

ADMINISTRATION



complete county

of choices ... vibrant economy ... skilled workforce ...

... countywide prosperity ... sustainable systems ...

destination ... a home ... San Bernardino County ... complete

... vibrant economy ... skilled workforce ... unique advantages ...

... systems ... model communities ... a destination ... a home ... San

... broad range of choices ... vibrant economy ... skilled workforce ...

... sustainable systems ... model communities ... a destination ... a home ...

... broad range of choices ... vibrant economy ... skilled workforce ... unique

... systems ... model communities ... a destination ... a home ... San Bernardino

... vibrant economy ... skilled workforce ... unique advantages ... countywide

... destination ... a home ... San Bernardino County ... complete county

... unique advantages ... countywide prosperity ... sustainable systems

... San Bernardino County ... complete county ... broad range of choices ... vibrant

... prosperity ... sustainable systems ... model communities ... a

... broad range of choices ... vibrant economy ... skilled work

... model communities ... a destination ... a home ... San

... vibrant economy ... skilled workforce ... unique advantages ...

... destination ... a home ... San Bernardino County ... complete

... unique advantages ... countywide prosperity ... susta

... San Bernardino County ... complete county ... broad range of choice

... prosperity ... sustainable systems ... model communities

... broad range of choices ... vibrant economy ... skilled work

2012-13



**ADMINISTRATION
SUMMARY**

	<u>Page #</u>	<u>Appropriation</u>	<u>Revenue</u>	<u>Net County Cost</u>	<u>Staffing</u>
GENERAL FUND					
BOARD OF SUPERVISORS	102				
BOARD OF SUPERVISORS	103	7,647,052	0	7,647,052	44
BOARD DISCRETIONARY FUND	106	10,157,890	0	10,157,890	0
CLERK OF THE BOARD OF SUPERVISORS	108	1,851,963	371,138	1,480,825	13
COUNTY ADMINISTRATIVE OFFICE	114				
COUNTY ADMINISTRATIVE OFFICE	117	3,911,078	0	3,911,078	16
LITIGATION	120	389,938	0	389,938	0
COUNTY COUNSEL	122	8,551,502	5,444,400	3,107,102	88
FINANCE AND ADMINISTRATION	127				
FINANCE AND ADMINISTRATION	130	2,640,486	0	2,640,486	14
HUMAN RESOURCES DEPARTMENT	146				
HUMAN RESOURCES	149	5,374,265	448,409	4,925,856	73
THE CENTER FOR EMPLOYEE HEALTH AND WELLNESS	152	1,979,584	1,979,584	0	11
UNEMPLOYMENT INSURANCE	154	4,000,500	0	4,000,500	0
INFORMATION SERVICES DEPARTMENT	161				
APPLICATION DEVELOPMENT	164	15,406,101	7,938,173	7,467,928	94
PURCHASING DEPARTMENT	176				
PURCHASING	179	1,684,799	498,168	1,186,631	17
LOCAL AGENCY FORMATION COMMISSION	198	301,000	0	301,000	0
COUNTY SCHOOLS	200	3,085,995	0	3,085,995	0
TOTAL GENERAL FUND		<u>66,982,153</u>	<u>16,679,872</u>	<u>50,302,281</u>	<u>370</u>
CAPITAL FACILITIES LEASES	132	<u>13,052,882</u>	<u>0</u>	<u>13,052,882</u>	<u>0</u>

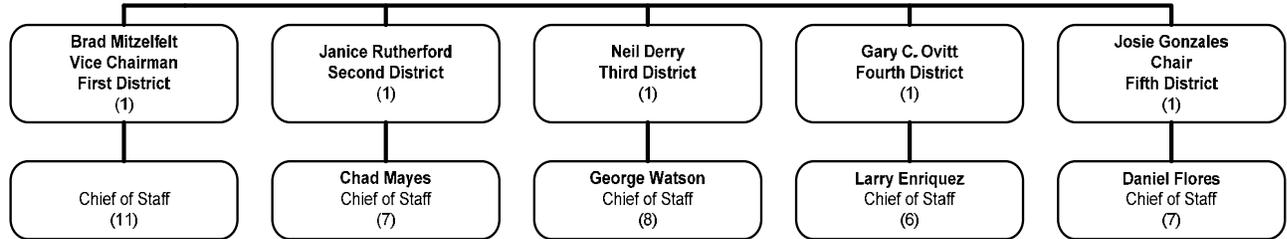
	<u>Page #</u>	<u>Appropriation</u>	<u>Revenue</u>	<u>Fund Balance</u>	<u>Staffing</u>
SPECIAL REVENUE FUNDS					
FINANCE AND ADMINISTRATION					
DISASTER RECOVERY FUND	135	18,868	15,000	3,868	0
HUMAN RESOURCES:					
COMMUTER SERVICES	156	1,488,392	669,466	818,926	3
EMPLOYEE BENEFITS AND SERVICES	158	3,596,366	3,040,635	555,731	28
TOTAL SPECIAL REVENUE FUNDS		<u>5,103,626</u>	<u>3,725,101</u>	<u>1,378,525</u>	<u>31</u>

	<u>Page #</u>	<u>Appropriation</u>	<u>Revenue</u>	<u>Net Budget</u>	<u>Staffing</u>
INTERNAL SERVICES FUNDS					
FLEET MANAGEMENT DEPARTMENT	137				
GARAGE	140	14,328,027	14,144,800	(183,227)	82
MOTOR POOL	143	16,095,674	13,200,500	(2,895,174)	3
INFORMATION SERVICES:					
COMPUTER OPERATIONS	167	26,039,632	21,615,460	(4,424,172)	121
TELECOMMUNICATION SERVICES	171	32,342,199	28,834,645	(3,507,554)	92
800 MEGAHERTZ - REBANDING PROJECT	175	0	0	0	0
PURCHASING:					
PRINTING SERVICES	182	3,453,878	3,369,329	(84,549)	14
SURPLUS PROPERTY AND STORAGE OPERATIONS	185	372,721	268,045	(104,676)	2
MAIL/COURIER SERVICES	187	6,601,187	6,452,587	(148,600)	25
RISK MANAGEMENT DEPARTMENT	190				
OPERATIONS	193	6,338,948	6,313,948	(25,000)	57
INSURANCE PROGRAMS	196	89,862,129	64,773,010	(25,089,119)	0
TOTAL INTERNAL SERVICE FUNDS		<u>195,434,395</u>	<u>158,972,324</u>	<u>(36,462,071)</u>	<u>396</u>



BOARD OF SUPERVISORS Josie Gonzales, Chair

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2012-13					
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Board of Supervisors	7,647,052	0	7,647,052			44
Board Discretionary Fund*	10,157,890	0	10,157,890			0
Total General Fund	17,804,942	0	17,804,942			44

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Board of Supervisors	6,975,899	7,515,146	8,869,044	7,903,032	7,647,052
Board Discretionary Fund*	4,358,896	6,519,645	1,382,855	2,938,843	10,157,890
Total	11,334,795	14,034,791	10,251,899	10,841,875	17,804,942

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Board of Supervisors	0	0	0	0	0
Board Discretionary Fund*	0	0	196,888	0	0
Total	0	0	196,888	0	0

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Board of Supervisors	6,975,899	7,515,146	8,869,044	7,903,032	7,647,052
Board Discretionary Fund*	4,358,896	6,519,645	1,185,967	2,938,843	10,157,890
Total	11,334,795	14,034,791	10,055,011	10,841,875	17,804,942

*The Board Discretionary Fund budget unit was previously referred to as the Priority Policy Needs budget unit in prior years.



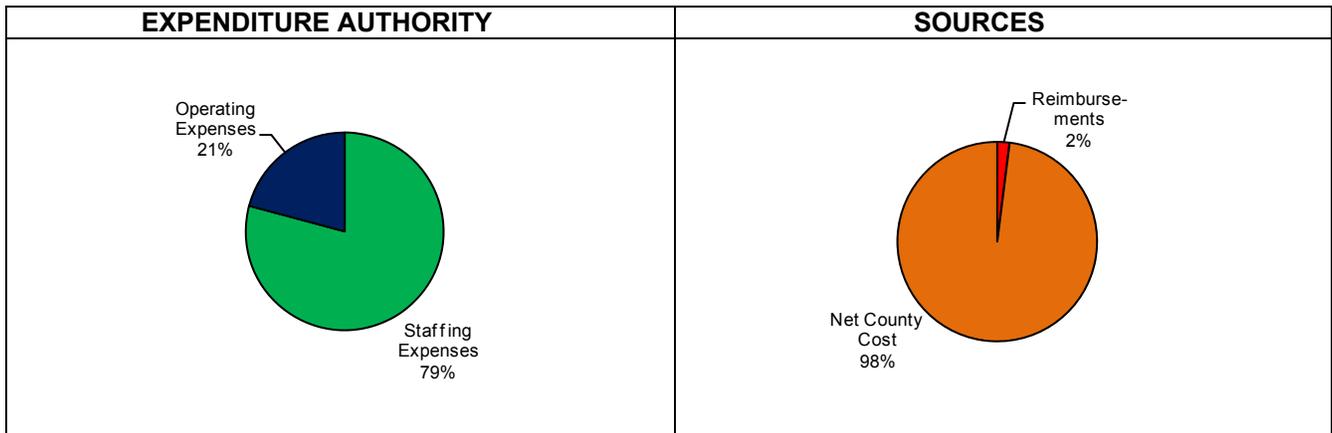
Board of Supervisors

DESCRIPTION OF MAJOR SERVICES

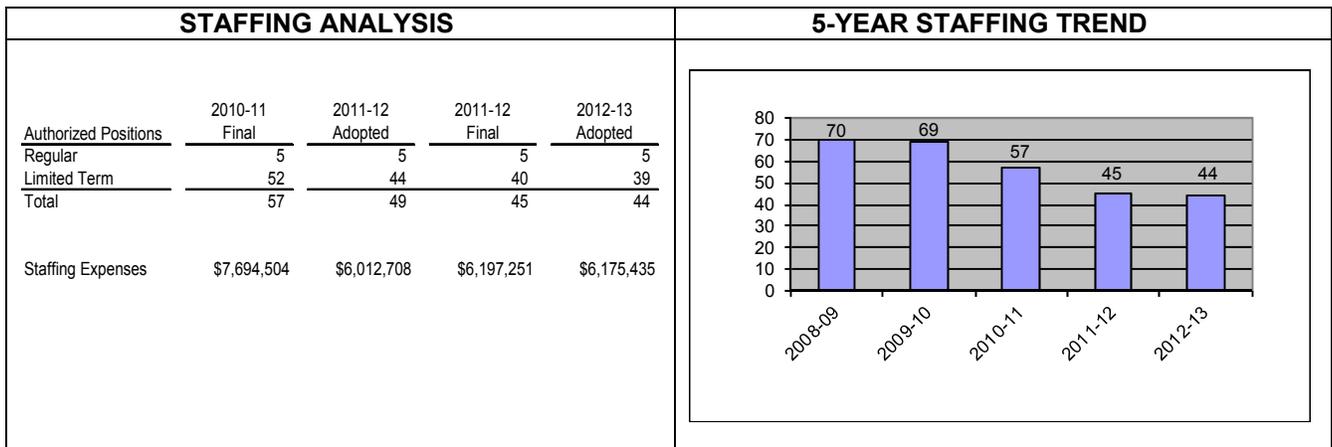
The Board of Supervisors is the governing body of the County government and Board-governed special districts. The Board of Supervisors establishes policy and exercises supervision over the official conduct of all County officers, Board-governed districts and special commissions. The Board of Supervisors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

Budget at a Glance	
Total Expenditure Authority	\$7,802,096
Total Sources	\$155,044
Net County Cost	\$7,647,052
Total Staff	44
Funded by Net County Cost	98%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ADMINISTRATION ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Board of Supervisors
FUND: General

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

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	9,098,516	9,294,598	7,694,504	6,196,638	6,197,251	6,175,435	(21,816)
Operating Expenses	969,257	1,156,337	1,488,376	1,898,471	1,982,938	1,626,661	(356,277)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	10,067,773	10,450,935	9,182,880	8,095,109	8,180,189	7,802,096	(378,093)
Reimbursements	(2,394,035)	(2,935,989)	(313,836)	(276,982)	(277,157)	(155,044)	122,113
Total Appropriation	7,673,738	7,514,946	8,869,044	7,818,127	7,903,032	7,647,052	(255,980)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	7,673,738	7,514,946	8,869,044	7,818,127	7,903,032	7,647,052	(255,980)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	0	0	0	0
Net County Cost	7,673,738	7,514,946	8,869,044	7,818,127	7,903,032	7,647,052	(255,980)
				Budgeted Staffing	45	44	(1)

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Board of Supervisors (Board) include a reduction in operating expenses of \$356,277 primarily due to a reduction of \$434,060 related to COWCAP charges billed to the Board's budget units and an increase in the amount of central services charges associated with Board facilities totaling \$38,653. Staffing expenses are decreasing by \$21,816 due to changes in the composition of Board staff within the districts. Reimbursements include a reduction of \$122,113 primarily due to the loss of \$120,000 of Board approved, one-time funding from the Board Discretionary Fund to offset staffing costs.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses make up the majority of the Board's expenditures within this budget unit for 2012-13. These expenses total \$6,175,435 and fund 44 positions across the five supervisorial districts. Operating expenses of \$1,626,661 include phone services, office expenses, courier and printing charges, Facilities Management basic services, travel and related expenses, costs for Human Resources programs and rents. Reimbursements totaling \$155,044 primarily include funding from outside agencies to offset district staff time associated with third party agencies and projects.

STAFFING CHANGES AND OPERATIONAL IMPACT

For 2012-13 there is a net reduction of 1 budgeted position in this budget unit. Staffing changes are as follows (affected district noted in parenthesis):

Deletions

- 1 Chief of Staff (First District)
- 2 Community Service Liaisons (First District)
- 1 Special Projects Coordinator (Second District)
- 1 Field Representative (Fifth District)



Additions

- 1 Field Representative (First District)
- 1 Field Representative (Second District)
- 1 Staff Assistant (Second District)
- 1 Field Representative (Fifth District)

In January of 2012, the Board directed that Board Discretionary Funds were no longer to be used to reimburse salary and benefits of supervisorial staff members. While this direction has stabilized the amount of funding available for staff services in each District, current services to constituents may be impacted by the net reduction in staffing discussed above.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
First District	1	11	12	12	0	0	12
Second District	1	7	8	8	0	0	8
Third District	1	8	9	9	0	0	9
Fourth District	1	6	7	7	0	0	7
Fifth District	1	7	8	8	0	0	8
Total	5	39	44	44	0	0	44

First District		Second District		Third District	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Elected Supervisor	1	Elected Supervisor	1	Elected Supervisor
1	Executive Secretary III	1	Chief of Staff	1	Special Projects Coordinator
1	BOS Executive Secretary	2	Field Representative	1	BOS Executive Secretary
1	District Director	1	Special Projects Coordinator	3	Field Representative
1	Special Assistant	1	Staff Assistant	1	Intern Staff Assistant
2	Community Service Liaison	1	District Representative	1	Deputy Chief of Staff
1	Special Projects Coordinator	1	Deputy Chief of Staff	1	Chief of Staff
4	Field Representative	8	Total	9	Total
12	Total				
Fourth District		Fifth District			
<u>Classification</u>		<u>Classification</u>			
1	Elected Supervisor	1	Elected Supervisor		
1	BOS Executive Secretary	1	Deputy Chief of Staff		
1	District Representative	1	BOS Executive Secretary		
1	Field Representative	2	Field Representative		
1	Chief of Staff	1	Chief of Staff		
1	Deputy Chief of Staff	1	Intern Staff Assistant II		
1	District Director	1	BOS Administrative Analyst		
7	Total	8	Total		



Board Discretionary Fund

DESCRIPTION OF MAJOR SERVICES

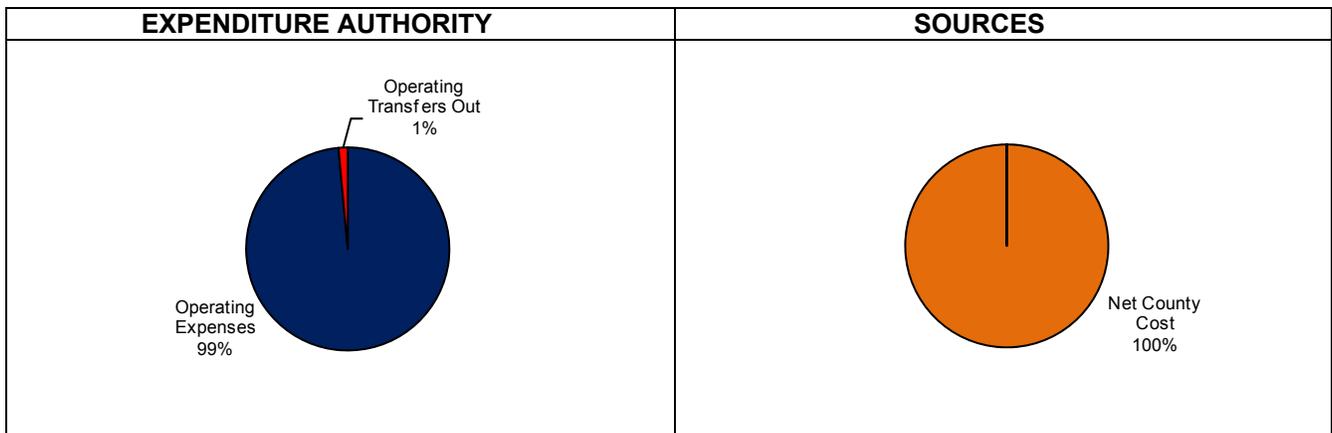
Beginning in 1999-00, \$1.0 million was allocated evenly between the five supervisorial districts as board discretionary funding for priority policy needs that may be identified during the fiscal year. In 2005-06, the annual allocation was increased to \$2.0 million, and in 2006-07 it was increased to \$2.5 million. During 2008-09, the annual allocation was increased to \$3.75 million, which was maintained for 2009-10. The annual funding for 2010-11 was decreased to \$2.25 million and was subsequently transferred into the Board of Supervisors (Board) operating budget as part of the County's First Quarter Budget Report, which was approved by the Board on November 2, 2010. There is no annual funding in this budget unit.

Budget at a Glance	
Total Expenditure Authority	\$10,157,890
Total Sources	\$0
Net County Cost	\$10,157,890
Total Staff	0
Funded by Net County Cost	100%

In accordance with County Policy 02-18, the remaining balance of these funds is allocated at the sole discretion of the Supervisor within his or her own Supervisorial District. The allocation of funds will be submitted and approved through the County quarterly budget reports. Once approved, allocations are to be expended within twelve months and existing allocations not spent within a fiscal year are carried over to the subsequent fiscal year by district. These funds are to be exhausted by the end of Fiscal Year 2015-16. Any unspent Board Discretionary Fund appropriation remaining after 2015-16 is to be returned to the County General Fund.

Since the inception of this budget unit, the Board has identified various community programs in alignment with the County's vision of creating, supporting, and enhancing vibrant communities that emphasize beauty, culture, art, recreation, education, and a sense of history. Through use of these funds, and in conjunction with these community programs, the Board of Supervisors has provided support for several projects that promote the health, safety, well-being, and quality of life for county residents.

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Board of Supervisors - Board Discretionary Fund
FUND: General

BUDGET UNIT: AAA CNA
FUNCTION: General
ACTIVITY: Legislative and Administrative

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	2,608,251	2,714,721	2,160,675	2,289,173	2,387,953	10,008,780	7,620,827
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,608,251	2,714,721	2,160,675	2,289,173	2,387,953	10,008,780	7,620,827
Reimbursements	0	(11,665)	(1,036,042)	0	0	0	0
Total Appropriation	2,608,251	2,703,056	1,124,633	2,289,173	2,387,953	10,008,780	7,620,827
Operating Transfers Out	231,000	29,804	57,358	550,890	550,890	149,110	(401,780)
Total Requirements	2,839,251	2,732,860	1,181,991	2,840,063	2,938,843	10,157,890	7,219,047
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	196,889	0	0	0	0
Total Sources	0	0	196,889	0	0	0	0
Net County Cost	2,839,251	2,732,860	985,102	2,840,063	2,938,843	10,157,890	7,219,047
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

The 2012-13 adopted budget includes \$10,157,890 in appropriation to support community programs and projects. Of this amount, \$5,806,475 has previously been obligated by the Board, which leaves a remaining balance of \$4,351,415 to be allocated according to County Policy 02-18. Changes within individual appropriation units included in this budget unit reflect the budgeting of funds to match the anticipated recipients of allocations. Operating expenses includes allocations to both County departments and third party agencies while operating transfers out includes allocations to both Special Districts and County Fire.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Appropriation of \$10,157,890 represents the available funds carried over from prior fiscal years to support various community programs and projects that promote the health, safety, well-being, and quality of life for County residents. Operating expenses make up the majority of expenditures within this budget unit and includes allocations made directly to local agencies and non-profits as well as allocations to County departments to support various public works and community improvement projects.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



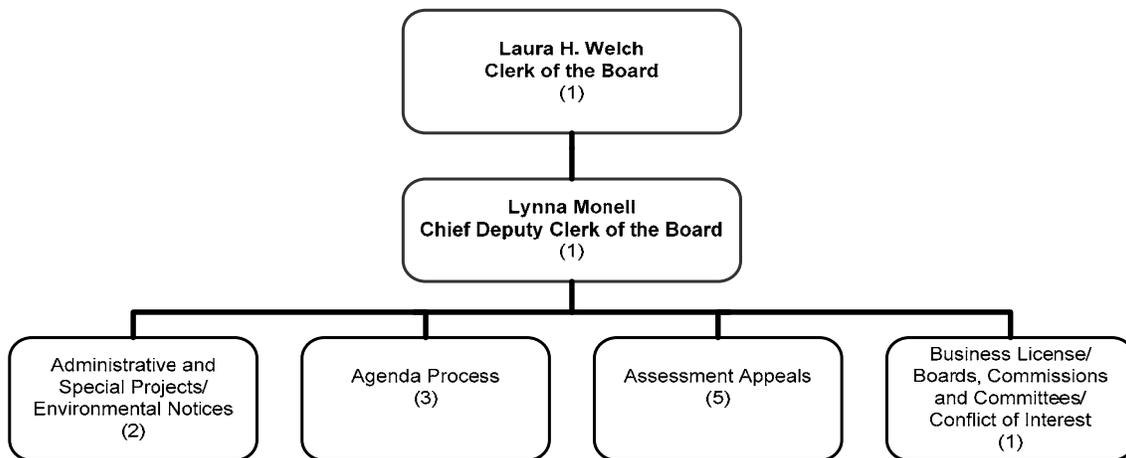
CLERK OF THE BOARD Laura H. Welch

MISSION STATEMENT

In support of the County Board of Supervisors, and in service to the public and fellow County staff, the Clerk of the Board of Supervisors: prepares and maintains records of actions taken by the Board of Supervisors; oversees membership of the County's boards, commissions and committees; licenses businesses operating in the County unincorporated areas; and facilitates the filing and hearing of appeals of assessed property valuations. Our service priorities are timeliness and accuracy. Our service commitments are courtesy and respect.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- Implemented online agenda search feature for use by County staff and the public for greater access to current and archived agenda documents.
- Implemented upgrade to the streaming of video content.
- Implemented videoconferencing project at the High Desert Transitional Assistance Department Office.
- Implemented Hearing Confirmation Card to reduce hearing preparation time for Assessment Appeals Hearings.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: IMPLEMENT TECHNOLOGY IMPROVEMENTS TO INCREASE OR MAINTAIN OPERATIONAL EFFICIENCY.

