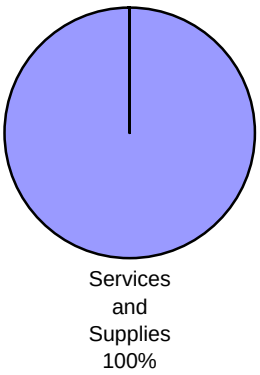
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

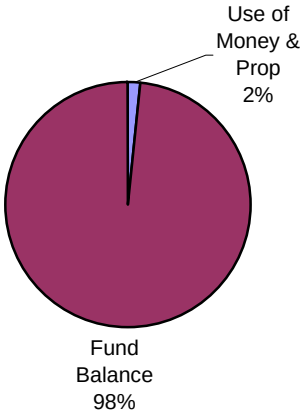
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	252,570	-	256,870
Departmental Revenue	7,430	4,350	4,300	4,350
Fund Balance		248,220		252,520
Budgeted Staffing		-		-

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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: RDA Housing Projects

BUDGET UNIT: SPE RDA
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	-	252,570	-	-	-	252,570	4,300	256,870
Total Appropriation	-	252,570	-	-	-	252,570	4,300	256,870
Departmental Revenue								
Use of Money & Prop	4,300	4,350	-	-	-	4,350	-	4,350
Total Revenue	4,300	4,350	-	-	-	4,350	-	4,350
Fund Balance		248,220	-	-	-	248,220	4,300	252,520

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: RDA Housing Projects
BUDGET UNIT: SPE RDA

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Other Professional and Specialized Services Increase based upon estimated Fund Balance.	-	4,300	-	4,300
	Total	-	4,300	-	4,300

Victor Valley Economic Development Authority - VVEDA

DESCRIPTION OF MAJOR SERVICES

This budget unit accounts 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.

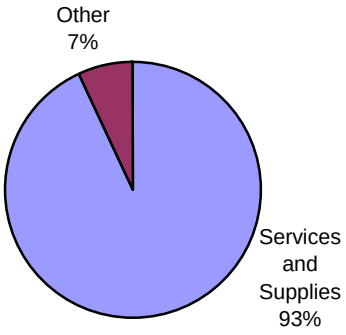
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

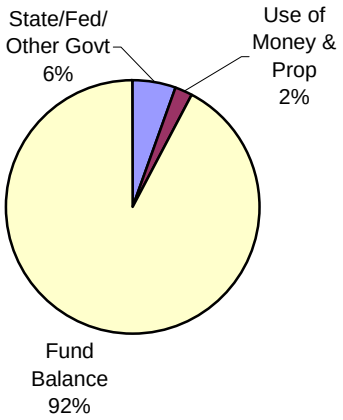
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	215,886	704,983	57,846	556,722
Departmental Revenue	172,179	174,415	41,000	43,000
Fund Balance		530,568		513,722
Budgeted Staffing		-		-

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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: VVEDA

BUDGET UNIT: MPV 644
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	22,500	674,750	-	-	-	674,750	(156,643)	518,107
Other Charges	10,400	10,400	-	-	-	10,400	-	10,400
Transfers	24,946	19,833	-	-	-	19,833	8,382	28,215
Total Appropriation	57,846	704,983	-	-	-	704,983	(148,261)	556,722
Departmental Revenue								
Use of Money & Prop	12,000	11,215	-	-	-	11,215	785	12,000
State, Fed or Gov't Aid	29,000	163,200	-	-	-	163,200	(132,200)	31,000
Total Revenue	41,000	174,415	-	-	-	174,415	(131,415)	43,000
Fund Balance		530,568	-	-	-	530,568	(16,846)	513,722

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: VVEDA
BUDGET UNIT: MPV 644

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Other Professional and Specialized Services	-	(156,643)	-	(156,643)
	Decrease based upon estimated Fund Balance.				
2.	Intra-Fund Transfers Out	-	8,382	-	8,382
	Increase in Transfers out to reimburse San Sevaine Operating budget unit (SPF RDA) for allocated Administrative costs.				
3.	Revenue from the Use of Money	-	-	785	(785)
	Increase in interest revenue.				
4.	Revenue from other Governmental Agencies	-	-	(132,200)	132,200
	Decrease of Housing Increment received from the City of Victorville for the VVEDA project area.				
	Total	-	(148,261)	(131,415)	(16,846)

VVEDA Housing

DESCRIPTION OF MAJOR SERVICES

This budget unit accounts 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.