Objective A: Reduction in amount of staff time needed to prepare and process assessment appeals.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Staff time required to input and review Assessment Appeal Applications.	9.3 min	11 min	9.5 min	8.5 min	8 min

The Clerk of the Board (COB) utilizes an online Assessment Appeals Application form which eliminated the initial manual data-entry step of processing an application. Therefore, the more online applications received, the greater the potential reduction in processing time per application. In 2011-12 COB made operational changes to the input and review process, whereby staff reviews a case at the time of input. This resulted in a reduction of time required to process a case at the onset. Therefore, COB is anticipating an improvement of the current performance level when processing Assessment Appeals Applications, whether received online or hard copy.

Objective B: Increase in electronic submission of Assessment Appeal Applications vs. hard copy submission of applications.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of electronic submission of Assessment Appeal Applications.	N/A	12.3%	20%	36.3%	40%

Public use of the online form has increased due to implementation of an enhancement to the online application to retain essential information, which has made the online application process more user friendly. COB will implement further improvements to the online application process in the upcoming fiscal year. Currently applicants are unable to review information contained in the application prior to submission. The additional enhancement will allow for review of an application prior to submission. The intent is to reduce the number of errors contained in applications, as well as reduce the number of duplicate applications.

GOAL 2: IMPROVE BUSINESS LICENSE PROCESSES AND PROCEDURES TO ENSURE HIGH QUALITY SERVICE AND COMPLIANCE WITH ORDINANCES.

Objective: Improve efficiency of tracking and processing business licenses.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Turnaround time for processing of new business licenses.	36 days	29 days	29 days	60 days	29 days
Turnaround time for processing renewal business licenses.	25 days	26 days	26 days	42 days	26 days

In 2011-12, COB experienced a marked increase in the number of days required to process new and renewal business licenses. Due to processing delays in 2011-12, COB is working with the approving agency to implement a change in the tracking and approval of business license applications. It is anticipated that this collaborative effort will return the approval time to previous levels, if not show an improvement.



SUMMARY OF BUDGET UNITS

	2012-13					
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Clerk of the Board	1,851,963	371,138	1,480,825			13
Total General Fund	1,851,963	371,138	1,480,825			13

5-YEAR APPROPRIATION TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Clerk of the Board	1,558,975	2,017,276	2,013,815	1,840,615	1,851,963
Total	1,558,975	2,017,276	2,013,815	1,840,615	1,851,963

5-YEAR REVENUE TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Clerk of the Board	126,665	122,556	335,155	396,566	371,138
Total	126,665	122,556	335,155	396,566	371,138

5-YEAR NET COUNTY COST TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Clerk of the Board	1,432,310	1,894,720	1,678,660	1,444,049	1,480,825
Total	1,432,310	1,894,720	1,678,660	1,444,049	1,480,825



Clerk of the Board

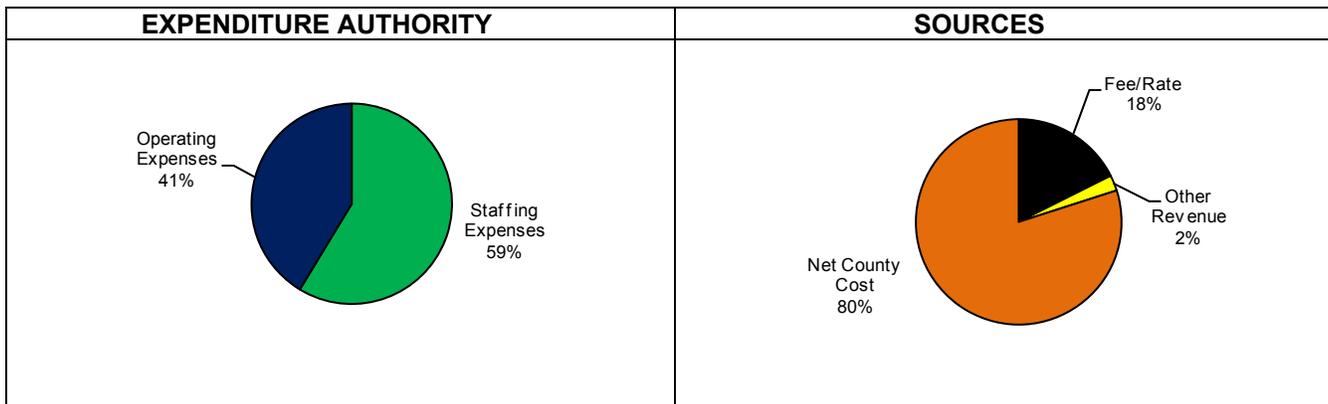
DESCRIPTION OF MAJOR SERVICES

The Clerk of the Board (COB) provides legislative and administrative support services to the Board of Supervisors (BOS). The COB coordinates, prepares and maintains minutes, ordinances, resolutions, contracts, agreements and other official records and documents related to meetings conducted by the BOS. The COB coordinates the annual filing of financial disclosure documents in accordance with state law and local conflict of interest codes. The County has more than 200 advisory boards, commissions and committees (BCCs) and the COB maintains records and membership information for the County's BCCs. Responsibilities include posting of vacancies, processing of appointments and monitoring of ethics training for more than 1,000 BCC members.

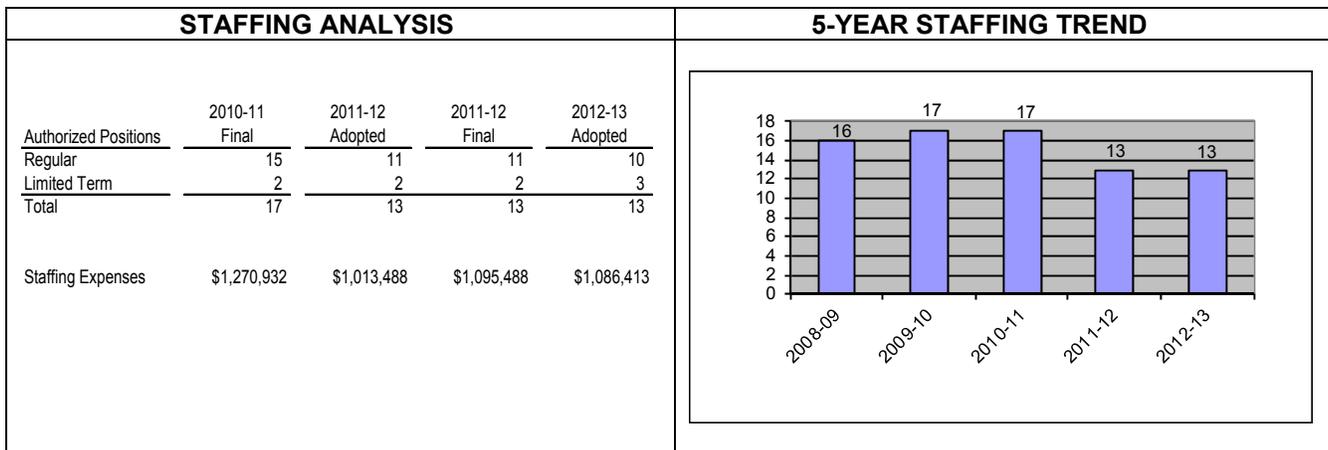
Budget at a Glance	
Total Expenditure Authority	\$1,851,963
Total Sources	\$371,138
Net County Cost	\$1,480,825
Total Staff	13
Funded by Net County Cost	80%

In accordance with state law, appeals of assessed property valuation are heard and determined by the County's Assessment Appeals Boards (AABs). The COB provides staff support to the AABs, facilitating the filing, hearing and disposition of thousands of appeals annually. The County requires that businesses operating in unincorporated areas obtain and maintain a valid business license. The COB receives, reviews and processes business license applications and issues licenses for approved businesses. The COB also: receives, posts and files environmental California Environmental Quality Act (CEQA) notices in accordance with State Department of Fish and Game requirements; accepts summonses, complaints, planning appeals, requests for tax refunds and BOS correspondence; and responds to thousands of requests for information and documents from County staff and the public.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Clerk of the Board
FUND: General

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

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,196,684	1,312,033	1,270,932	1,095,469	1,095,488	1,086,413	(9,075)
Operating Expenses	256,804	705,243	730,064	745,127	745,127	765,550	20,423
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	1,453,488	2,017,276	2,000,996	1,840,596	1,840,615	1,851,963	11,348
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	1,453,488	2,017,276	2,000,996	1,840,596	1,840,615	1,851,963	11,348
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,453,488	2,017,276	2,000,996	1,840,596	1,840,615	1,851,963	11,348
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	7,660	0	0	0	0	0	0
Fee/Rate	122,297	72,436	294,306	352,330	351,316	325,638	(25,678)
Other Revenue	(356)	50,121	40,848	44,217	45,250	45,500	250
Total Revenue	129,601	122,557	335,154	396,547	396,566	371,138	(25,428)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	129,601	122,557	335,154	396,547	396,566	371,138	(25,428)
Net County Cost	1,323,887	1,894,719	1,665,842	1,444,049	1,444,049	1,480,825	36,776
				Budgeted Staffing	13	13	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Department include a slight increase in operating expenses associated with increased costs for various service contracts and increased data processing charges. The decrease of \$25,428 in departmental revenue is primarily due to a comprehensive evaluation and subsequent reduction in the amount charged for business licenses.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

The majority of the Clerk of the Board expenses consists of salaries and benefits for staff to support functions of Board of Supervisors and Assessment Appeals processing. Services and supplies include costs related to office supplies, vendor service contracts, Information Services Department (ISD) support charges and assessment appeals costs.

Departmental revenue of \$371,138 primarily consists of the Assessment Appeals application filings, new and renewal business licenses and CEQA filing fees.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing changes for 2012-13 includes adding 1 limited term Assessment Appeals Processor contract position and deleting 1 vacant Board Services Specialist position.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration/Special Projects/Environmental Notices	4	0	4	4	0	0	4
Agenda Process	3	0	3	3	0	0	3
Assessment Appeals	2	3	5	5	0	0	5
Business License/Form 700	1	0	1	1	0	0	1
Total	10	3	13	13	0	0	13

Administration/Special Projects/Environmental Notices		Agenda Process		Assessment Appeals	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Clerk of the Board of Supervisors	2	Senior Board Services Specialists	1	Board Services Technician
1	Chief Deputy Clerk of the Board	1	Board Services Specialist	1	Board Services Specialist
1	Board Services Supervisor	3	Total	3	Assessment Appeals Processors
1	Executive Secretary III			5	Total
4	Total				
Business License/Form 700					
<u>Classification</u>					
1	Board Services Specialist				
1	Total				



COUNTY ADMINISTRATIVE OFFICE

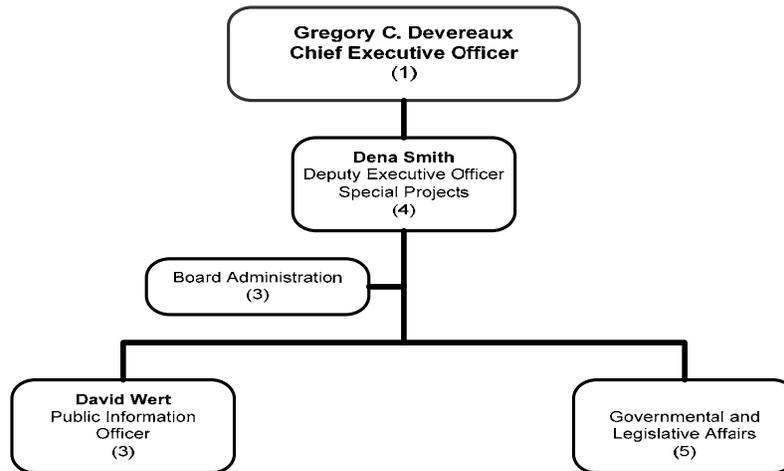
Gregory C. Devereaux

MISSION STATEMENT

The County Administrative Office ensures that departmental staff provide the Board of Supervisors with timely and accurate information and their best professional advice on policies and programs. The County Administrative Office also provides direction and coordination of staff, and ensures vigorous pursuit of Board goals and objectives and implementation of Board-approved programs in an effective and efficient manner.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- In 2011, the Board of Supervisors (Board) approved an agreement with the City of Hesperia to construct a new Public Safety Operations Center (PSOC) in the High Desert Government Center. This new state-of-the-art facility will provide improved coverage in case of a disaster, the ability to undertake a major upgrade to the 911 system, and establish a single High Desert location for Sheriff/Coroner/Public Administrator and County Fire dispatch.
- The San Bernardino County Government Center Citrus Room was converted into an Emergency Communication and Operations Center to ensure a central, accessible, and reliable location for Board members and County Administrative Office (CAO) officials to gather, receive information, and take necessary action. The room includes television monitors, computer and communications equipment.
- In June 2011, the County Board of Supervisors and the San Bernardino Associated Governments (SANBAG) Board of Directors adopted the Countywide Vision. External efforts in 2011-12 to achieve the Countywide Vision included the convening of Element Group discussions which led to development of two Regional Implementation Goals adopted in May 2012. Internally, employee groups developed and recommended a Paradigm and Job Statement to define County government's role in achieving the Countywide Vision, both of which were also adopted in May 2012.
- The state and federal legislative platforms were revamped to reflect the Board's more proactive approach and interest in sponsoring legislation rather than simply reacting to existing legislative proposals and activity.
- The CAO, with the assistance of County Counsel and the Information Services Department, managed the process to redraw the boundaries of the five supervisorial districts to reflect population shifts identified in the 2010 U.S. Census. A series of public workshops and hearings helped ensure the public was kept abreast of the County's procedures and redistricting proposals, and a variety of redistricting scenarios were developed and tested. The result was a legally sound and defensible Board-adopted plan that will be in effect until 2021.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: IMPLEMENT THE COUNTYWIDE VISION.

- Objective A: Determine County government’s role in realization of the Countywide Vision.*
- Objective B: Continue the County role of convening conversations on community collaboration and collective action.*

The first two Countywide Vision Regional Implementation Goals have been adopted by the Board of Supervisors and SANBAG Board. They focus on supporting the success of our children from “cradle-to-career” and creating a business-friendly environment. The CAO will continue to serve in a leadership role for the Countywide Vision Project, working with the Vision Team, the Board of Supervisors and County staff, the SANBAG Board and staff, the element groups, and the community to develop action steps to implement the Regional Implementation Goals, and incorporate the Board-approved Paradigm and Job Statement to the organization.

GOAL 2: IMPROVE COUNTY GOVERNMENT OPERATIONS.

- Objective A: Enhance and protect the Board of Supervisors’ policy-making role and ensure authority exists for staff actions.*
- Objective B: Create clear lines of authority within the County organization.*
- Objective C: Clarify roles, responsibilities and governance of all County programs.*

The CAO will work with County Counsel to review and update the County Code and Policy Manual to reflect the current organizational structure and Board of Supervisors policies. The Policy Manual is already subject to an ongoing review, with revisions coming before the Board as appropriate.

The CAO will continue to work with departments and provide support for organizational reviews to document operations and clarify legal authority, roles and responsibilities for County operations.

GOAL 3: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER.

- Objective A: Eliminate silos and consolidate administrative functions.*
- Objective B: Ensure that County Redevelopment Oversight Board appointees understand and represent County interests.*

On December 6, 2011, the Board of Supervisors entered into an agreement with the City of Hesperia to establish a state-of-the-art Public Safety Operations Center (PSOC) at the High Desert Government Center facility. The project concept addresses several critical capital and programmatic issues, across a multitude of departments and functions, virtually eliminating many long-standing operational silos. The project will feature a “fusion center” with technology and software that will allow public safety personnel to work together across agencies and disciplines to identify trends and issues, and develop effective plans of action. Led by the County Administrative Office, and with enthusiastic participation of all the impacted elected officials and department heads, the project also advances development of the infrastructure required for the 800 MHz Radio Upgrade Project and facilitates integrated service delivery through collaboration and co-location of County departments. In addition, the overall construction and implementation project is currently ahead of schedule and under budget.

The State’s dissolution of local redevelopment agencies in 2011-12 created a process that included the creation of Oversight Boards to ensure that ongoing redevelopment expenses and assets are managed properly. There are 26 such Oversight Boards in San Bernardino County, each of which includes a County representative and a public representative appointed by the Board of Supervisors. The CAO and the County Economic Development Agency will serve as a resource to those appointees to ensure the County’s interests are represented on all Oversight Boards.



GOAL 4: ENSURE DEVELOPMENT OF A WELL-PLANNED, BALANCED, AND SUSTAINABLE COUNTY.

- Objective A: Take steps to ensure the Land Use Services Department continues to make progress in terms of operating more efficiently.*
- Objective B: Continue to identify and implement short-term solutions (i.e. code amendments) to systemic problems.*
- Objective C: Fund an update to the General Plan and create more community and Specific Plans in order to move away from a "one size fits all" approach and better reflect the unique character of all areas of the County.*
- Objective D: Fund amendments to the Development Code and Master Plans, such as infrastructure, to implement those changes.*

It has become clear that the County General Plan and Development Code utilize a "one size fits all" approach when the County's diversity demands, and the Board of Supervisors desires, a more customized approach to development. For 2012-13, the CAO has recommended additional one-time funding of \$2.3 million for the purpose of updating the General Plan, creating additional Specific Plans or Community Plans, and incorporating changes to those policy documents into the Development Code.

2012-13						
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
County Administrative Office	3,911,078	0	3,911,078			16
Litigation	389,938	0	389,938			0
Total General Fund	4,301,016	0	4,301,016			16

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Administrative Office	5,608,994	5,496,379	5,796,162	3,406,336	3,911,078
Litigation	388,681	789,492	270,081	392,708	389,938
Total	5,997,675	6,285,871	6,066,243	3,799,044	4,301,016

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Administrative Office	0	92,142	0	0	0
Litigation	0	125,000	48,510	0	0
Total	0	217,142	48,510	0	0

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Administrative Office	5,608,994	5,404,237	5,796,162	3,406,336	3,911,078
Litigation	388,681	664,492	221,571	392,708	389,938
Total	5,997,675	6,068,729	6,017,733	3,799,044	4,301,016



County Administrative Office

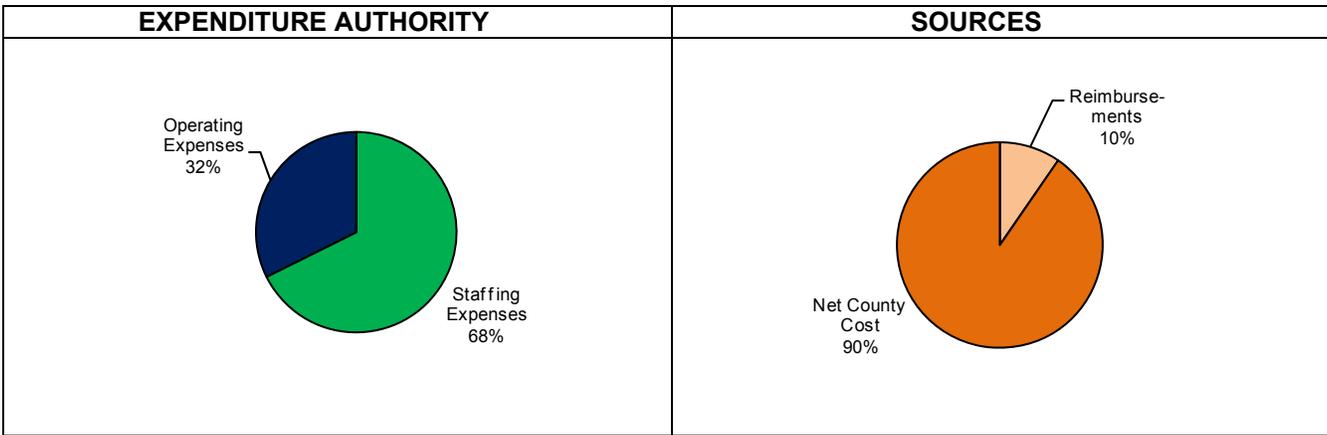
DESCRIPTION OF MAJOR SERVICES

The County Administrative Office (CAO) is responsible to the Board of Supervisors (Board) for the general administration and coordination of all County operations and programs. The CAO oversees the operations of all County departments whose department heads are appointed by the Board or the Chief Executive Officer, and assists in the coordination of activities of departments headed by elected officials.

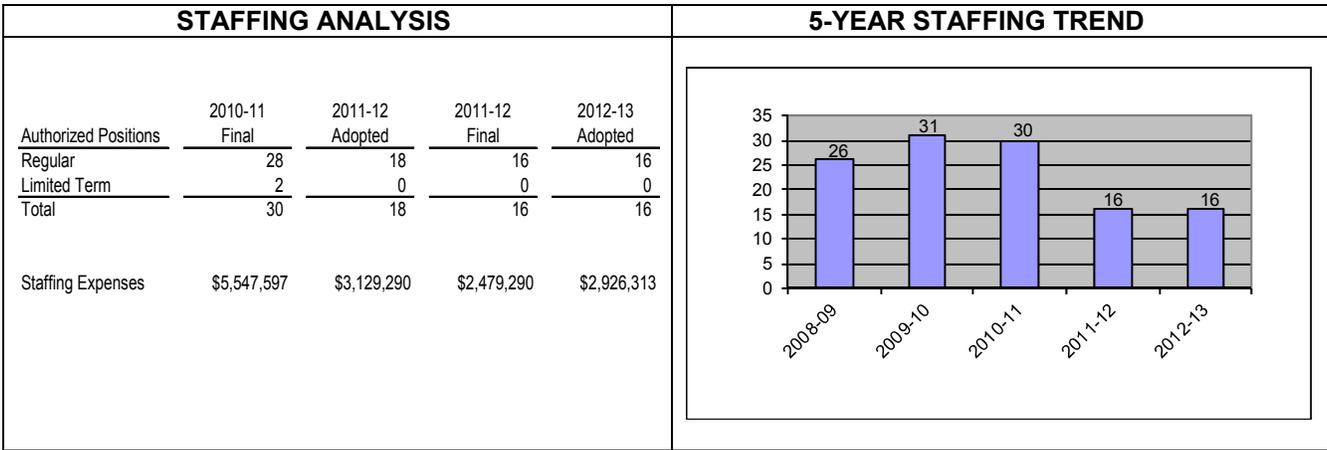
Budget at a Glance	
Total Expenditure Authority	\$4,325,943
Total Sources	\$414,865
Net County Cost	\$3,911,078
Total Staff	16
Funded by Net County Cost	90%

The CAO is also responsible for public information and legislative activities, and coordination of County activities with other local government entities, including cities and other counties.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



Beginning in 2011-12, Finance and Administration became its own budget unit to centralize financial management and oversight.



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: County Administrative Office
 FUND: General

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

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	4,085,251	5,179,978	5,547,597	2,465,488	2,479,290	2,926,313	447,023
Operating Expenses	3,776,116	668,270	1,121,556	1,279,342	1,368,264	1,399,630	31,366
Capital Expenditures	18,760	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	7,880,127	5,848,248	6,669,153	3,744,830	3,847,554	4,325,943	478,389
Reimbursements	(352,451)	(351,869)	(873,013)	(441,218)	(441,218)	(414,865)	26,353
Total Appropriation	7,527,676	5,496,379	5,796,140	3,303,612	3,406,336	3,911,078	504,742
Operating Transfers Out	21,370	0	0	0	0	0	0
Total Requirements	7,549,046	5,496,379	5,796,140	3,303,612	3,406,336	3,911,078	504,742
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	92,142	0	0	0	0	0
Total Revenue	0	92,142	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	92,142	0	0	0	0	0
Net County Cost	7,549,046	5,404,237	5,796,140	3,303,612	3,406,336	3,911,078	504,742
				Budgeted Staffing	16	16	0

BUDGET CHANGES AND OPERATIONAL IMPACT

The increase of \$447,023 in staffing expenses primarily relates to costs associated with the Director of Governmental and Legislative Affairs position, which was vacant for all of 2011-12, and therefore budgeted appropriation was reduced in the fourth quarter of 2011-12; other increases are related to retirement and short term disability costs. The increase in operating expenses results from a transfer to the Real Estate Services Department for staffing costs related to franchise administration and additional support for the Countywide Visioning effort.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$2,926,313 fund 16 budgeted regular positions. Operating expenses of \$1,399,630 primarily consist of \$457,000 for the Quad State annual subscription, and the federal and state lobbyist contracts, which are partially offset by \$308,000 in reimbursements from other departments; \$230,000 in transfers to the Information Services Department for information technology (IT) support and \$90,000 to the Real Estate Services Department for franchise administration; \$113,000 for central services; \$60,000 for Risk Management insurance charges; and \$50,000 in support of the Countywide Vision Project.

STAFFING CHANGES AND OPERATIONAL IMPACT

Total budgeted staffing includes no change compared to the 2011-12 final budget.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
County Administrative Office	1	0	1	1	0	0	1
Public Information Office	3	0	3	3	0	0	3
Governmental and Legislative Affairs	5	0	5	4	1	0	5
Special Projects	4	0	4	4	0	0	4
Board Administration	3	0	3	3	0	0	3
Total	16	0	16	15	1	0	16

<p>County Administrative Office</p> <p><u>Classification</u></p> <p>1 Chief Executive Officer</p> <p>1 Total</p>		<p>Board Administration</p> <p><u>Classification</u></p> <p>1 Executive Secretary III - Unclassified</p> <p>2 Executive Secretary II</p> <p>3 Total</p>	
<p>Public Information Office</p> <p><u>Classification</u></p> <p>1 Public Information Officer</p> <p>1 Administrative Analyst III</p> <p>1 Executive Secretary III - Unclassified</p> <p>3 Total</p>		<p>Governmental and Legislative Affairs</p> <p><u>Classification</u></p> <p>1 Director of Gov/Legislative Affairs</p> <p>1 Dep. Dir. of Gov/Legislative Affairs</p> <p>1 Legislative Analyst II</p> <p>1 Government Relations Analyst</p> <p>1 Executive Secretary III - Unclassified</p> <p>5 Total</p>	
		<p>Special Projects</p> <p><u>Classification</u></p> <p>1 Deputy Executive Officer</p> <p>2 Principal Management Analyst</p> <p>1 Administrative Aide</p> <p>4 Total</p>	



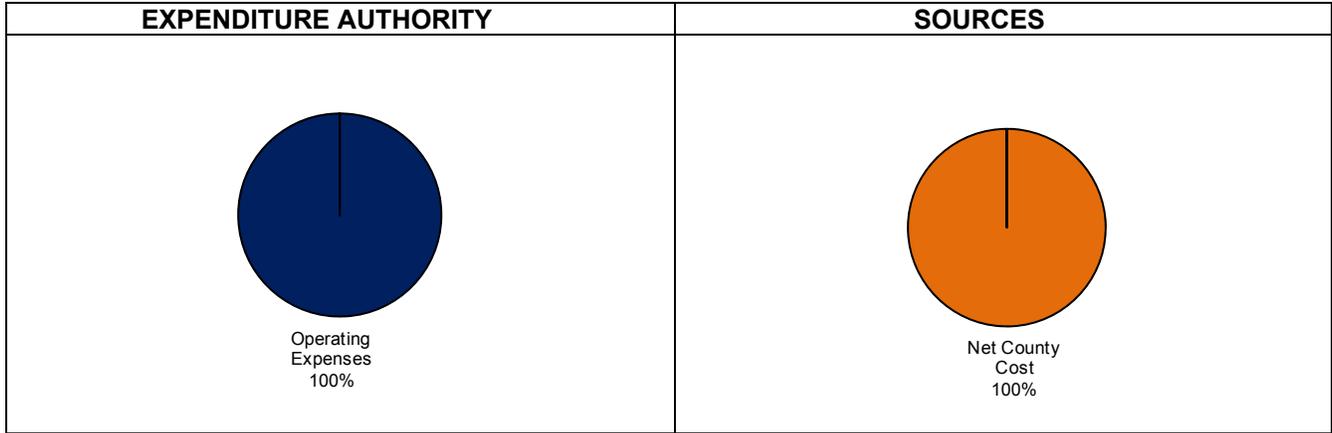
Litigation

DESCRIPTION OF MAJOR SERVICES

The Litigation budget unit funds external attorney services and other litigation related expenses. The Board of Supervisors approved the establishment of this budget unit in 2001-02. The use of general fund contingencies may be required for any new major contracts, or for any material amendments to existing legal contracts during the fiscal year.

Budget at a Glance	
Total Expenditure Authority	\$389,938
Total Sources	\$0
Net County Cost	\$389,938
Total Staff	0
Funded by Net County Cost	100%

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: County Administrative Office - Litigation
FUND: General

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

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	3,800,555	789,492	270,070	376,222	392,708	389,938	(2,770)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	3,800,555	789,492	270,070	376,222	392,708	389,938	(2,770)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	3,800,555	789,492	270,070	376,222	392,708	389,938	(2,770)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,800,555	789,492	270,070	376,222	392,708	389,938	(2,770)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	48,510	1,200	0	0	0
Total Revenue	0	0	48,510	1,200	0	0	0
Operating Transfers In	120,000	125,000	0	0	0	0	0
Total Sources	120,000	125,000	48,510	1,200	0	0	0
Net County Cost	3,680,555	664,492	221,560	375,022	392,708	389,938	(2,770)
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

There are no significant changes in this budget unit.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses of \$389,938 represent costs for outside legal counsel. The \$2,770 decrease results from a reduction in Countywide Cost Allocation Plan (COWCAP) charges to this budget unit.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



COUNTY COUNSEL

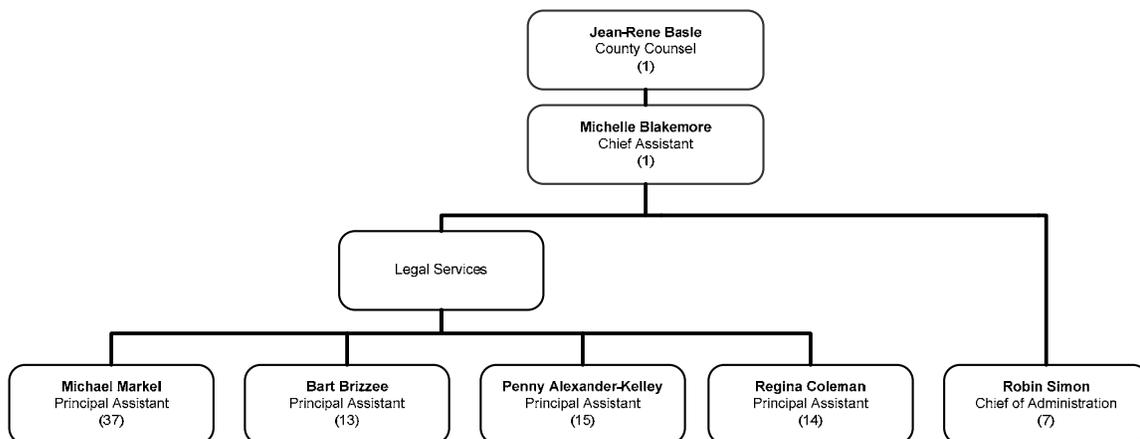
Jean-Rene Basle

MISSION STATEMENT

County Counsel serves and protects the County, its 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



2010-11 AND 2011-12 ACCOMPLISHMENTS

- Assisted in the redistricting of the County Supervisorial Districts.
- Prepared Ordinances on a variety of issues including:
 - Land Use Mountain Parking
 - Fire Business Plan exemption for Helium and Carbon Dioxide
 - Boating Waterways
 - Municipal Advisory Councils
- Provided assistance in transitioning Redevelopment Agencies.
- Achieved a near perfect success rate in defending the dozens of administrative citations issued in regard to illegal medical marijuana dispensaries and in defending the County's regulations from additional legal challenges.
- Provided assistance on the redrafting of County Policy 02-18, the Board Discretionary Funding Allocations policy.
- Provided legal guidance regarding solar farm developments being proposed throughout the County, including those within the jurisdiction of the California Energy Commission.
- Drafted new County Policy 08-17, regarding the naming of County facilities or County-funded facilities or events.
- Provided legal support to the team formulating the County's Greenhouse Gas Emissions Reduction Plan.
- Had a favorable appeals court outcome published (County of San Bernardino v. Workers' Compensation Appeals Board) which clarified the good faith personnel action defense in favor of employers.
- Opened 1,043 juvenile dependency cases and 179 appeals.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: PROVIDE ACCURATE, TIMELY AND RELIABLE LEGAL ADVICE TO CLIENTS TO ASSIST THEM TO ACHIEVE THEIR OBJECTIVES.

Objective: Respond to requests for other legal services, including drafting of legal analysis, by agreed upon target date.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of clients who ranked service they receive from County Counsel as satisfactory or above.	95%	100%	97%	97%	98%

SUMMARY OF BUDGET UNITS

	2012-13					
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
County Counsel	8,551,502	5,444,400	3,107,102			88
Total General Fund	8,551,502	5,444,400	3,107,102			88

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Counsel	10,600,311	8,343,431	9,111,036	8,476,960	8,551,502
Total	10,600,311	8,343,431	9,111,036	8,476,960	8,551,502

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Counsel	5,080,585	5,597,616	5,850,483	6,154,250	5,444,400
Total	5,080,585	5,597,616	5,850,483	6,154,250	5,444,400

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Counsel	5,519,726	2,745,815	3,260,553	2,322,710	3,107,102
Total	5,519,726	2,745,815	3,260,553	2,322,710	3,107,102



County Counsel

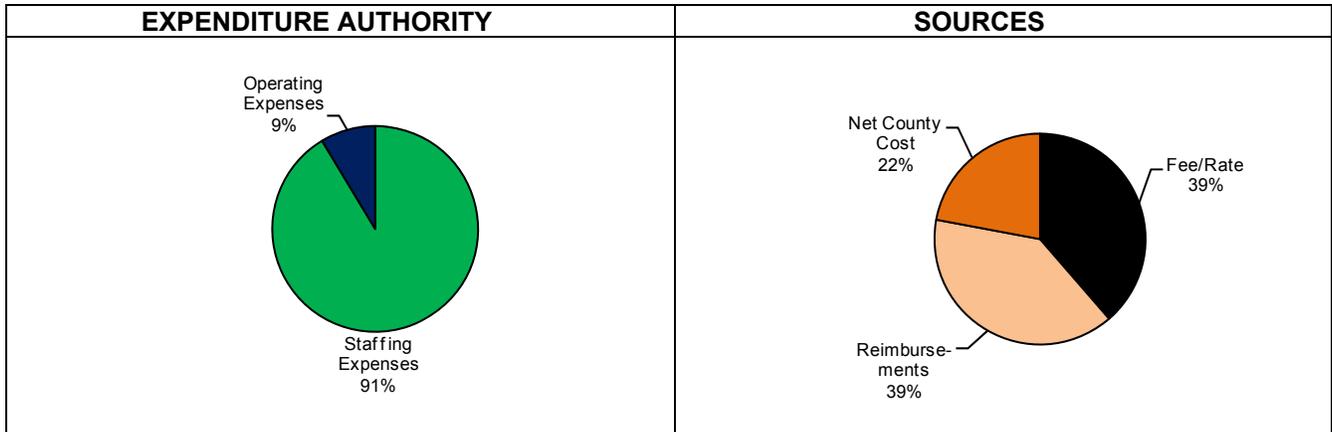
DESCRIPTION OF MAJOR SERVICES

County Counsel provides civil legal services to the Board of Supervisors, the 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.

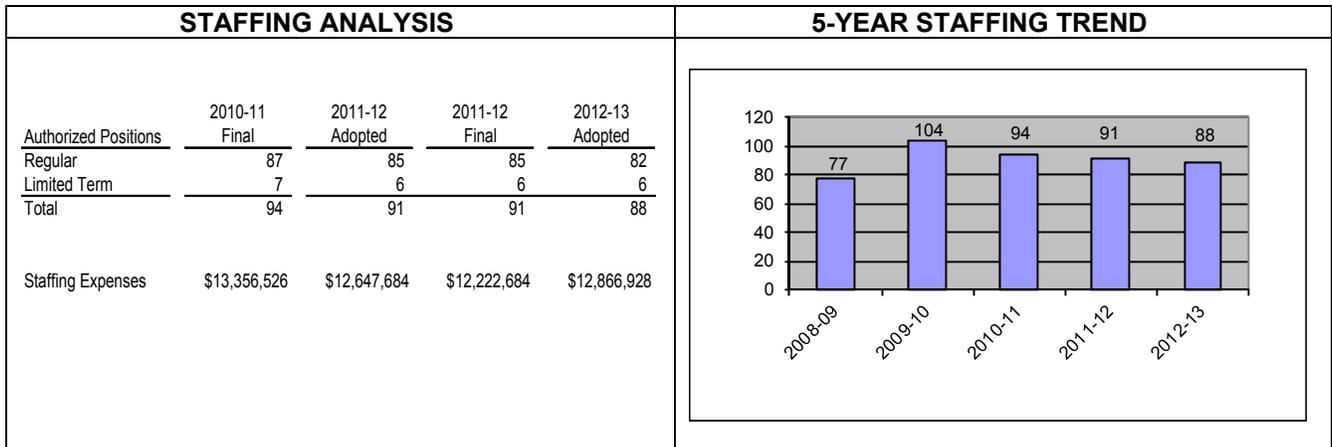
Budget at a Glance

Total Expenditure Authority	\$14,083,462
Total Sources	\$10,976,360
Net County Cost	\$3,107,102
Total Staff	88
Funded by Net County Cost	22%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: County Counsel
 FUND: General

BUDGET UNIT: AAA CCL
 FUNCTION: General
 ACTIVITY: Counsel

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	12,142,068	11,177,755	13,356,526	12,219,215	12,222,684	12,866,928	644,244
Operating Expenses	1,410,869	729,030	847,720	1,656,726	1,659,309	1,216,534	(442,775)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	13,552,937	11,906,785	14,204,246	13,875,941	13,881,993	14,083,462	201,469
Reimbursements	(3,038,231)	(3,576,956)	(5,095,035)	(5,409,375)	(5,405,033)	(5,531,960)	(126,927)
Total Appropriation	10,514,706	8,329,829	9,109,211	8,466,566	8,476,960	8,551,502	74,542
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	10,514,706	8,329,829	9,109,211	8,466,566	8,476,960	8,551,502	74,542
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	5,038,084	5,596,036	5,849,925	6,145,211	6,144,500	5,443,650	(700,850)
Other Revenue	751	1,580	606	9,653	9,750	750	(9,000)
Total Revenue	5,038,835	5,597,616	5,850,531	6,154,864	6,154,250	5,444,400	(709,850)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	5,038,835	5,597,616	5,850,531	6,154,864	6,154,250	5,444,400	(709,850)
Net County Cost	5,475,871	2,732,213	3,258,680	2,311,702	2,322,710	3,107,102	784,392
				Budgeted Staffing	91	88	(3)

BUDGET CHANGES AND OPERATIONAL IMPACT

In the Fourth Quarter of 2011-12, due to a change in billing methodology, payments from other departments for legal expenses incurred on their behalf were changed from an abatement of expense to a revenue or reimbursement. This procedural change resulted in an increase to operating expenses of \$500,000 and an increase to revenue/reimbursements of \$300,000 and \$200,000, respectively. In addition, appropriation for staffing expenses was reduced by \$425,000 due to vacant position salary savings, and revenue was increased by \$460,000 as a result of legal services provided to San Bernardino Associated Governments (SANBAG) and the Department of Children and Family Services. These adjustments resulted in a net decrease of \$885,000 in net county cost for 2011-12.

The \$644,244 increase in staffing expenses for 2012-13 reflects appropriation for vacant positions that was reduced in the Fourth Quarter of 2011-12, increases to retirement and other benefit costs. In addition, the 2012-13 budget does not include the changes in billing methodology mentioned above, which will be recommended in the First Quarter Budget Report, and result in a \$500,000 increase to operating expenses and a \$500,000 increase to revenue/reimbursements.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$12,866,928 fund 88 budgeted positions, of which 82 are regular positions and 6 are limited term. Operating expenses of \$1,216,534 primarily represent costs to provide adequate legal services. Departmental revenue and reimbursements combine for a total of \$10,976,360 which represents fees for services provided to County departments, commissions, special districts, school districts and other County Counsel clients.



STAFFING CHANGES AND OPERATIONAL IMPACT

For 2012-13, County Counsel is eliminating the following 4 vacant positions: 1 County Counsel Lead Secretary, 2 Principal Assistant County Counsels, and 1 County Counsel (the County Counsel position was only budgeted last year due to exhausting leave balances prior to retirement); and has added 1 Deputy County Counsel IV position to help reduce costs and better meet client needs. In addition, the organizational structure of the department has been revised to better reflect the actual level of responsibility for the Principal Assistant County Counsel positions.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration/Fiscal	8	1	9	9	0	0	9
Legal Services	74	5	79	75	3	1	79
Total	82	6	88	84	3	1	88

Administration/Fiscal		Legal Services	
Classification		Classification	
1 County Counsel		4 Principal Assistant County Counsel	
1 Chief Assistant County Counsel		3 Extra Help Principal Assistant	
1 Chief of County Counsel Admin		37 Deputy County Counsel	
1 Executive Secretary III		2 Extra Help Deputy County Counsel	
1 Extra Help Executive Secretary II		1 Research Attorney II	
1 Executive Secretary I		8 County Counsel Paralegals	
1 Accounting Technician		2 Lead Secretary	
1 Fiscal Assistant		16 Executive Secretary II	
1 Office Assistant III		1 Office Assistant IV	
9 Total		5 Office Assistant III	
		79 Total	



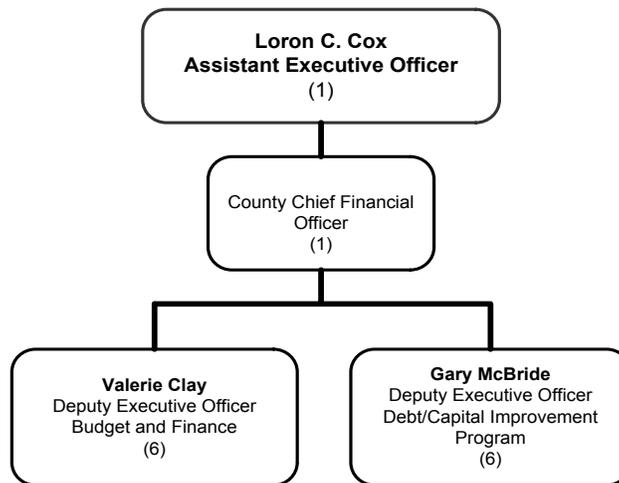
FINANCE AND ADMINISTRATION Loron C. Cox

MISSION STATEMENT

Finance and Administration provides timely and accurate financial information to the public, Board of Supervisors, Chief Executive Officer, and County departments; and strives to identify and implement best practices whenever possible while focusing on required services and responsibilities, true cost methodologies, alternative service delivery models, and high-productivity public investments.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- In June 2011, the Board of Supervisors adopted a budget proposal that closed a \$47.2 million gap, the first step in a multi-year process to align revenues and expenditures while putting the County in the best possible position to maintain public services and recover as the economy improves.
- In November 2011, the County Administrative Office initiated a new encumbrance review process to reduce the number of outstanding encumbrances at year-end, including automatic cancellation of encumbrances which fall under a pre-determined threshold and an ongoing review of those which exceed certain age limits.
- In February 2012, for the sixth consecutive year, the County Administrative Office was awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association (GFOA).
- In March 2012, the County refinanced the West Valley Detention Center lease, resulting in a \$540,000 annual savings.
- In March 2012, Standard and Poor's affirmed the County's issuer credit rating, and the long term issuer ratings on the County's Certificates of Participation and Pension Obligation Bonds; the stable outlook was also affirmed.
- In June 2012, the Board of Supervisors adopted a budget proposal that closed a \$33.2 million gap in 2012-13 and set aside \$7.1 million for future years continuing the strategic plan to bring the County into fiscal, operational, and programmatic balance.
- The 2012-13 Adopted Budget book will have a reduction of approximately 95 pages due to the reformatting and consolidation in presentation of many special revenue funds and Human Services Subsistence budget units resulting in a reduction in printing costs and administrative efficiencies.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: CREATE, MAINTAIN, AND GROW JOBS AND ECONOMIC VALUE IN THE COUNTY.