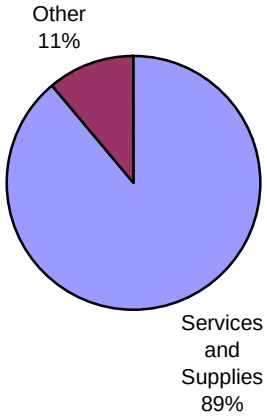
There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

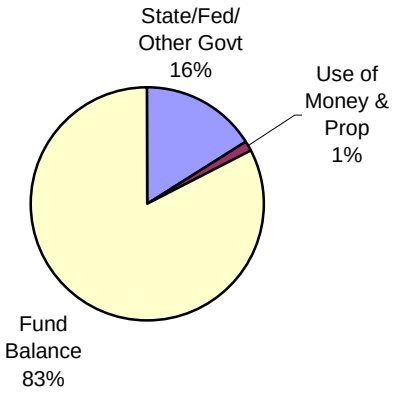
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,665	253,541	27,546	275,391
Departmental Revenue	211,602	43,604	45,000	48,000
Fund Balance		209,937		227,391
Budgeted Staffing		-		-

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.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: VVEDA - Housing

BUDGET UNIT: MPW 644
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	-	231,108	-	-	-	231,108	13,468	244,576
Other Charges	2,600	2,600	-	-	-	2,600	-	2,600
Transfers	24,946	19,833	-	-	-	19,833	8,382	28,215
Total Appropriation	27,546	253,541	-	-	-	253,541	21,850	275,391
Departmental Revenue								
Use of Money & Prop	4,000	2,804	-	-	-	2,804	1,196	4,000
State, Fed or Gov't Aid	41,000	40,800	-	-	-	40,800	3,200	44,000
Total Revenue	45,000	43,604	-	-	-	43,604	4,396	48,000
Fund Balance		209,937	-	-	-	209,937	17,454	227,391

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: VVEDA - Housing
BUDGET UNIT: MPW 644

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Other Professional and Specialized Services	-	13,468	-	13,468
	Increase in Consulting Costs for the project area.				
2.	Intra-Fund Transfers Out	-	8,382	-	8,382
	Increase in Transfers out to reimburse San Sevaine Operating budget unit (SPF RDA) for allocated administrative costs.				
3.	Revenue from the Use of Money	-	-	1,196	(1,196)
	Increase in interest revenue.				
4.	Revenue from other Governmental Agencies	-	-	3,200	(3,200)
	Increase of Housing Increment received from the City of Victorville for the VVEDA project area.				
	Total	-	21,850	4,396	17,454

Cedar Glen Operating Fund

DESCRIPTION OF MAJOR SERVICES

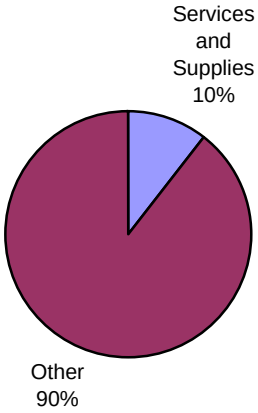
This budget unit is being established to account for the administration and general operations of the Cedar Glen Disaster Redevelopment Project Area. Funding is from 80% of the tax increment generated within the Project Area and other funds that may be obtained for the Project Area. Initial plan preparation expenses were funded through a $75,000 loan from the San Sevaine Redevelopment Project Area.

There is no staffing associated with this budget unit.

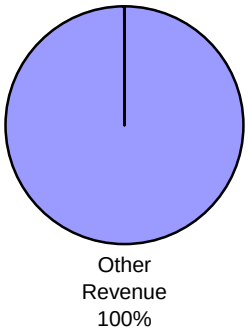
BUDGET HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	-	84,695	145,878
Total Financing Sources	-	-	84,695	145,878
Fund Balance		-		-
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: Cedar Glen RDA Operating Fund

BUDGET UNIT: SPK CED
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Services and Supplies	59,750	-	-	15,250	-	15,250	-	15,250
Transfers	24,945	-	-	-	-	-	130,628	130,628
Total Appropriation	84,695	-	-	15,250	-	15,250	130,628	145,878
Departmental Revenue								
Taxes	-	-	-	-	-	-	20,000	20,000
Total Revenue	-	-	-	-	-	-	20,000	20,000
Operating Transfers In	84,695	-	-	-	-	-	125,878	125,878
Total Financing Sources	84,695	-	-	-	-	-	145,878	145,878
Fund Balance		-	-	15,250	-	15,250	(15,250)	-

DEPARTMENT: Redevelopment Agency
FUND: Cedar Glen RDA Operating Fund
BUDGET UNIT: SPK CED

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	-	-	-	-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	15,250	-	15,250
Subtotal	-	15,250	-	15,250
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	-	15,250	-	15,250
Department Recommended Funded Adjustments	-	130,628	145,878	(15,250)
TOTAL 2004-05 PROPOSED BUDGET	-	145,878	145,878	-

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: Cedar Glen RDA Operating Fund
BUDGET UNIT: SPK CED

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Intra-Fund Transfers Out	-	130,628	-	130,628
	Increase in Transfers out to reimburse San Sevaine Operating budget unit (SPF RDA) for allocated Administrative costs.				
2.	Tax Revenue	-	-	20,000	(20,000)
	Estimated Incremental Tax Revenue for the Cedar Glen Area.				
3.	Operating Transfers in	-	-	125,878	(125,878)
	Increase in transfers in from San Sevaine Operating budget unit (SPF RDA) to fund operating costs for the Cedar Glen Redevelopment Project Area. This amount will be repaid to the San Sevaine Operating budget unit as tax increment revenue is available.				
	Total	-	130,628	145,878	(15,250)