Objective: Develop financing plans and approaches that will ensure provision of the infrastructure necessary for development and the movement of goods.

The 2012-13 strategic plan developed by the County Administrative Office (CAO) includes one-time funding of \$5.0 million to Public Works for pavement management to maintain the current pavement condition index (PCI), and \$10.15 million in support of other Public Works projects including the Lake Gregory Dam, Rim Forest Storm Drain, and a traffic signal at Valley Boulevard and Banana Avenue in the Fontana area.

GOAL 2: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER.

- Objective A: Develop and maintain a multi-year plan to address projected shortfalls in the County's budget.*
- Objective B: Develop a budget for the coming fiscal year that brings the County into fiscal balance and addresses the most pressing countywide needs.*
- Objective C: Develop a long-term budget plan which brings the County into operational and programmatic balance.*
- Objective D: Live within our means, fully funding liabilities and reserves, while forming capital to strategically invest in the future.*
- Objective E: Invest County resources in ways which create more ongoing revenue to reinvest in maintaining services.*
- Objective F: Fully fund basic operating systems.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
General Purpose Reserve as a percentage of locally funded appropriation.	10%	11%	12%	11%	12%
Variable rate debt as a percentage of total debt outstanding.	16.05%	14.42%	<25%	14.91%	<25%

Stability of the County's financial health, especially in these hard economic times, is an important goal of Finance and Administration. By maximizing the use of County resources, being vigilant regarding expenditures, billing at full cost of services, and maintaining adequate reserves, the Department strives to meet this goal. Based on the short-term and long-term forecasting of ongoing revenue and expenses, the upcoming and future fiscal years will be very challenging for the County. The 2012-13 strategic plan closes the majority of the five-year budget gap.

Beginning December 2011, the CAO began hosting Forward Planning meetings with the Office of the Auditor-Controller/Treasurer/Tax Collector, the Purchasing Department, the Information Services Department, the Human Resources Department, Land Use Services Department, and Fleet Management to discuss planning and strategic direction for internal service fund departments. Thus far, these meetings have resulted in a reconciliation of information services application maintenance and support costs and future planning requirements, which lead to the recommendation to include an additional \$1.6 million in on-going funding beginning in 2012-13 to support general fund applications at ideal levels. The 2012-13 Adopted Budget also includes \$700,000 for the Land Use Services Department to upgrade their permitting software; \$2.0 million for Public Works to fund system related costs including WINCAMS, PermitsPlus, and the Job Cost system; and \$368,000 for the Purchasing Department in support of the new electronic procurement network (ePro).

In March 2012, the County refunded the 2001/2002 Certificates of Participation (West Valley Detention Center) through a private placement to provide annual budgetary savings of \$540,000 due to the low interest rate environment and the relatively short remaining life of the current lease obligation.

In 2011-12, the Board of Supervisor's approved increasing the General Purpose Reserve target to 20% of locally funded appropriation at the beginning of each budget fiscal year and using one-time sources until the target is achieved. This General Purpose Reserve is intended for unanticipated major emergencies; to allow a transition period when key economic indicators point to a recession likely to substantially reduce County revenues and increase required safety net expenditures; and to ensure the County's ability to make debt service payments in periods of declining general purpose revenues. Currently, the County has to borrow money yearly to meet cashflow needs. The 2011-12 target was not achieved since locally funded appropriation was redefined to include ongoing operating transfers in, which increased the base.

In addition, County Policy 02-11 requires that variable rate bonds be structured to protect the County against cyclical interest rate fluctuations and limits total variable rate debt to no more than 25% of the total debt outstanding.



SUMMARY OF BUDGET UNITS

2012-13						
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Finance and Administration	2,640,486	0	2,640,486			14
Capital Facilities Leases	13,052,882	0	13,052,882			0
Total General Fund	15,693,368	0	15,693,368			14
Special Revenue Fund						
Disaster Recovery Fund	18,868	15,000		3,868		0
Total Special Revenue Fund	18,868	15,000		3,868		0
Total - All Funds	15,712,236	15,000	15,693,368	3,868		14

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Finance and Administration	0	0	0	1,972,535	2,640,486
Capital Facilities Leases	21,812,356	20,933,394	54,640,359	16,108,391	13,052,882
Disaster Recovery Fund	77,227	394,182	173,135	209,310	18,868
Total	21,889,583	21,327,576	54,813,494	18,290,236	15,712,236

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Finance and Administration	0	0	0	0	0
Capital Facilities Leases	0	0	38,000,000	1,107,389	0
Disaster Recovery Fund	76,385	9,820	20,547	30,000	15,000
Total	76,385	9,820	38,020,547	1,137,389	15,000

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Finance and Administration	0	0	0	1,972,535	2,640,486
Capital Facilities Leases	21,812,356	20,933,394	16,640,359	15,001,002	13,052,882
Total	21,812,356	20,933,394	16,640,359	16,973,537	15,693,368

5-YEAR FUND BALANCE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Disaster Recovery Fund	842	384,362	152,588	179,310	3,868
Total	842	384,362	152,588	179,310	3,868



Finance and Administration

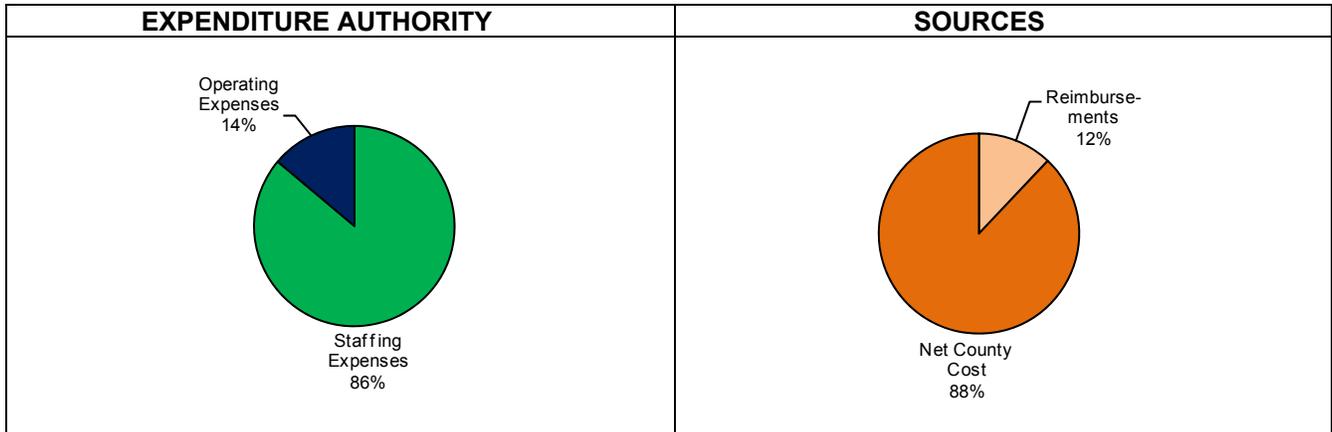
DESCRIPTION OF MAJOR SERVICES

The Finance and Administration budget unit was created in 2011-12 to centralize financial management and oversight. In alignment with priorities of the Board of Supervisors and the Chief Executive Officer, this section provides timely and accurate financial information, assists County departments in implementing best practices, and provides explanations, including alternative solutions, when best practices cannot be implemented.

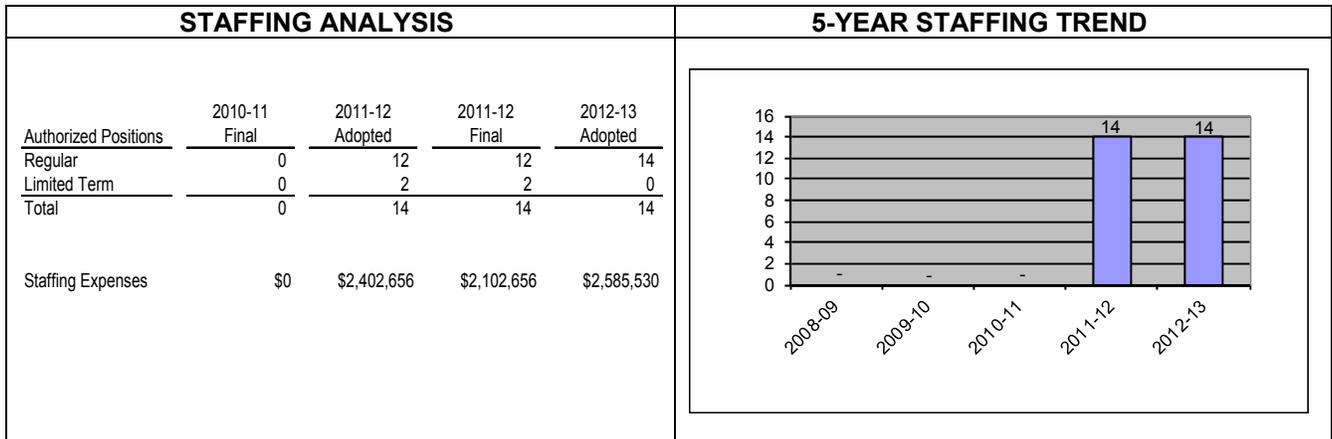
Budget at a Glance	
Total Expenditure Authority	\$3,002,344
Total Sources	\$361,858
Net County Cost	\$2,640,486
Total Staff	14
Funded by Net County Cost	88%

Finance and Administration is responsible for the preparation and administration of the County budget, including development of the five-year forecast and annual strategic plan; the administration and monitoring of the County general fund long-term debt portfolio, which includes both issuance and post-issuance activities; and oversight and administration of the County's capital improvement program.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Finance and Administration
 FUND: General

BUDGET UNIT: AAA FAB
 FUNCTION: General
 ACTIVITY: Finance

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	2,095,407	2,102,656	2,585,530	482,874
Operating Expenses	0	0	0	222,862	244,339	416,814	172,475
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	0	0	0	2,318,269	2,346,995	3,002,344	655,349
Reimbursements	0	0	0	(369,985)	(374,460)	(361,858)	12,602
Total Appropriation	0	0	0	1,948,284	1,972,535	2,640,486	667,951
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	0	0	0	1,948,284	1,972,535	2,640,486	667,951
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	0	0	0	0
Net County Cost	0	0	0	1,948,284	1,972,535	2,640,486	667,951
				Budgeted Staffing	14	14	0

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2012-13, appropriation is increasing by \$667,951 primarily due to budgeting for the Chief Financial Officer position, which was vacant for all of 2011-12, and therefore appropriation was reduced in the 2011-12 Fourth Quarter Budget Report. Other increases are related to retirement and short term disability, and costs associated with the replacement of two limited term positions with two regular positions; planned enhancements to the countywide BudgetPrep system; and a reduction in reimbursements from the Health Administration budget unit.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$2,585,530 fund 14 budgeted regular positions. Operating expenses of \$416,814 include \$223,000 for systems development charges to enhance the countywide BudgetPrep system and complete the Purchase Order project. The majority of reimbursements are from Health Administration, County Fire, and Special Districts for administrative oversight.

STAFFING CHANGES AND OPERATIONAL IMPACT

The 2012-13 budget includes the addition of 2 Administrative Analyst III positions offset by the reduction of 1 Extra-Help Administrative Analyst III and 1 Public Service Employee. Over the last four years, the County Administrative Office has reduced four Administrative Analyst positions, and in the current economic climate, these positions are critical to analyze departmental revenues and expenses, and identify cost saving measures.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Finance and Administration	14	0	14	11	1	2	14
Total	14	0	14	11	1	2	14

Finance and Administration	
Classification	
1	Assistant Executive Officer-Finance and Administration
1	County Chief Financial Officer
2	Deputy Executive Officer
2	Principal Administrative Analyst
6	Administrative Analyst III
2	Executive Secretary III-Classified
14	Total



Capital Facilities Leases

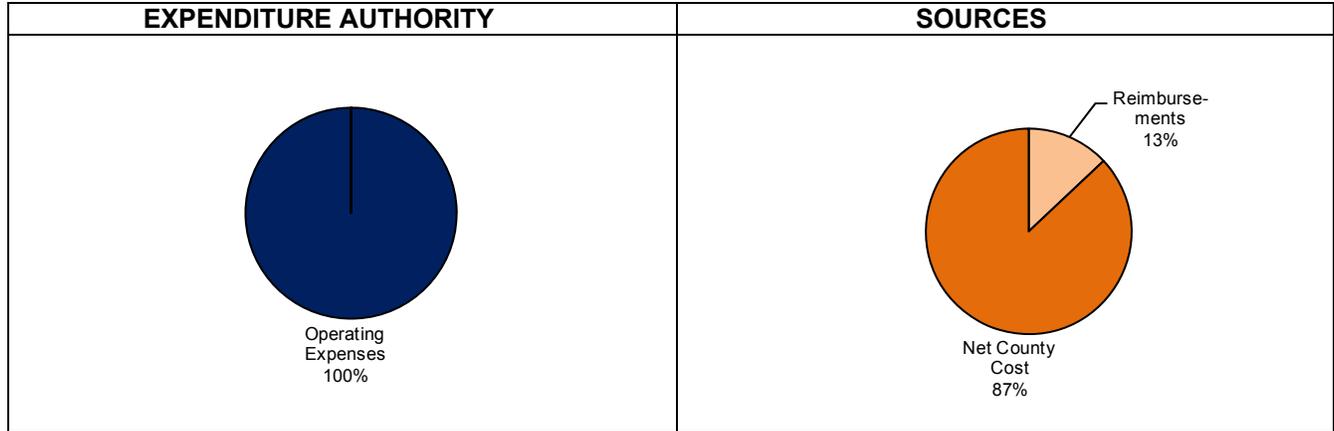
DESCRIPTION OF MAJOR SERVICES

This budget unit funds the cost of long-term capital lease payments for the major County facilities financed by the general fund.

Budget at a Glance

Total Expenditure Authority	\$14,998,418
Total Sources	\$1,945,536
Net County Cost	\$13,052,882
Total Staff	0
Funded by Net County Cost	87%

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Finance and Administration - Capital Facilities Leases
FUND: General

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

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	22,406,840	22,503,854	54,214,260	17,993,260	18,202,053	14,998,418	(3,203,635)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	22,406,840	22,503,854	54,214,260	17,993,260	18,202,053	14,998,418	(3,203,635)
Reimbursements	(2,173,150)	(1,816,051)	(2,037,795)	(1,943,662)	(1,943,662)	(1,945,536)	(1,874)
Total Appropriation	20,233,690	20,687,803	52,176,465	16,049,598	16,258,391	13,052,882	(3,205,509)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	20,233,690	20,687,803	52,176,465	16,049,598	16,258,391	13,052,882	(3,205,509)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	17,995	55	4,413	917,784	0	0	0
Total Revenue	17,995	55	4,413	917,784	0	0	0
Operating Transfers In	0	0	38,000,000	189,605	0	0	0
Total Sources	17,995	55	38,004,413	1,107,389	0	0	0
Net County Cost	20,215,695	20,687,748	14,172,052	14,942,209	16,258,391	13,052,882	(3,205,509)
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Operating expenses of \$14,998,418 represent lease payments and related fees and administrative costs for the major County assets financed by the general fund.

In 2012-13, operating expenses are decreasing by \$3,203,635 as follows:

- A \$2,284,071 reduction of one-time expenditure authority used to optionally prepay a portion of the County's outstanding principal in 2011-12, using savings from variable rate interest expense realized in 2009-10.
- A \$380,000 decrease which reflects ongoing savings achieved as a result of the 2011-12 optional prepayment using the one-time expenditure authority referred to above.
- A \$540,000 decrease which reflects ongoing savings achieved via the refinancing of the 2001-02 West Valley Detention Center certificates of participation.
- A \$436 increase in expenditure authority representing a \$1,438 decrease in the annual COWCAP charge offset by a \$1,874 increase in expenditures funded by reimbursements.

Reimbursements of \$1,945,536 reflect an increase of \$1,874 from 2011-12. This includes an increase of \$1,900 in the reimbursement from the Preschool Services Department, and a \$26 decrease in reimbursement from the Airport.



MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Lease payments in this budget unit for 2012-13 are:

Lease Payments:

Justice Center/Chino Airport Improvements	6,581,000
West Valley Detention Center	<u>8,090,058</u>
Subtotal	14,671,058

Other Expenditures:

Debt Administration (including Trustee Fees, Audit and Arbitrage)	215,287
COWCAP	<u>112,073</u>
Subtotal	14,998,418
Reimbursements	<u>(1,945,536)</u>
Total	<u><u>13,052,882</u></u>

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



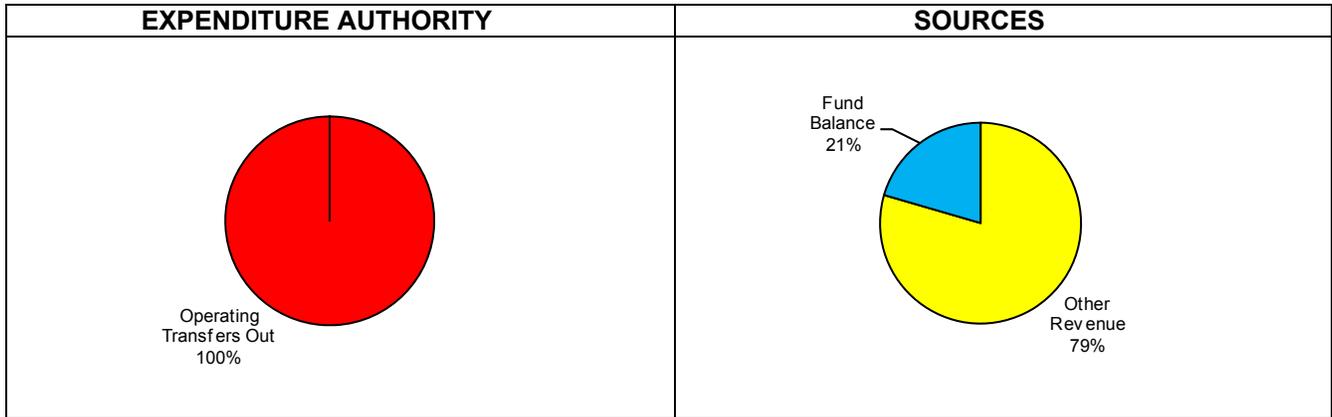
Disaster Recovery Fund

DESCRIPTION OF MAJOR SERVICES

The Disaster Recovery Fund was established to provide separate accountability for specific administrative and program costs related to the County's disaster recovery efforts which are reimbursed through state and federal funds. Prior incidents have included the Grand Prix/Old Fires in October 2003, Grass Valley/Slide Fires of October 2007, and winter storms of 1998, 2005, and 2010.

Budget at a Glance	
Total Expenditure Authority	\$18,868
Total Sources	\$15,000
Fund Balance	\$3,868
Total Staff	0

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Finance and Administration-Disaster Recovery Fund
FUND: Disaster Recovery Fund

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

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	0	6,587	0	0	181,303	0	(181,303)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	0	6,587	0	0	181,303	0	(181,303)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	0	6,587	0	0	181,303	0	(181,303)
Operating Transfers Out	0	0	0	0	28,007	18,868	(9,139)
Total Requirements	0	6,587	0	0	209,310	18,868	(190,442)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	305,797	0	0	276,707	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	77,723	19,161	20,548	13,253	30,000	15,000	(15,000)
Total Revenue	383,520	19,161	20,548	289,960	30,000	15,000	(15,000)
Operating Transfers In	0	0	0	181,303	0	0	0
Total Sources	383,520	19,161	20,548	471,263	30,000	15,000	(15,000)
				Fund Balance	179,310	3,868	(175,442)
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

This budget unit is currently used as a suspense account to track payments by state and federal agencies for reimbursable disaster recovery efforts that are then distributed to County departments. In 2011-12, this budget unit received \$181,303 from the general fund to combine with the entire unreserved fund balance in order to repay prior years' disallowed costs.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating transfers out of \$18,868 represent reimbursements for potential disallowed costs. Other revenue of \$15,000 represents anticipated interest earnings based on the entire fund balance which consists of restricted funds due to other agencies.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



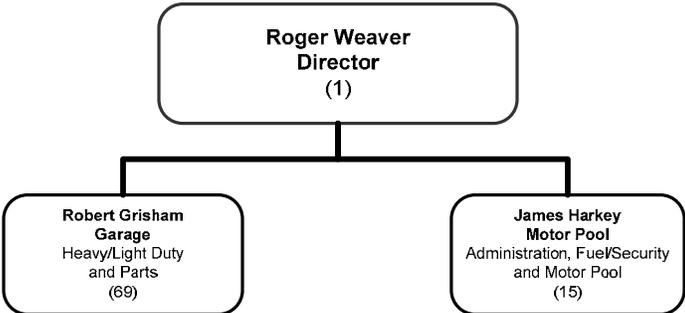
FLEET MANAGEMENT Roger Weaver

MISSION STATEMENT

The Fleet Management Department provides vehicles, equipment, and related services to the officials and employees of the County so that they may, in turn, provide services that promote health, safety, well being, and quality of life to the residents of the County.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- Incorporated the recommendations from the 2010 consultant’s vehicles study into the Department’s ongoing operational strategy.
- Assigned management oversight of County Fire garage activities to identify and evaluate efficiencies and operational redundancies.
- Purchased two Chevrolet Volts (low emission, green vehicles) to evaluate and compare the total “Life Cycle Cost” with similar vehicles currently in the fleet.
- Assisted County Fire in adapting the County’s Fleet Management Information System (FMIS) to track County Fire’s self-contained breathing apparatus (SCBA) and associated equipment thereby avoiding purchasing/training of another unique stand-alone program/system.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: DECREASE VEHICLE DOWNTIME FOR PREVENTATIVE MAINTENANCE AND ROUTINE REPAIRS.

Objective: Reduce time to maintain and to repair vehicles.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of programmed maintenance (PM) services completed the same day the vehicle is delivered to Fleet Management.	77%	87%	80%	75%	80%
Percentage of repairs completed within two days of vehicle delivery to Fleet Management.	85%	88%	85%	88%	85%

The Department measures turnaround time by noting the start and completion times on each PM and repair work order. Vehicle availability is critical to all County departments in order for them to deliver their services. Therefore, it is important that Fleet Management complete all vehicle maintenance and repairs timely without sacrificing quality. Additionally, timely vehicle maintenance/repair turnaround should improve overall customer satisfaction for Garage services. In 2011-12, the actual percentage of same day programmed maintenance came in under target at 75%. This is primarily due to the Division having workload which exceeded the number of available hours to perform programmed maintenance. In 2012-13, the Department is anticipating filling a number of vacancies to increase the number of available hours for programmed maintenance as well as reduce the usage of overtime.

GOAL 2: SUSTAIN GREEN COUNTY INITIATIVE BY REDUCING OVERALL MOTOR POOL VEHICLE EMISSIONS.

Objective: Purchase the lowest emission vehicle available that meet the county's operational and fiscal requirements.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of Motor Pool vehicles classified as ultra low emission vehicles or better.	85%	85%	90%	83%	90%

An element of the County's mission is to improve the quality of life for its residents. Improving air quality by reducing vehicle emissions supports the County's mission. During its regular purchasing cycle, Fleet Management will continue replacing the existing fleet with ultra low emission vehicles (ULEV) or cleaner/better emissions, including hybrid vehicles, when practical. It is estimated that the entire fleet will consist of only ULEV's (or better) by 2014-15.

The "lower than target" actual for 2011-12 is due to delaying vehicle purchases as Fleet Management has originally intended in response to the current economic conditions.



SUMMARY OF BUDGET UNITS

2012-13					
Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
Internal Service Funds					
Garage	14,328,027	14,144,800		(183,227)	82
Motor Pool	16,095,674	13,200,500		(2,895,174)	3
Total Internal Service Funds	30,423,701	27,345,300		(3,078,401)	85

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Garage	13,929,859	12,203,040	12,598,325	13,751,300	14,328,027
Motor Pool	15,254,738	14,686,700	11,170,766	12,869,783	16,095,674
Total	29,184,597	26,889,740	23,769,091	26,621,083	30,423,701

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Garage	14,483,400	12,355,000	12,620,110	13,982,165	14,144,800
Motor Pool	14,306,500	14,479,000	11,707,970	12,730,500	13,200,500
Total	28,789,900	26,834,000	24,328,080	26,712,665	27,345,300

5-YEAR NET BUDGET TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Garage	553,541	151,960	21,785	230,865	(183,227)
Motor Pool	(948,238)	(207,700)	537,204	(139,283)	(2,895,174)
Total	(394,697)	(55,740)	558,989	91,582	(3,078,401)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in appropriation in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.

For 2012-13, expenditures are anticipated to exceed revenues by approximately \$3.1 million primarily due to fixed asset purchases which are funded by unrestricted net assets. These purchases include \$6.5 million in vehicles and \$229,000 for capital software and equipment purchases. This amount is offset by revenue collected through Board approved rates which, in the absence of fixed asset purchases, typically exceeds annual expenditures to fund asset replacement.



Garage

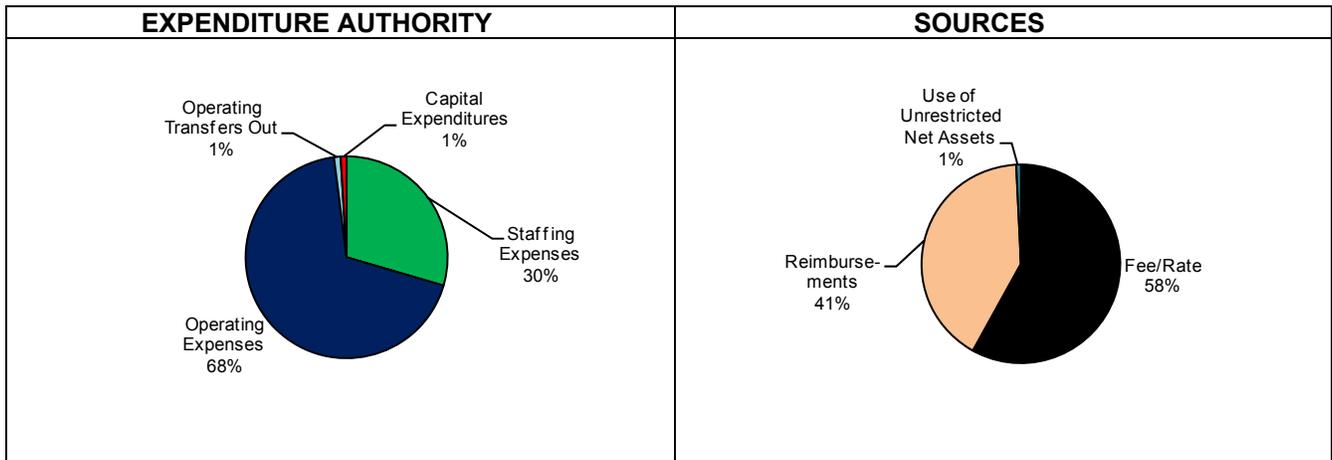
DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, generator services and emergency field services for the County's fleet of vehicles and heavy equipment.

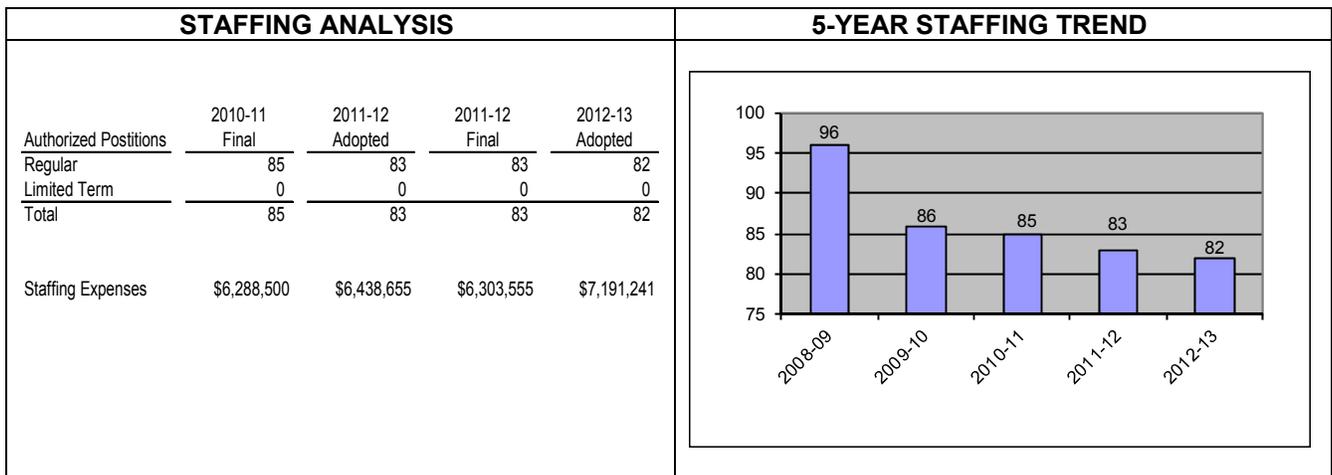
The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are funded through Board of Supervisor approved rates. As an ISF, any unrestricted net assets available at the end of fiscal year are carried over to the next fiscal year to provide working capital, fund the replacement of fixed assets and fund capital improvements. Any excess/shortage is incorporated into rate structure during the annual rate review process.

Budget at a Glance	
Total Expenditure Authority	\$24,354,224
Total Sources	\$24,170,997
Net Budget	(\$183,227)
Estimated Unrestricted Net Assets	\$1,250,000
Use of Unrestricted Net Assets	\$183,227
Total Staff	82

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Other General

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	6,687,510	6,465,592	6,288,472	6,303,544	6,303,555	7,191,241	887,686
Operating Expenses	13,376,836	12,541,746	14,205,213	16,076,451	16,355,971	16,673,274	317,303
Capital Expenditures	37,048	31,447	5,040	31,626	49,800	229,000	179,200
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	20,101,394	19,038,785	20,498,725	22,411,621	22,709,326	24,093,515	1,384,189
Reimbursements	(9,153,148)	(8,771,686)	(8,174,669)	(8,996,787)	(8,996,326)	(10,026,197)	(1,029,871)
Total Appropriation	10,948,246	10,267,099	12,324,056	13,414,834	13,713,000	14,067,318	354,318
Operating Transfers Out	102,800	187,649	176,494	38,291	38,300	260,709	222,409
Total Requirements	11,051,046	10,454,748	12,500,550	13,453,125	13,751,300	14,328,027	576,727
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	11,914,511	10,978,458	11,750,728	13,198,426	13,198,200	14,137,300	939,100
Other Revenue	105,675	36,504	81,259	53,940	397,400	7,500	(389,900)
Total Revenue	12,020,186	11,014,962	11,831,987	13,252,366	13,595,600	14,144,800	549,200
Operating Transfers In	0	0	0	386,565	386,565	0	(386,565)
Total Financing Sources	12,020,186	11,014,962	11,831,987	13,638,931	13,982,165	14,144,800	162,635
Net Budget	969,140	560,214	(668,563)	185,806	230,865	(183,227)	(414,092)
				Budgeted Staffing	83	82	(1)

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Garage budget unit include an increase in staffing expenses of \$887,686 due primarily to the elimination of the work schedule reduction for San Bernardino Public Employees Association (SBPEA) - represented employees, increases in negotiated salary and benefit costs, and continued budgeting of various vacant positions which are anticipated to be filled in 2012-13. Additionally, operating expenses are increasing by \$317,303 due primarily to increased demand and costs of fuel.

Decreases in operating transfers in of \$386,565, offset by increased reimbursements, results from reclassification of the emergency fuel provision for departments providing emergency services. Increases in staffing and operating expenses are offset by increases in rate revenue and reimbursements totaling \$1,968,971.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit. These expenses include \$10.5 million for the purchase of fuel, \$3.3 million for the purchase of automotive parts and sublet services and \$0.9 million for intra-fund charges for maintenance and repairs.

Departmental revenue of \$14,144,800 primarily represents reimbursements from other County departments and outside agencies for fuel supplied and vehicles' maintenance and repair services.

STAFFING CHANGES AND OPERATIONAL IMPACT

The 2012-13 budget includes the deletion of 1 vacant Automated Systems Analyst II. The function of the deleted Automated Systems Analyst II is now provided through Information Services Department (ISD).

Current strategy is to maintain staffing at its current levels in order to match the total billable hours target to the current demand for vehicle maintenance and repair. As the demand for services increases, the Department will consider filling positions on an as needed basis.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	7	0	7	7	0	0	7
Light Duty	38	0	38	31	6	1	38
Fuel/ Security	6	0	6	5	1	0	6
Heavy Duty	24	0	24	20	4	0	24
Parts	7	0	7	6	1	0	7
Total	82	0	82	69	12	1	82

Administration		Heavy Duty		Light Duty	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Director of Fleet Management	1	Motor Fleet Maint Superintendent	1	Motor Fleet Maint Superintendent
1	Executive Secretary II	2	Motor Fleet Shop Supervisor	2	Motor Fleet Shop Supervisor
1	Staff Analyst II	1	Motor Fleet Mechanic II	7	Motor Fleet Mechanic II
1	Motor Fleet Shop Supervisor	17	Motor Fleet Mechanic I	15	Motor Fleet Mechanic I
1	Fiscal Specialist	2	Mechanics Assistant	1	Garage Service Writer
1	Payroll Specialist	1	Equipment Services Specialist I	6	Mechanics Assistant
1	Office Assistant III	24	Total	3	Equipment Services Specialist I
7	Total			3	Motor Pool Assistant
				38	Total
		Parts		Fuel/Security	
		<u>Classification</u>		<u>Classification</u>	
		1	Equipment Parts Supervisor	1	Fuel and Security Supervisor
		4	Equipment Parts Specialist I	2	Equipment Services Specialist II
		1	Stores Specialist	2	Equipment Services Specialist I
		1	Storekeeper	1	Garage Services Assistant
		7	Total	6	Total



Motor Pool

DESCRIPTION OF MAJOR SERVICES

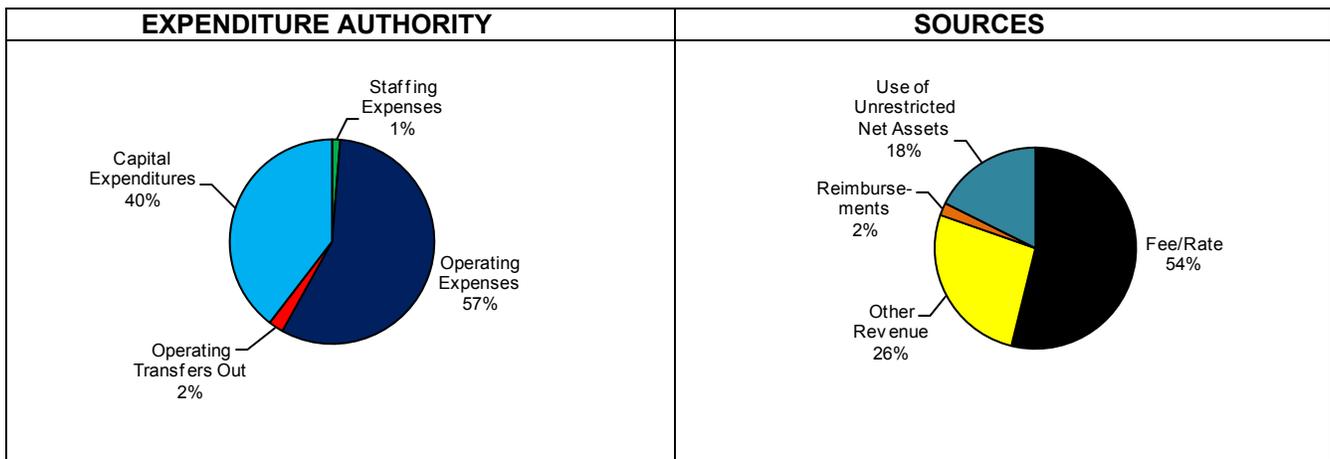
Fleet Management’s Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,700 automobiles, vans, pick-up trucks and various specialty vehicles/equipment assigned to County departments. The Motor Pool coordinates collection and distribution of vehicle replacement funds, fuel, maintenance, insurance, overhead and other operational costs of fleet vehicles.

Budget at a Glance

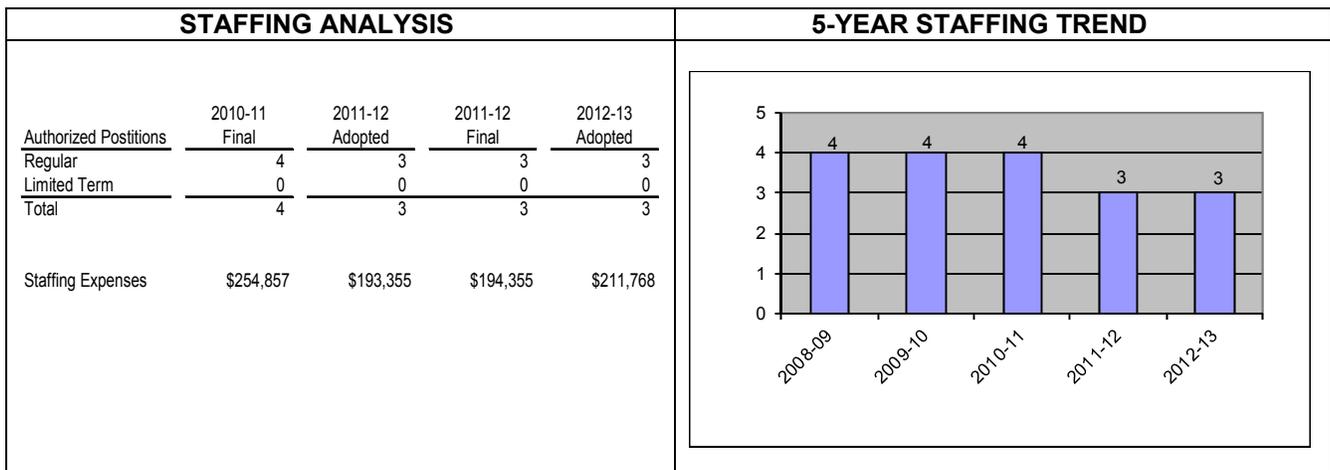
Total Expenditure Authority	\$16,429,374
Total Sources	\$13,534,200
Net Budget	(\$2,895,174)
Estimated Unrestricted Net Assets	\$11,400,000
Use of Unrestricted Net Assets	(\$2,895,174)
Total Staff	3

The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board of Supervisor’s 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 provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Fleet Management
FUND: Motor Pool

BUDGET UNIT: IBA VHS
FUNCTION: General
ACTIVITY: Other General

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	241,981	248,824	254,780	193,453	194,355	211,768	17,413
Operating Expenses	9,417,112	8,945,664	8,634,668	8,965,497	8,966,383	9,330,590	364,207
Capital Expenditures	4,434,729	177,489	2,397,490	3,388,965	3,394,680	6,500,000	3,105,320
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	14,093,822	9,371,977	11,286,938	12,547,915	12,555,418	16,042,358	3,486,940
Reimbursements	(284,137)	(311,120)	(350,448)	(376,390)	(376,600)	(333,700)	42,900
Total Appropriation	13,809,685	9,060,857	10,936,490	12,171,525	12,178,818	15,708,658	3,529,840
Operating Transfers Out	64,809	0	231,612	690,878	690,965	387,016	(303,949)
Total Requirements	13,874,494	9,060,857	11,168,102	12,862,403	12,869,783	16,095,674	3,225,891
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	49,770	49,770	0	(49,770)
Fee/Rate	8,778,729	9,358,649	9,204,941	8,519,133	8,519,000	8,845,500	326,500
Other Revenue	5,711,083	3,374,435	2,458,430	4,030,170	4,161,730	4,355,000	193,270
Total Revenue	14,489,812	12,733,084	11,663,371	12,599,073	12,730,500	13,200,500	470,000
Operating Transfers In	0	93,502	1,378	0	0	0	0
Total Financing Sources	14,489,812	12,826,586	11,664,749	12,599,073	12,730,500	13,200,500	470,000
Net Budget	615,318	3,765,729	496,647	(263,330)	(139,283)	(2,895,174)	(2,755,891)
				Budgeted Staffing	3	3	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Motor Pool budget unit include an increase in capital expenditures of \$3,105,320 due primarily to an increase in the number of assigned vehicles that have exceeded the replacement cycle. The Department uses a nationally recognized, state-of-the-art, "life cycle cost" financial model to determine the optimal vehicle/equipment replacement point. Additionally, operating expenses are increasing by \$364,207 due primarily to an increase in costs of maintenance, repairs, and fuel.

Departmental revenue is increasing by \$470,000 due primarily to an increase in variable/per-mile revenue and an increase in monthly fixed charges.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the budget unit's expenditures. These expenses include transfers to the Garage budget unit of \$4.1 million and \$3.7 million for vehicle maintenance and repair, and fuel, respectively. Additionally, capital expenditures include \$6.5 million for the purchase of new vehicles. These expenditures include an approximate distribution of \$2.7 million for the purchase of trucks/sport utility vehicles, \$2.3 million for sedans, \$1.0 million for vans, and \$0.5 million for service trucks.

Departmental revenue of \$13.2 million primarily includes \$7.1 million from variable/per-mile revenue, \$5.5 million from monthly fixed charges and \$0.5 million from auction proceeds.