Cedar Glen Housing Fund

DESCRIPTION OF MAJOR SERVICES

This budget unit was established to account for the county's administrative and operational costs related to the housing set aside fund generated in the Cedar Glen Disaster Redevelopment Project Area. 20% of the tax increment and other funds generated in the redevelopment area are set aside for affordable housing. These funds may be expended in any unincorporated county area.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	-	-	54,341
Total Financing Sources	-	-	-	54,341
Fund Balance		-		-
Budgeted Staffing		-		-

GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: Cedar Glen RDA Housing Fund

BUDGET UNIT: SPL CED
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	-	-	-	-	-	-	54,341	54,341
Total Appropriation	-	-	-	-	-	-	54,341	54,341
Departmental Revenue								
Taxes	-	-	-	-	-	-	5,000	5,000
Total Revenue	-	-	-	-	-	-	5,000	5,000
Operating Transfers In	-	-	-	-	-	-	49,341	49,341
Total Financing Sources	-	-	-	-	-	-	54,341	54,341

SCHEDULE C

DEPARTMENT: Redevelopment Agency
FUND: Cedar Glen RDA Housing Fund
BUDGET UNIT: SPL CED

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Intra-Fund Transfers Out	-	54,341	-	54,341
	Increase in Transfers out to reimburse San Sevaine Operating budget unit (SPF RDA) for allocated Administrative costs.				
2.	Tax Revenue	-	-	5,000	(5,000)
	Estimated Incremental Tax Revenue for the Cedar Glen Area Housing set aside.				
3.	Operating Transfers in	-	-	49,341	(49,341)
	Increase in transfers in from San Sevaine Operating budget unit (SPF RDA) to fund operating costs for the Cedar Glen Redevelopment Project Area. This amount will be repaid to the San Sevaine Operating budget unit as tax increment revenue is available.				
	Total	-	54,341	54,341	-

Mission Boulevard Housing Fund

DESCRIPTION OF MAJOR SERVICES

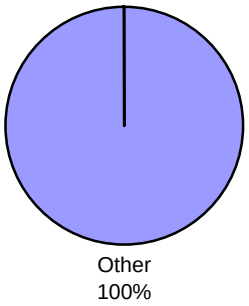
This budget unit is being established to account for the county's administrative and operational costs related to the housing set aside fund generated through the unincorporated areas of the Mission Boulevard Joint Redevelopment Project Area. While the City of Montclair administers the general program under a Cooperation and Implementation Agreement, the county is responsible for administering its housing fund.

There is no staffing associated with this budget unit.

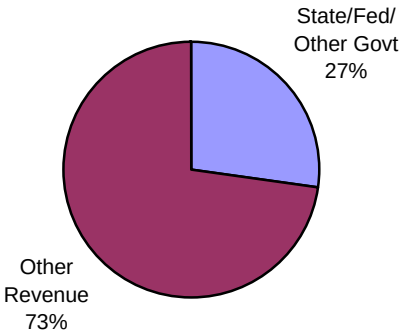
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	-	-	1,247	7,315
Total Financing Sources	-	-	1,247	7,315
Fund Balance		-		-
Budgeted Staffing		-		-

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: Redevelopment Agency
FUND: Mission Blvd RDA Housing Fund

BUDGET UNIT: SPM CED
FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Transfers	1,247	-	-	-	-	-	7,315	7,315
Total Appropriation	1,247	-	-	-	-	-	7,315	7,315
Departmental Revenue								
State, Fed or Gov't Aid	-	-	-	-	-	-	2,000	2,000
Total Revenue	-	-	-	-	-	-	2,000	2,000
Operating Transfers In	1,247	-	-	-	-	-	5,315	5,315
Total Financing Sources	1,247	-	-	-	-	-	7,315	7,315

SCHEDULE C

DEPARTMENT: **Redevelopment Agency**
FUND: **Mission Blvd RDA Housing Fund**
BUDGET UNIT: **SPM CED**

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Intra-Fund Transfers Out	-	7,315	-	7,315
	Increase in Transfers out to reimburse San Sevaine Operating budget unit (SPF RDA) for allocated Administrative costs.				
2.	Revenue from other Governmental Agencies	-	-	2,000	(2,000)
	Increase in Housing Tax Increment revenue from the City of Montclair for the Mission Blvd Project Area.				
3.	Operating Transfers in	-	-	5,315	(5,315)
	Increase in transfers in from San Sevaine Operating budget unit (SPF RDA) to fund operating costs for the Mission Blvd Redevelopment Project Area. This amount will be repaid to the San Sevaine Operating budget unit as tax increment revenue is available.				
	Total	-	7,315	7,315	-