STAFFING CHANGES AND OPERATIONAL IMPACT

The Department is deleting 1 vacant Fleet Services Manager position and adding 1 Staff Analyst II position. This staffing change will better match the Department's requirements.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Motor Pool	3	0	3	2	0	1	3
Total	3	0	3	2	0	1	3

Motor Pool	
<u>Classification</u>	
1	Staff Analyst II
1	Vehicle Services Shop Supervisor
1	Motor Pool Assistant
3	Total



HUMAN RESOURCES

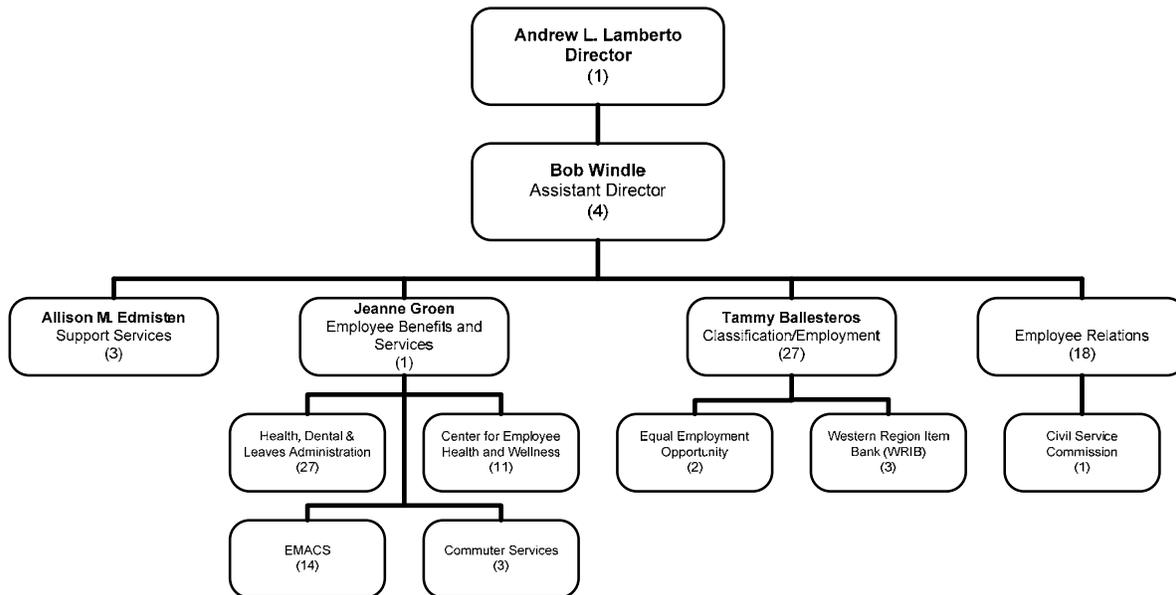
Andrew Lamberto

MISSION STATEMENT

The Human Resources Department is committed to providing effective customer service to all departments, employees, and constituents of the County of San Bernardino, through the timely delivery of innovative, quality human resources systems, programs, and services.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- Early Retiree Reimbursement Program-ERRP. The County applied for and received approximately \$282,000 to be distributed to both the early and medi-care eligible retirees.
- Successfully completed a state Merit Systems audit of personnel practices affecting Child Support Services, Children and Family Services, Department of Aging and Adult Services and the Transitional Assistance Department.
- Fitbit Step and Calorie Tracker - Piloted the Fitbit for the “A New You” 2011-12 Wellness Plan Year. Due to its success, the Fitbit will be rolled out Countywide for eligible Wellness participants in 2012-13.
- Equal Employment Office (EEO) in conjunction with the Equal Opportunity Commission organized and hosted the first annual Diversity Forum, bringing together representatives from all County departments, the Board of Supervisors, and the County Administrative Office, in support of the County’s commitment of EEO and diversity.
- Smoking Cessation – In partnership with the American Lung Association, conducted a smoking cessation program with 15 field staff from the Department of Public Works.
- Hybrid Vehicle Carpool Program – Rolled out phase I of the hybrid vehicle carpool program which allowed 24 ridesharing participants to utilize County vehicles for commuting purposes at a reduced cost.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: ASSIST COUNTY DEPARTMENTS IN ATTRACTING AND RETAINING HIGHLY QUALIFIED STAFF.

Objective: Develop and implement an online countywide ethics and compliance training program.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of employees participating in compliance and ethics training.	N/A	N/A	85%	89%	91%

In September 2009, the Office of Compliance and Ethics (OCE) was transferred to the Human Resources Department. The OCE aggressively worked to complete delivery of the ethics training module that was under development. This mandatory training, designed to reach all county employees, will increase employee awareness of the County's ethics program, address the basic requirements and expectations for ethical behavior, and provide an overview of the resources available to our employees.

GOAL 2: INCREASE AND IMPROVE DELIVERY OF HUMAN RESOURCES SERVICES.

Objective A: Expand participation in "My Health Matters!" through "Steps to Success" walking program.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of employees registered in "Steps to Success" program (increased employees). 2008-09 Base Year – 16,000 employees	18% (2,900)	28% (4,396)	33% (5,220)	29% (4,625)	32% (5,000)

According to the 2009 California Health Interview Survey, approximately 58.5% of adults in San Bernardino County are obese. Given the staggering obesity prevalence, the County acknowledges the need for employee outreach and health education specific to the benefits of maintaining a healthy lifestyle through proper nutrition and weight management. Additionally, this statistic correlates to chronic medical conditions, such as high blood pressure, high cholesterol, diabetes, etc. These conditions are a contributing factor to the significant increases in healthcare premiums for County employees. The 2012-13 My Health Matters! Campaign will include a partnership between the County, Core Health-the Steps to Success portal, and the Fitbit, an exercise and meal tracker. The Fitbit will provide the County detailed statistical analysis that will be used to determine progress in the program.

Objective B: Train/Refresh Managers/Supervisors knowledge of Leaves and Disabilities.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of managers/supervisors trained in leaves and disabilities. 2011-12 Base Year – 1,600 total managers/supervisors	N/A	N/A	N/A	N/A	75% (1,200)

Effective July 28, 2012, the County will contract with a new carrier to administer leaves and disabilities for County employees. Employee Relations and Employee Benefits and Services will combine efforts to provide training and/or refresher training to approximately 1,600 managers and supervisors regarding the employee and/or supervisor's responsibilities in the Family and Medical Leave Act (FMLA) and short-term disability benefits processes.



SUMMARY OF BUDGET UNITS

2012-13						
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Human Resources	5,374,265	448,409	4,925,856			73
The Center for Employee Health and Wellness	1,979,584	1,979,584	0			11
Unemployment Insurance	4,000,500	0	4,000,500			0
Total General Fund	11,354,349	2,427,993	8,926,356			84
Special Revenue Funds						
Commuter Services	1,488,392	669,466		818,926		3
Employee Benefits and Services	3,596,366	3,040,635		555,731		28
Total Special Revenue Funds	5,084,758	3,710,101		1,374,657		31
Total - All Funds	16,439,107	6,138,094	8,926,356	1,374,657	0	115

5-YEAR APPROPRIATION TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Human Resources	7,311,757	5,044,562	5,005,730	4,509,105	5,374,265
The Center for Employee Health and Wellness	1,375,368	439,491	437,707	1,034,048	1,979,584
Unemployment Insurance	4,000,500	4,007,687	4,010,028	4,503,268	4,000,500
Commuter Services	1,218,927	1,228,054	1,304,147	1,411,216	1,488,392
Employee Benefits and Services	3,890,523	4,183,782	3,902,200	3,722,134	3,596,366
Total	17,797,075	14,903,576	14,659,812	15,179,771	16,439,107

5-YEAR REVENUE TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Human Resources	343,750	183,057	278,392	293,300	448,409
The Center for Employee Health and Wellness	1,059,368	1,001,407	953,156	1,034,048	1,979,584
Unemployment Insurance	0	0	0	0	0
Commuter Services	548,000	581,996	677,725	593,031	669,466
Employee Benefits and Services	2,684,008	3,095,302	2,704,050	2,799,954	3,040,635
Total	4,635,126	4,861,762	4,613,323	4,720,333	6,138,094

5-YEAR NET COUNTY COST TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Human Resources	6,968,007	4,861,505	4,727,338	4,215,805	4,925,856
The Center for Employee Health and Wellness	316,000	(561,916)	(515,449)	0	0
Unemployment Insurance	4,000,500	4,007,687	4,010,028	4,503,268	4,000,500
Total	11,284,507	8,307,276	8,221,917	8,719,073	8,926,356

5-YEAR FUND BALANCE TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Commuter Services	670,927	646,058	626,422	818,185	818,926
Employee Benefits and Services	1,206,515	1,088,480	1,198,150	922,180	555,731
Total	1,877,442	1,734,538	1,824,572	1,740,365	1,374,657



Human Resources

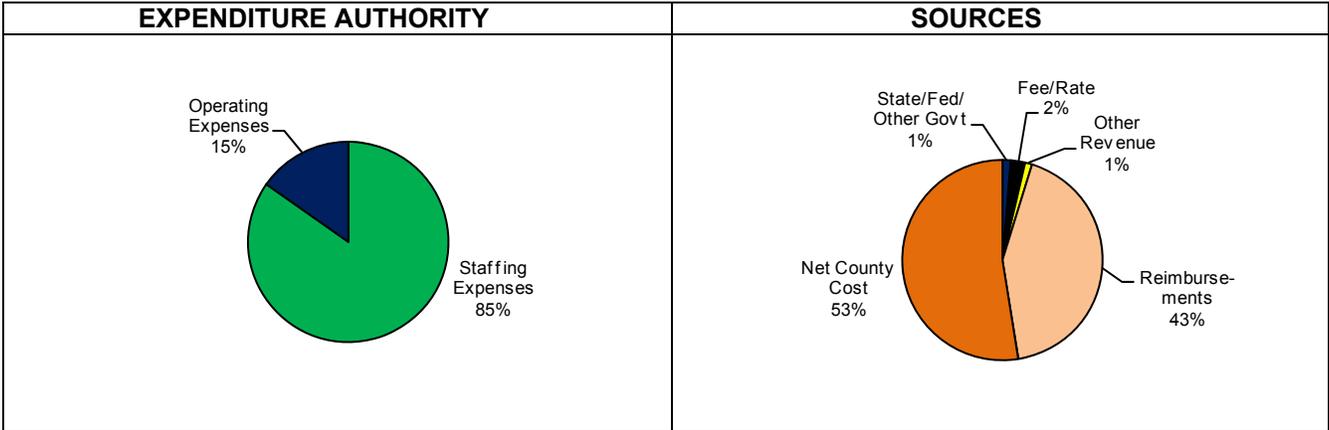
DESCRIPTION OF MAJOR SERVICES

The Human Resources Department administers the County's human resources programs. This includes the responsibility for recruitment, employment testing, and certification of eligible candidates; establishment and maintenance of classification and compensation systems and practices; employee relations; employee benefits; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); and the Equal Employment Opportunity Office. Human Resources also shares responsibility, through a partnership with Human Services, for countywide organizational and employee development.

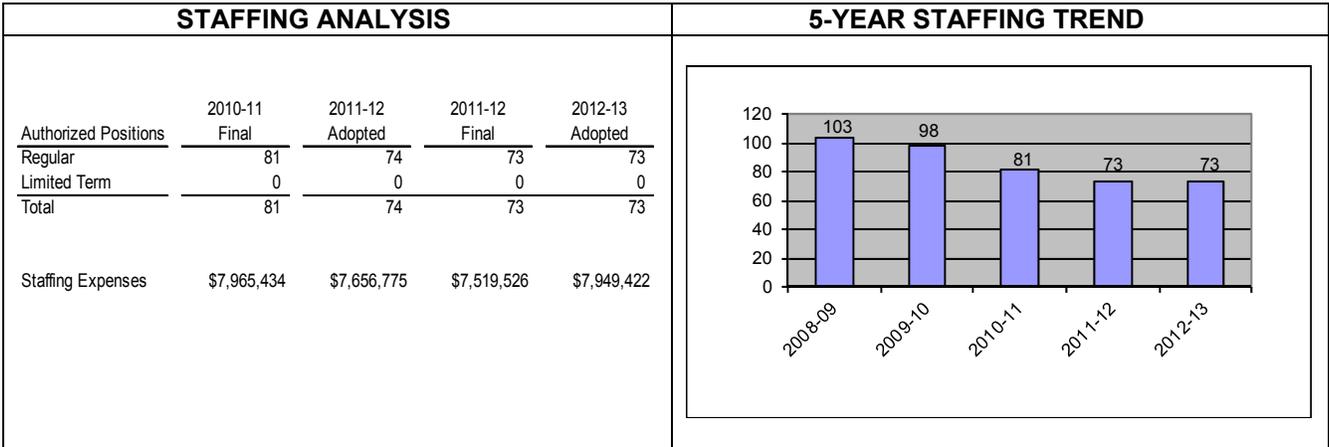
Budget at a Glance	
Total Expenditure Authority	\$9,379,082
Total Sources	\$4,453,226
Net County Cost	\$4,925,856
Total Staff	73
Funded by Net County Cost	53%

In addition, the Department is responsible for the management of the Western Region Item Bank (WRIB), a cooperative, computer-based test question bank used by 120 public agencies to develop employment tests. Each WRIB participating agency pays an annual fee.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: General

BUDGET UNIT: AAA HRD
FUNCTION: General
ACTIVITY: Personnel

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	9,698,640	8,978,789	7,965,434	7,519,526	7,519,526	7,949,422	429,896
Operating Expenses	2,930,706	1,784,940	682,278	1,079,047	1,089,776	1,429,660	339,884
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	12,629,346	10,763,729	8,647,712	8,598,573	8,609,302	9,379,082	769,780
Reimbursements	(5,456,050)	(5,719,167)	(3,641,984)	(4,149,170)	(4,100,197)	(4,004,817)	95,380
Total Appropriation	7,173,296	5,044,562	5,005,728	4,449,403	4,509,105	5,374,265	865,160
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	7,173,296	5,044,562	5,005,728	4,449,403	4,509,105	5,374,265	865,160
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	126,409	126,409
Fee/Rate	380,359	173,907	250,470	236,010	235,500	214,000	(21,500)
Other Revenue	31,208	9,150	27,922	57,218	57,800	108,000	50,200
Total Revenue	411,567	183,057	278,392	293,228	293,300	448,409	155,109
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	411,567	183,057	278,392	293,228	293,300	448,409	155,109
Net County Cost	6,761,729	4,861,505	4,727,336	4,156,175	4,215,805	4,925,856	710,051
				Budgeted Staffing	73	73	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation for 2012-13 is increasing primarily as a result of a rise in retirement costs as well as the reinstatement of MOU tuition funds for San Bernardino Public Employees Association (SBPEA) members. Departmental revenue for this budget unit has also increased due to the implementation of AB109 funding for a Human Resources Officer I which was previously funded via reimbursements.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses make up the majority of the Department's expenditures within this budget unit for 2012-13. These expenses are necessary primarily in order to provide human resources services to the County's approximately 19,000 employees. Operating expenses include the training budget for various union groups that is transferred to Performance, Education and Resource Center (PERC) at the beginning of each fiscal year. In addition, software licensing expenses, Civil Service Commission hearing officer expenses, data processing charges paid to Information Services Department (ISD) and charges for facilities management expenses are included in operating expenses. Departmental revenue primarily represents revenue from WRIB memberships.

STAFFING CHANGES AND OPERATIONAL IMPACT

There have been no staffing changes in this budget unit.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	8	0	0	8
Classification/Employment	27	0	27	25	2	0	27
Equal Employment Opportunity	2	0	2	2	0	0	2
Western Region Item Bank	3	0	3	3	0	0	3
Employee Relations	18	0	18	17	1	0	18
Civil Service Commission	1	0	1	1	0	0	1
EMACS - HR	14	0	14	14	0	0	14
Total	73	0	73	70	3	0	73

Administration	Classification/Employment	Equal Employment Opportunity
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Human Resources	1 Human Resources Division Chief	1 Human Resources Analyst II
1 Asst Director of Human Resources	1 Executive Secretary I	1 Secretary I
1 Human Resources Analyst I	1 Human Resources Analyst III	2 Total
1 Executive Secretary II	2 Human Resources Analyst II	
1 Administrative Analyst III	1 Testing & Certification Supervisor	
1 Accountant II	13 Human Resources Analyst I	
1 Labor Relations Financial Analyst	2 Personnel Technician	
1 Fiscal Specialist	1 Office Assistant IV	
8 Total	5 Office Assistant III	
	27 Total	
Western Region Item Bank	Civil Service Commission	Employee Relations
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Personnel Technician	1 Secretary, Civil Service Commission	1 Executive Secretary I
2 Office Assistant III	1 Total	1 Human Resources Officer III
3 Total		9 Human Resources Officer II
		7 Human Resources Officer I
		18 Total
EMACS - HR		
<u>Classification</u>		
1 EMACS-HR Supervisor		
1 Human Resources Analyst II		
2 Systems Procedures Analyst I		
9 Office Specialist		
1 Office Assistant III		
14 Total		



The Center for Employee Health and Wellness

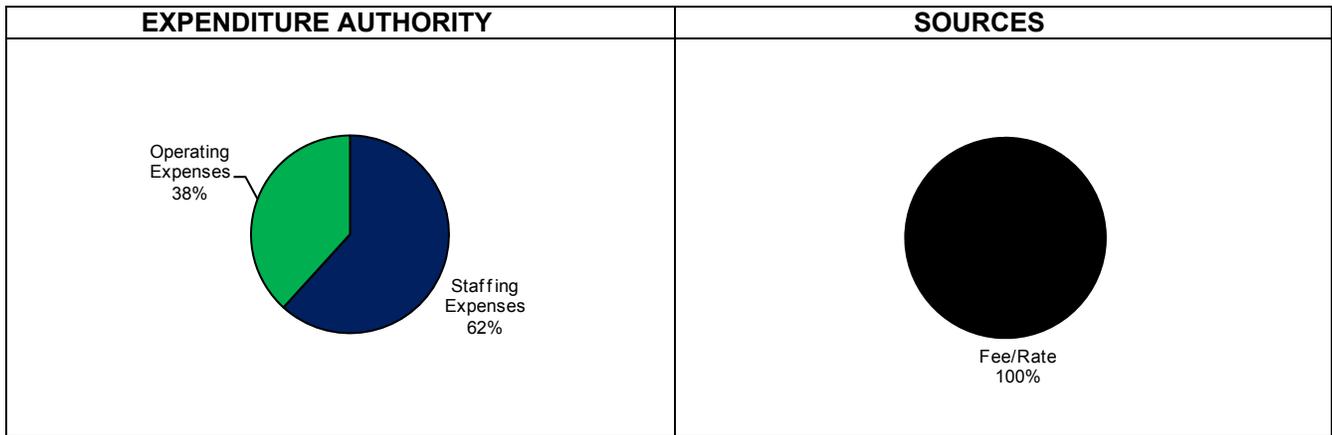
DESCRIPTION OF MAJOR SERVICES

The Center for Employee Health and Wellness (CEHW) is part of the Employee Benefits and Services Division. The CEHW is responsible for employee and applicant pre-placement 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.

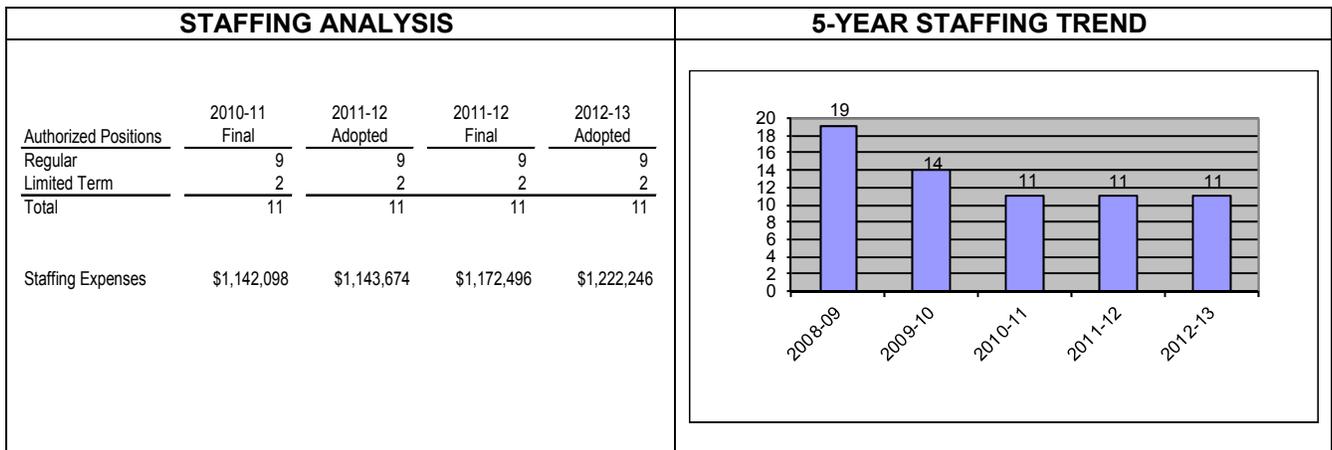
Budget at a Glance

Total Expenditure Authority	\$1,979,584
Total Sources	\$1,979,584
Net County Cost	\$0
Total Staff	11
Funded by Net County Cost	0%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources - Center for Employee Health and Wellness
FUND: General

BUDGET UNIT: AAA OCH
FUNCTION: General
ACTIVITY: Personnel

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,918,286	1,335,263	1,142,098	1,115,968	1,172,496	1,222,246	49,750
Operating Expenses	474,276	717,047	665,121	617,536	637,333	757,338	120,005
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,392,562	2,052,310	1,807,219	1,733,504	1,809,829	1,979,584	169,755
Reimbursements	(1,694,642)	(1,612,819)	(1,369,513)	(780,189)	(775,781)	0	775,781
Total Appropriation	697,920	439,491	437,706	953,315	1,034,048	1,979,584	945,536
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	697,920	439,491	437,706	953,315	1,034,048	1,979,584	945,536
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	547,411	1,001,407	953,156	1,046,222	1,034,048	1,979,584	945,536
Other Revenue	0	0	0	0	0	0	0
Total Revenue	547,411	1,001,407	953,156	1,046,222	1,034,048	1,979,584	945,536
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	547,411	1,001,407	953,156	1,046,222	1,034,048	1,979,584	945,536
Net County Cost	150,509	(561,916)	(515,450)	(92,907)	0	0	0
				Budgeted Staffing	11	11	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation and revenue for 2012-13 increased by \$945,536 primarily as a result of eliminating reimbursements. In the prior year, the reimbursements were a result of the rates that were allocated to departments based on staffing. Going forward, the CEHW will be completely fee based and departments will be billed based on a fee for service.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses make up the majority of the Department's expenditures within this budget unit for 2012-13. These expenses are necessary in order to provide employee and applicant pre-placement and in-service medical examinations to the County's approximately 19,000 employees as well as employees of various external agencies. Revenue is collected for various pre-placement and in-service medical examinations provided for a fee as detailed in the County's fee ordinance.

STAFFING CHANGES AND OPERATIONAL IMPACT

There have been no staffing changes in this budget unit.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
CEHW	9	2	11	11	0	0	11
Total	9	2	11	11	0	0	11

CEHW	
Classification	
1	Chief of Clinical Operations
1	Supv Occupational Health Physician
1	Nurse Practitioner II
1	Cont Occupational Physician Assistant
1	Licensed Vocational Nurse II
1	Registered Nurse II - Clinic
1	Office Assistant IV
4	Clinic Assistants
11	Total



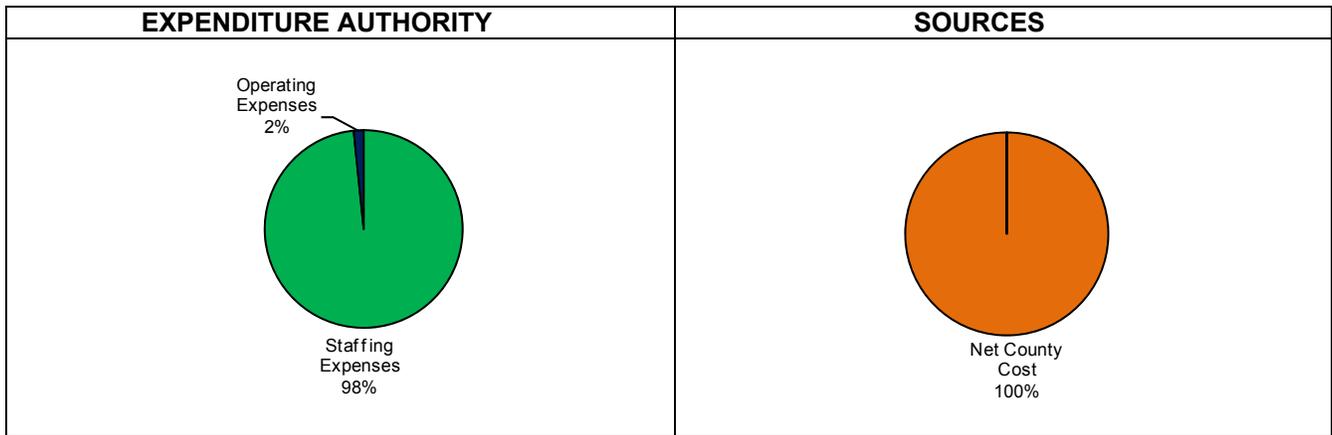
Unemployment Insurance

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.

Budget at a Glance	
Total Expenditure Authority	\$4,000,500
Total Sources	\$0
Net County Cost	\$4,000,500
Total Staff	0
Funded by Net County Cost	100%

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Human Resources - Unemployment Insurance
 FUND: General

BUDGET UNIT: AAA UNI
 FUNCTION: General
 ACTIVITY: Personnel

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	2,927,518	3,967,063	3,968,036	4,453,787	4,453,789	3,935,426	(518,363)
Operating Expenses	32,668	40,624	41,991	49,477	49,479	65,074	15,595
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,960,186	4,007,687	4,010,027	4,503,264	4,503,268	4,000,500	(502,768)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	2,960,186	4,007,687	4,010,027	4,503,264	4,503,268	4,000,500	(502,768)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,960,186	4,007,687	4,010,027	4,503,264	4,503,268	4,000,500	(502,768)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	0	0	0	0
Net County Cost	2,960,186	4,007,687	4,010,027	4,503,264	4,503,268	4,000,500	(502,768)
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation for 2012-13 is decreasing from 2011-12. In 2011-12, the unemployment claims were higher than originally budgeted and additional appropriation was required. In 2012-13, there is an anticipated increase for the new contract for claims management which has increased operating expenses and has decreased staffing expenses.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses represent the amount available for unemployment claims to be paid during 2012-13. Operating expenses represent the quarterly payment to the vendor that administers the unemployment insurance claims as well as transfers for internal staffing expenses for administration of the program.

STAFFING CHANGES AND OPERATIONAL IMPACT

There are no budgeted positions associated with this budget unit.



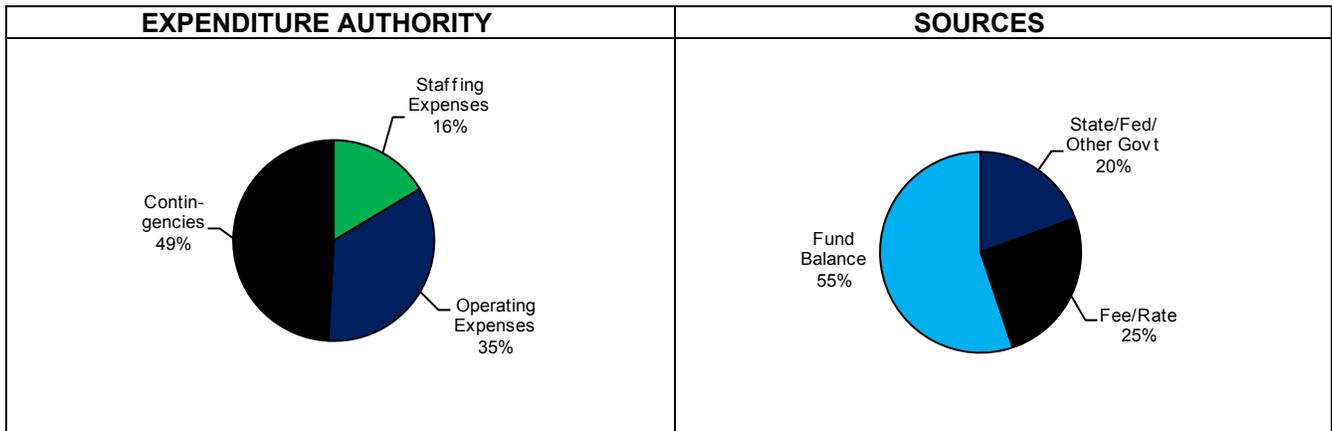
Commuter Services

DESCRIPTION OF MAJOR SERVICES

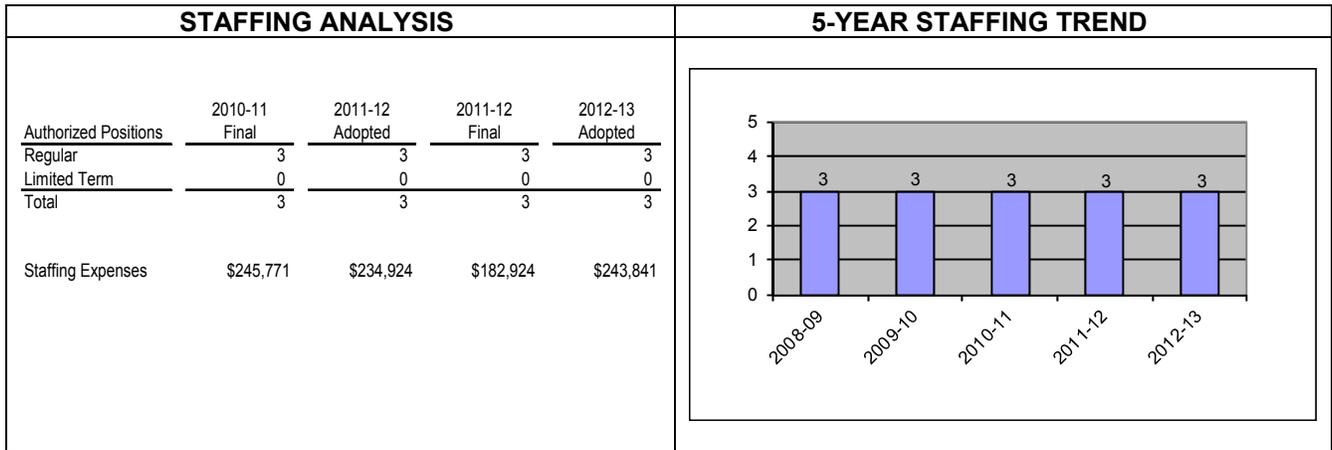
The Commuter Services budget unit was established to account for funds received under AB 2766 to fund mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department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

Budget at a Glance	
Total Expenditure Authority	\$1,488,392
Total Sources	\$669,466
Fund Balance	\$818,926
Total Staff	3

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: Commuter Services

BUDGET UNIT: SDF HRD
FUNCTION: Health and Sanitation
ACTIVITY: Health

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	177,277	240,135	245,771	181,024	182,924	243,841	60,917
Operating Expenses	393,516	361,509	240,190	474,017	505,492	513,450	7,958
Capital Expenditures	24,348	0	0	0	0	0	0
Contingencies	0	0	0	0	722,800	731,101	8,301
Total Exp Authority	595,141	601,644	485,961	655,041	1,411,216	1,488,392	77,176
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	595,141	601,644	485,961	655,041	1,411,216	1,488,392	77,176
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	595,141	601,644	485,961	655,041	1,411,216	1,488,392	77,176
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	289,284	282,957	288,632	275,958	291,380	289,302	(2,078)
Fee/Rate	264,932	291,370	263,806	374,672	297,329	376,164	78,835
Other Revenue	16,055	7,682	125,286	5,151	4,322	4,000	(322)
Total Revenue	570,271	582,009	677,724	655,781	593,031	669,466	76,435
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	570,271	582,009	677,724	655,781	593,031	669,466	76,435
				Fund Balance	818,185	818,926	741
				Budgeted Staffing	3	3	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation for 2012-13 will for the most part remain unchanged from the prior year. Revenue is increasing slightly as a result of an increase of vanpool charges.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Services and supplies expenses make up the majority of the expenditures within this budget unit for 2012-13. These expenses include charges for operating vanpools and other ride share programs. Departmental revenue includes payroll deductions from employees participating in the rideshare programs, as well as funds from the Air Quality Management Districts.

STAFFING CHANGES AND OPERATIONAL IMPACT

There have been no staffing changes in this budget unit.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Commuter Services	3	0	3	3	0	0	3
Total	3	0	3	3	0	0	3

Commuter Services	
Classification	
1	Human Resources Analyst I
1	Office Specialist
1	Office Assistant
3	Total



Employee Benefits and Services

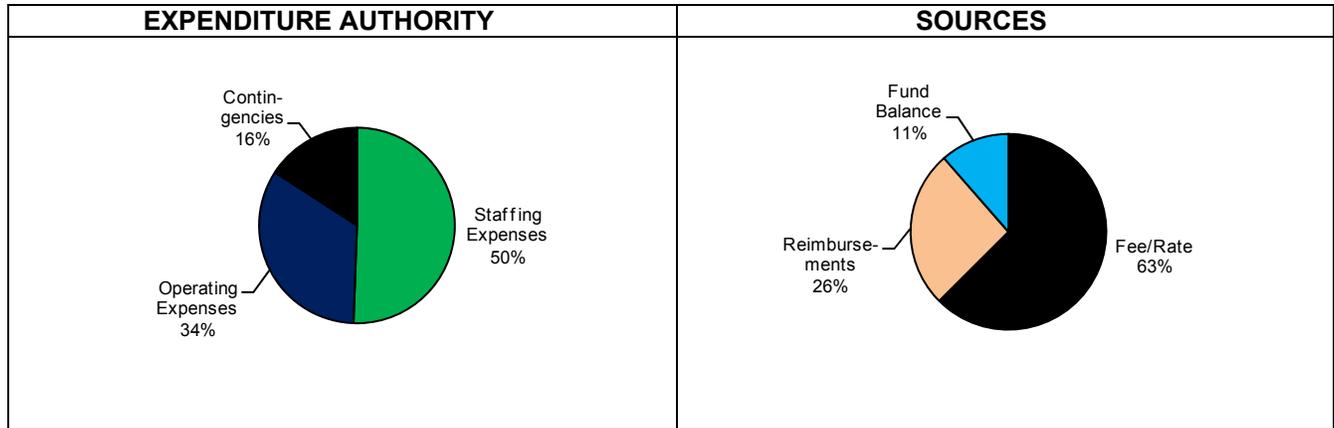
DESCRIPTION OF MAJOR SERVICES

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.

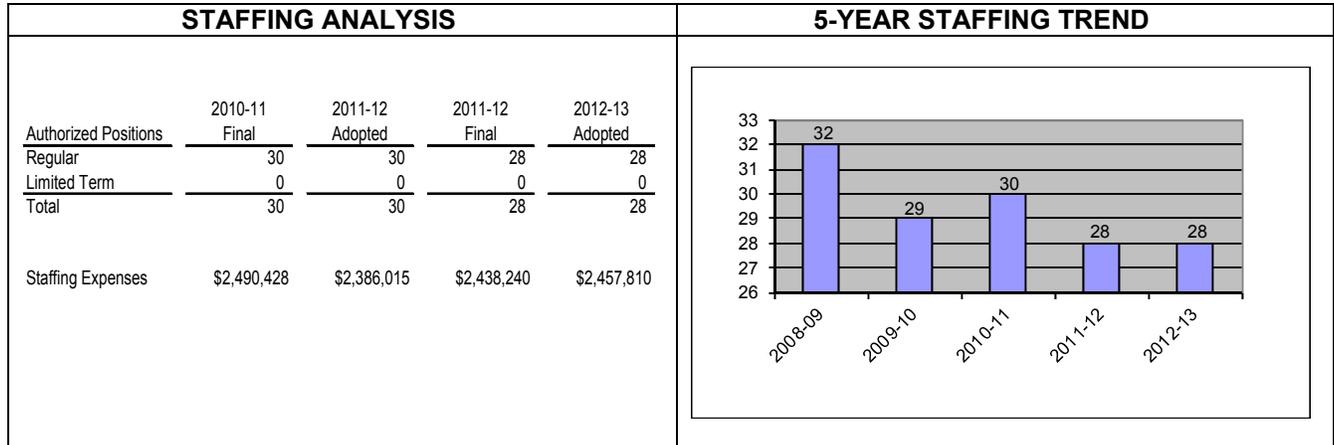
Budget at a Glance

Total Expenditure Authority	\$4,860,727
Total Sources	\$4,304,996
Fund Balance	\$555,731
Total Staff	28

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: Employee Benefits and Services

BUDGET UNIT: SDG HRD
FUNCTION: Health and Sanitation
ACTIVITY: Health

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	2,371,201	2,248,133	2,490,428	2,419,254	2,438,240	2,457,810	19,570
Operating Expenses	1,434,656	1,699,174	1,714,059	1,743,437	1,754,817	1,632,188	(122,629)
Capital Expenditures	0	0	29,299	0	0	0	0
Contingencies	0	0	0	0	751,085	770,729	19,644
Total Exp Authority	3,805,857	3,947,307	4,233,786	4,162,691	4,944,142	4,860,727	(83,415)
Reimbursements	(939,012)	(949,843)	(1,251,795)	(1,192,760)	(1,222,008)	(1,264,361)	(42,353)
Total Appropriation	2,866,845	2,997,464	2,981,991	2,969,931	3,722,134	3,596,366	(125,768)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,866,845	2,997,464	2,981,991	2,969,931	3,722,134	3,596,366	(125,768)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	17	1,315	13,654	14,419	14,419	0	(14,419)
Fee/Rate	2,746,041	3,076,088	2,679,292	2,587,225	2,786,135	3,036,135	250,000
Other Revenue	2,752	17,899	11,104	1,024	(600)	4,500	5,100
Total Revenue	2,748,810	3,095,302	2,704,050	2,602,668	2,799,954	3,040,635	240,681
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	2,748,810	3,095,302	2,704,050	2,602,668	2,799,954	3,040,635	240,681
				Fund Balance	922,180	555,731	(366,449)
				Budgeted Staffing	28	28	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation for 2012-13 is decreasing as a result of changes in the Department providing more correspondence and materials electronically. This will decrease the printing and mail expenses incurred by the Department. Reimbursements are increasing slightly as a result of staffing costs that are reimbursed by Human Services. Revenue is increasing as a result of various increases in consulting reimbursements, administrative fee revenue and subpoena and other miscellaneous revenue.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses are the majority of the Department's expenditures within this budget unit for 2012-13. These expenses are necessary to manage the County employee health, dental, vision, life insurance and integrated leave plan benefits. Departmental revenue of \$3.0 million primarily represents revenue from Administrative Fees for administering the employee benefits programs.

STAFFING CHANGES AND OPERATIONAL IMPACT

There have been no staffing changes in this budget unit.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Health, Dental and Leaves Administration	28	0	28	28	0	0	28
Total	28	0	28	28	0	0	28

Health, Dental and Leaves Administration	
<u>Classification</u>	
1	Human Resources Benefits Chief
2	Human Resources Analyst II
5	Human Resources Analyst I
3	Staff Analyst
2	Supervising Office Specialist
1	Executive Secretary I
1	Fiscal Specialist
11	Office Specialist
2	Office Assistant III
28	Total



INFORMATION SERVICES

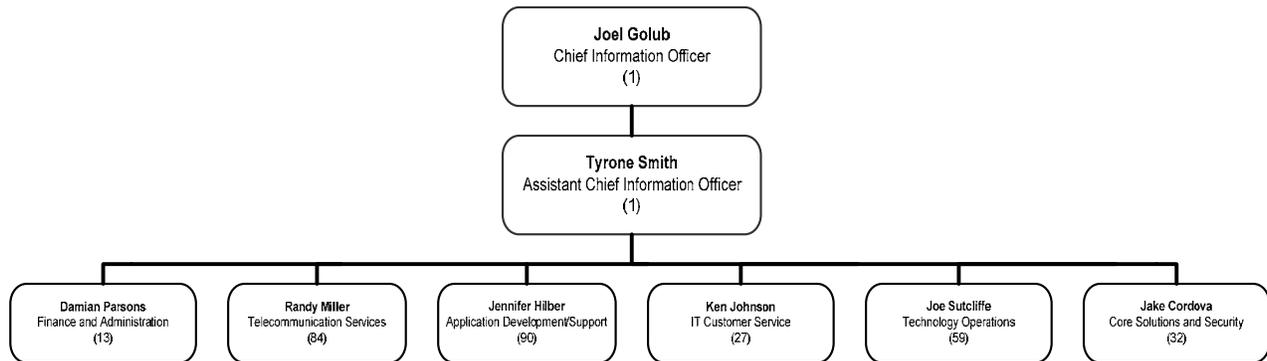
Joel Golub

MISSION STATEMENT

The Information Services Department leverages advanced technologies, improves public access to services and enables its customers through the delivery of secure, innovative and efficient products for both internal customers and the public.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- Implemented the Community Relationship Management (CRM) system to develop a replacement solution for the Board of Supervisor’s constituent tracking application.
- Installed a videoconferencing system to link the High Desert Government Center in Victorville with the Board of Supervisors chamber in San Bernardino, allowing public testimony from a remote location for the first time in county history.
- Implemented a web-based product for Land Use Services that serves as an electronic online repository of existing plans for use by multiple departments who participate in the County’s Development review process.
- Implemented a service request tracking system allowing various divisions within the Department of Public Works to enter and track service requests from the public, the Board of Supervisors and other agencies.
- San Bernardino County has been identified by Gartner as an example of using innovative techniques to administer identity management across a federated technology infrastructure.
- Completed the replacement of all Sheriff patrol station portable radios and continued the replacement of legacy mobile and portable radios county-wide through the rebanding program. This program allows for the utilization of better technology by way of new and improved equipment.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**GOAL 1: PROVIDE TECHNOLOGY SOLUTIONS THAT ENABLE DEPARTMENTS TO BETTER SERVE COUNTY RESIDENTS.**

Objective A: Build and sustain a robust hardware and software support infrastructure to deploy countywide technology solutions.

Objective B: Implement Wide Area Network (WAN) backbone redesign to increase capacity for additional throughput and redundancy.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of all physical servers virtualized.	47%	62%	65%	67%	70%

GOAL 2: IMPROVE CUSTOMER SATISFACTION BY DELIVERING PRODUCTS AND SERVICES THAT EXCEED EXPECTATIONS.

Objective A: Implement new application source code control system to provide improved manageability of application programs, source code and related documentation.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Applications migrated to new team foundation server repository.	N/A	37%	50%	50%	100%

In 2010-11, the Application Development/Support division of Information Services Department (ISD) began to replace the existing source code management system with a new tool called Team Foundation Services (TFS). The previous tool, Visual Source Safe (VSS), had reached capacity limits and was prone to data corruption. The TFS system provides more capacity and improved recoverability for application source code management, which in turn reduces the risk of lost or corrupted data. The TFS system also provides project management features not available in the VSS tool. The achievement for implementation in 2010-11 was 37%, which exceeded the original target of 25%. The replacement is expected to be 50% complete for 2011-12.

GOAL 3: IMPROVE TELECOMMUNICATION AND DATA TRANSMISSION CAPABILITIES TO BETTER RESPOND TO EMERGENCIES AND DISASTERS.

Objective A: To increase the 911 calling line identification accuracy at 18 campuses.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Implement enhanced 911 calling identification software and hardware.	83%	98%	100%	100%	N/A

Enhanced 911 services allow emergency personnel to accurately pinpoint where emergency callers are located, improving emergency response times at these locations. The original project included twenty-two campuses, but after evaluation, it was determined that only eighteen of these facilities could accommodate this system. By the end of 2010-11, ISD achieved 98% completion. For 2011-12, ISD reached the 100% completion target.



SUMMARY OF BUDGET UNITS

2012-13						
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Application Development	15,406,101	7,938,173	7,467,928			94
Total General Fund	15,406,101	7,938,173	7,467,928			94
Internal Service Funds						
Computer Operations	26,039,632	21,615,460			(4,424,172)	121
Telecommunication Services	32,342,199	28,834,645			(3,507,554)	92
Total Internal Service Funds	58,381,831	50,450,105			(7,931,726)	213
Total - All Funds	73,787,932	58,388,278	7,467,928		(7,931,726)	307

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Application Development	16,518,216	14,882,807	14,885,831	15,177,361	15,406,101
Computer Operations	21,838,173	21,850,420	22,238,931	25,124,719	26,039,632
Telecommunication Services	28,936,782	34,407,015	23,004,788	26,175,241	32,342,199
800 Megahertz - Rebanding Project	25,000	25,000	0	0	0
Total	67,318,171	71,165,242	60,129,550	66,477,321	73,787,932

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Application Development	5,089,326	5,711,543	7,582,884	8,043,518	7,938,173
Computer Operations	21,130,603	22,260,488	21,363,918	20,143,120	21,615,460
Telecommunication Services	27,934,628	34,610,180	26,516,866	25,664,047	28,834,645
800 Megahertz - Rebanding Project	25,000	25,000	0	0	0
Total	54,179,557	62,607,211	55,463,668	53,850,685	58,388,278

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Application Development	11,428,890	9,171,264	7,302,947	7,133,843	7,467,928
Total	11,428,890	9,171,264	7,302,947	7,133,843	7,467,928

5-YEAR NET BUDGET TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Computer Operations	(707,570)	410,068	(875,013)	(4,981,599)	(4,424,172)
Telecommunication Services	(1,002,154)	203,165	3,512,078	(511,194)	(3,507,554)
800 Megahertz - Rebanding Project	0	0	0	0	0
Total	(1,709,724)	613,233	2,637,065	(5,492,793)	(7,931,726)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in appropriation in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.



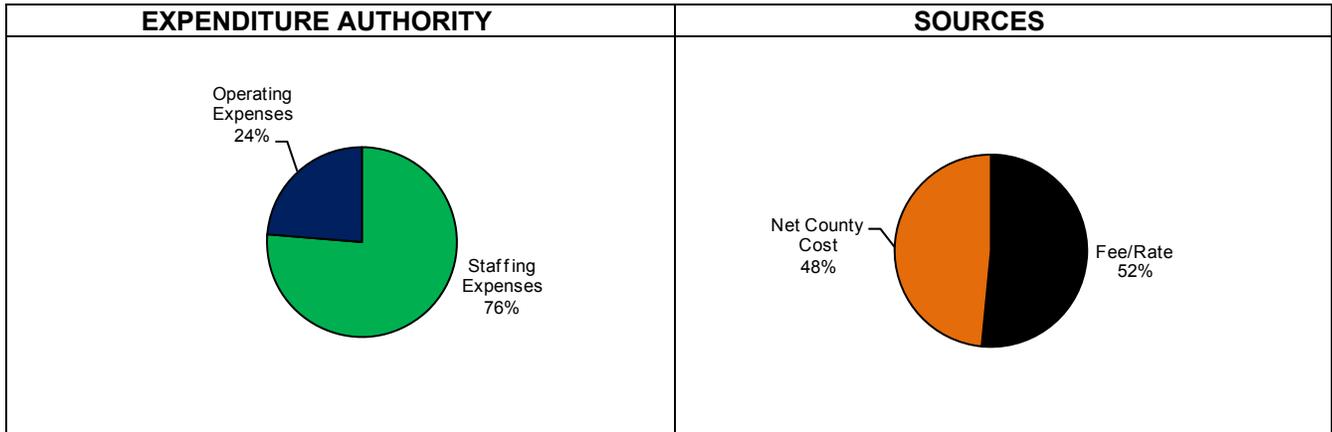
Application Development

DESCRIPTION OF MAJOR SERVICES

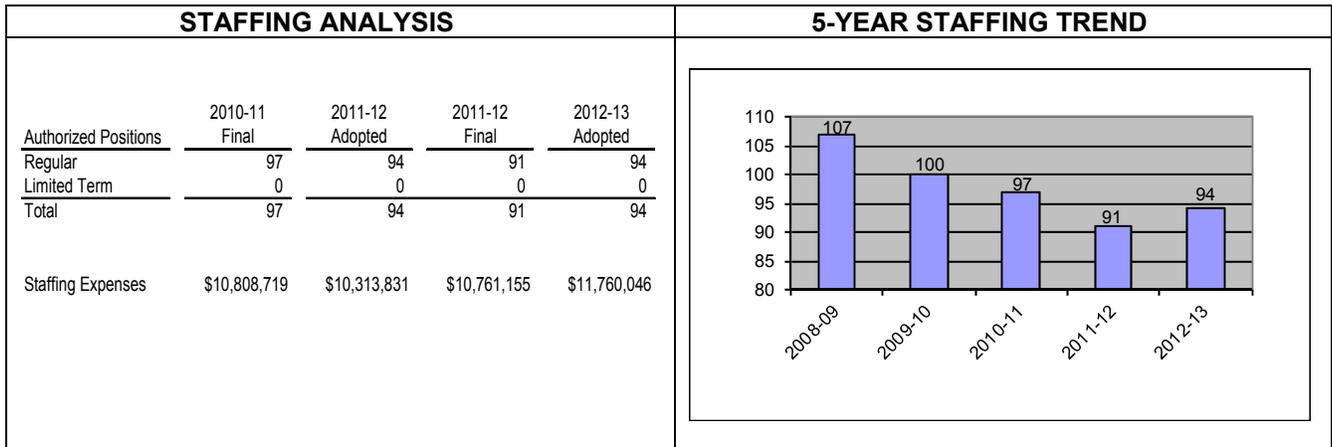
The Application Development Division provides support for County departments as they develop, enhance and maintain business applications on a variety of hardware and software platforms. These applications include the County's enterprise accounting, payroll, budget, personnel, document imaging, public web sites, geographical information system and many other business line systems. ISD consults with departments to identify cost effective ways of conducting business and often provides business process reviews, cost analysis, and overall recommendations in the acquisition and integration of new systems.

Budget at a Glance	
Total Expenditure Authority	\$15,431,061
Total Sources	\$7,963,133
Net County Cost	\$7,467,928
Total Staff	94
Funded by Net County Cost	48%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Information Services - Application Development
FUND: General

BUDGET UNIT: AAA SDD
FUNCTION: General
ACTIVITY: Other General

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	11,379,968	11,040,926	10,808,719	10,761,155	10,761,155	11,760,046	998,891
Operating Expenses	2,449,276	1,872,997	2,146,621	2,391,989	2,464,209	3,653,015	1,188,806
Capital Expenditures	25,615	7,499	6,856	17,679	18,000	18,000	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	13,854,859	12,921,422	12,962,196	13,170,823	13,243,364	15,431,061	2,187,697
Reimbursements	(89,427)	(71,007)	(108,758)	(98,395)	(98,395)	(24,960)	73,435
Total Appropriation	13,765,432	12,850,415	12,853,438	13,072,428	13,144,969	15,406,101	2,261,132
Operating Transfers Out	2,032,392	2,032,392	2,032,392	2,032,392	2,032,392	0	(2,032,392)
Total Requirements	15,797,824	14,882,807	14,885,830	15,104,820	15,177,361	15,406,101	228,740
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	4,936,969	5,704,543	7,568,019	7,977,209	8,043,518	7,938,173	(105,345)
Other Revenue	0	0	0	0	0	0	0
Total Revenue	4,936,969	5,704,543	7,568,019	7,977,209	8,043,518	7,938,173	(105,345)
Operating Transfers In	0	0	14,866	0	0	0	0
Total Sources	4,936,969	5,704,543	7,582,885	7,977,209	8,043,518	7,938,173	(105,345)
Net County Cost	10,860,855	9,178,264	7,302,945	7,127,611	7,133,843	7,467,928	334,085
Budgeted Staffing					91	94	3

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses are increasing by \$998,891 due the addition of 4 programmer positions, an increase in retirement costs, workers' compensation, and regular salary due to the removal of the time bank. These increases were offset by the deletion of 1 Information Services Division Chief position as well as a reduction in overtime and callback.

Operating expenses are increasing by \$1.2 million as a result of Information Technology (IT) contractor services that are required to accommodate the anticipated programming revenue increase for customer enhancements. In addition, systems development charges are new for Geographic Information System (GIS) due to 3 positions being transferred to Application Development. These positions will charge GIS for their time spent on projects.

Reimbursements are decreasing by \$73,435 as a result of the deletion of the position above as well as reimbursement from another department that will be collected via revenue in 2012-13. Operating transfers out of \$2.0 million have been removed. ISD previously paid for the 800 MHz radio program for general fund departments with previously allocated net county cost. Beginning in 2012-13, the net county cost was given to the user department to pay for the 800 Megahertz (MHz) radio program.

The Department was allocated an additional \$1.6 million in net county cost to fund maintenance and support costs for County departments. This increase was offset by a reduction in the radio subsidy that will now be included as net county cost for the departments that utilize the radios.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

The majority of the Department's expenditures in 2012-13 are for staffing expenses. These expenses are necessary in order to provide support for County departments for a variety of business systems and applications.

Departmental revenue consists of system development charges, GIS programming, aerial imagery, and Street Network subscription services.



STAFFING CHANGES AND OPERATIONAL IMPACT

Budgeted staffing has increased with the addition of 4 programming positions, funded by additional net county cost for maintenance and support of computer applications. Also, staffing has decreased by 1 Information Services Division Chief position. The previous reimbursement for this position from Arrowhead Regional Medical Center has also been removed.

Last year the Department performed a comprehensive evaluation to identify computer applications and systems deemed critical to County operations that were in need of major upgrades or replacement. The Department identified \$2.3 million in projects that met these criteria and would be funded via the use of residual equity from the Telecommunication internal services fund over the next several years. The staff who would work on these projects is part of the general fund Application Development budget unit. It is estimated that two years remain for the completion of these upgrades and replacements. The Department will continue to evaluate and identify such projects to develop an application replacement/upgrade plan and a long term financing plan.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Application Development	81	0	81	76	1	4	81
Geographic Information Systems	9	0	9	9	0	0	9
Multimedia Services	4	0	4	4	0	0	4
Total	94	0	94	89	1	4	94

Application Development		Geographic Information Systems		Multimedia Services	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Business Systems Analyst III	1	Geographic Info. Systems Technician I	3	Multimedia Coordinator
3	IT Technical Assistant II	2	Geographic Info. Systems Technician II	1	Multimedia Supervisor
1	Office Assistant II	1	Geographic Info. Systems Technician III	4	Total
49	Programmer Analyst III	1	GIMS Manager		
18	Programmer III	1	Office Assistant II		
1	Secretary I	1	Programmer Analyst III		
1	Systems Development Division Chief	1	Programmer III		
7	Systems Development Team Leader	1	Systems Development Team Leader		
81	Total	9	Total		



Computer Operations

DESCRIPTION OF MAJOR SERVICES

The Computer Operations Division provides enterprise data center services and a portion of the County's communications services to County departments on a 24/7 basis. The Division is comprised of three sections: Technology Operations, Information Technology (IT) Customer Service, and Core Solutions and Security. This budget unit is an internal service fund, which allows for net assets available at fiscal year end to be carried over to the next fiscal year to be used as working capital or for replacement of fixed assets.

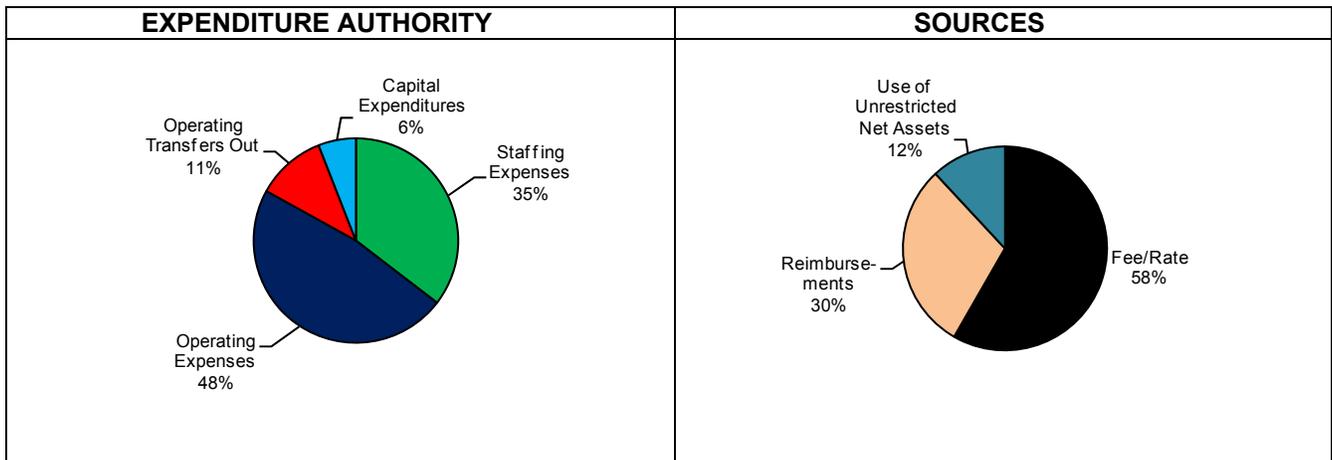
Budget at a Glance	
Total Expenditure Authority	\$37,068,317
Total Sources	\$32,644,145
Net Budget	(\$4,424,172)
Estimated Unrestricted Net Assets	\$8,516,706
Use of Unrestricted Net Assets	\$4,424,172
Total Staff	121

Technology Operations provides for the design, operation, maintenance and administration of the County's Enterprise Data Center which supports the County's mainframe and includes server management for approximately 543 physical and 209 virtual servers, integrated document imaging infrastructure for digitizing paper records, and print operations for bulk printing functions required by the County.

IT Customer Service assists departments in ensuring that their technology and business objectives are achieved. The Division provides a Technology Support Center to handle service requests and problem tickets and IT Account Representatives to coordinate and assist departments in meeting their business and technology objectives.

Core Solutions and Security provides the County with global email, security direction and technology policies and procedures, along with technical services that support desktop communications and functions across the County.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
	2010-11	2011-12	2011-12	2012-13					
Authorized Positions	Final	Adopted	Final	Adopted					
Regular	132	132	130	121					
Limited Term	1	2	0	0					
Total	133	134	130	121					
Staffing Expenses	\$12,505,093	\$12,697,997	\$12,986,065	\$13,126,366					

ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Information Services
FUND: Computer Operations

BUDGET UNIT: IAJ Various
FUNCTION: General
ACTIVITY: Computer Services

	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	Change From
	Actual	Actual	Actual	Actual	Final Budget	Adopted Budget	2011-12 Final Budget
Appropriation							
Staffing Expenses	12,384,110	12,220,953	12,505,093	12,902,333	12,986,065	13,126,366	140,301
Operating Expenses	12,762,052	13,135,434	12,950,863	16,935,909	17,063,929	17,655,107	591,178
Capital Expenditures	1,273,738	1,362,084	2,611,459	2,881,538	3,470,173	2,199,844	(1,270,329)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	26,419,900	26,718,471	28,067,415	32,719,780	33,520,167	32,981,317	(538,850)
Reimbursements	(7,577,902)	(7,534,600)	(7,884,019)	(9,355,319)	(9,413,396)	(11,028,685)	(1,615,289)
Total Appropriation	18,841,998	19,183,871	20,183,396	23,364,461	24,106,771	21,952,632	(2,154,139)
Operating Transfers Out	137,000	504,530	506,471	1,017,913	1,017,948	4,087,000	3,069,052
Total Requirements	18,978,998	19,688,401	20,689,867	24,382,374	25,124,719	26,039,632	914,913
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	20,715,794	20,963,825	21,363,918	20,701,019	20,734,920	21,615,460	880,540
Other Revenue	2,530	0	0	0	0	0	0
Total Revenue	20,718,324	20,963,825	21,363,918	20,701,019	20,734,920	21,615,460	880,540
Operating Transfers In	100,000	47,420	0	0	(591,800)	0	591,800
Total Financing Sources	20,818,324	21,011,245	21,363,918	20,701,019	20,143,120	21,615,460	1,472,340
Net Budget	1,839,326	1,322,844	674,051	(3,681,355)	(4,981,599)	(4,424,172)	557,427
Budgeted Staffing					130	121	(9)

BUDGET CHANGES AND OPERATIONAL IMPACT

Operating expenses are increasing by \$591,178 as a result of an increase in COWCAP charges and internal cost allocations. These costs are offset by a decrease in charges from Facilities Management. Capital expenditures are decreasing by \$1.3 million as a result of budgeting the fixed asset budget for the Data Center Electrical Capital Improvement Project in operating transfers out. Reimbursements are increasing by \$1.6 million due to internal reimbursements for administrative overhead costs from other Information Services Department (ISD) budget units as well as a rate increase for Computer Operations services.

Operating transfers out are increasing by \$3.0 million as a result of the Data Center Electrical Capital Improvement Project.



MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$13.1 million fund 121 regular budgeted positions that support the Technology Operations, IT Customer Service, and Core Solutions and Security Divisions. Operating expenses of \$17.6 million include costs of computer software, systems development charges, equipment maintenance, services provided by Facilities Management, and travel.

Capital expenditures of \$2.2 million is comprised of equipment and capitalized software purchases. Equipment purchases of \$1,579,611 represent \$1,179,611 for regular equipment replacement and \$400,000 for unplanned requirements. Capitalized software purchases of \$620,233 are for the purchase of software licenses.

Reimbursements of \$11.0 million are for internal administrative allocations, salary reimbursements from various County departments for IT support and ISD's other budget units and intra-fund revenues. Operating transfers out of \$4.1 million represent year five of a five year reimbursement to the general fund for one-time Disaster Recovery policy item and charges for the third year of the Data Center Electrical Capital Improvement Project.

Departmental revenue of \$21.6 million is comprised of central computer revenues and other information technology services.

STAFFING CHANGES AND OPERATIONAL IMPACT

Computer Operations made the following staffing changes:

- Deleted the following vacant positions as they are no longer needed by the Division:
 - 1 Computer Operations Specialist
 - 1 Automated Systems Analyst II
 - 1 Quality Assurance Specialist
- Deleted the following filled positions as a result of necessary budget reductions:
 - 1 Secretary I
 - 2 Automated Systems Technicians
 - 2 Business Applications Manager
 - 1 Office Assistant II
 - 1 Storekeeper
- Reclassified the following filled positions to align with the actual job duties:
 - 2 Programmer Analyst III's to 2 Systems Support Analyst III's
- Add 1 Business Systems Analyst III position to provide support to other County departments. This position is funded by the elimination of the vacant Automated Systems Analyst II position above.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Enterprise Processing	20	0	20	19	1	0	20
Customer Service	17	0	17	16	0	1	17
Central Imaging	11	0	11	11	0	0	11
Finance and Administration	13	0	13	13	0	0	13
EMACS Support	1	0	1	1	0	0	1
Enterprise Printing	8	0	8	8	0	0	8
Server Management	19	0	19	19	0	0	19
Core Solutions and Security	32	0	32	32	0	0	32
Total	121	0	121	119	1	1	121

Enterprise Processing	Central Imaging	EMACS Support
<u>Classification</u> 1 Systems Support Division Chief 5 Systems Support Analyst III 2 Production Control Supervisor 1 Automated Systems Analyst I 1 Computer Operations Supervisor 1 Computer Facilities Specialist 3 Computer Operations Specialist 5 Computer Operator III 1 Office Assistant III <hr/> 20 Total	<u>Classification</u> 1 Systems Development Team Leader 2 Systems Support Analyst III 2 Office Assistant IV 1 Office Assistant IV 1 Photographic Laboratory Technician 1 Microfilm Technician III 3 Office Assistant II <hr/> 11 Total	<u>Classification</u> 1 Systems Support Analyst III <hr/> 1 Total
Customer Service <u>Classification</u> 1 Systems Development Division Chief 1 Product Management Supervisor 1 Business Applications Manager 3 IT Account Representative II 3 Business Systems Analyst III 1 Technology Helpdesk Supervisor 1 Product Specialist 1 Automated Systems Analyst I 5 Help Desk Technician II <hr/> 17 Total	Finance and Administration <u>Classification</u> 1 Chief Information Officer 1 Assistant Chief Information Officer 1 Information Services Division Chief 1 Information Services Finance Officer 1 Supervising Accountant II 1 Administrative Supervisor I 2 Staff Analyst II 1 Executive Secretary II 1 Accounting Technician 1 Fiscal Specialist 2 Fiscal Assistant <hr/> 13 Total	Enterprise Printing <u>Classification</u> 1 Computer Operations Specialist 4 Computer Operator III 1 Office Assistant III 2 Office Assistant II <hr/> 8 Total
Server Management <u>Classification</u> 2 Systems Support Supervisor 14 Systems Support Analyst III 2 Computer Operations Specialist 1 IT Technical Assistant <hr/> 19 Total	Core Solutions and Security <u>Classification</u> 1 Information Services Division Chief 1 Systems Support Supervisor 1 Information Services Security Officer 8 Systems Support Analyst III 1 Business Systems Analyst III 1 Business Systems Analyst II 1 Supv Automated Systems Analyst II 2 Automated Systems Analyst II 1 Applications Specialist 8 Automated Systems Analyst I 4 Automated Systems Technician 1 Teleprocessing Specialist 1 Fiscal Specialist 1 Office Assistant III <hr/> 32 Total	



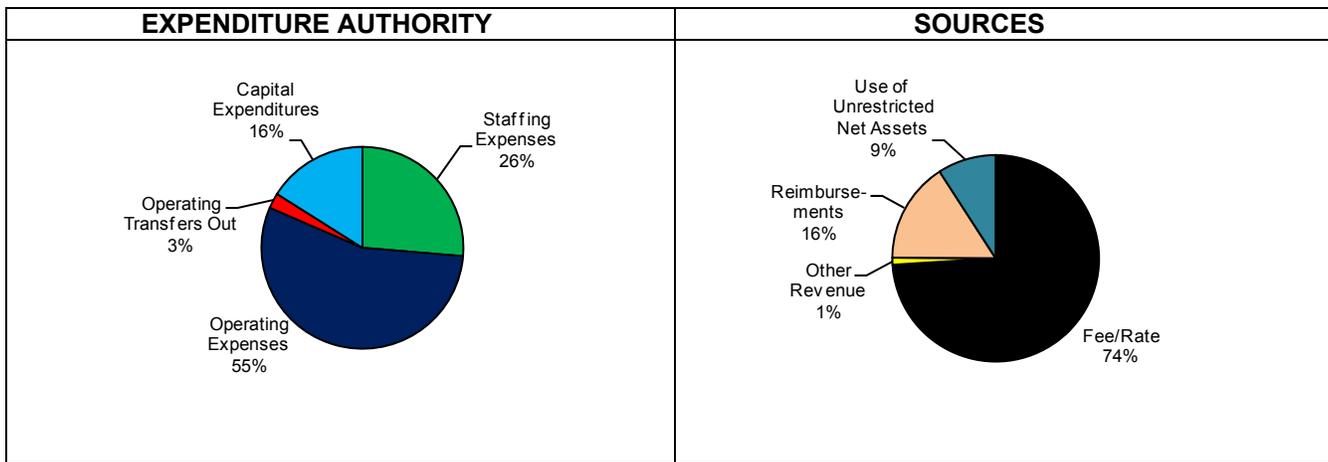
Telecommunication Services

DESCRIPTION OF MAJOR SERVICES

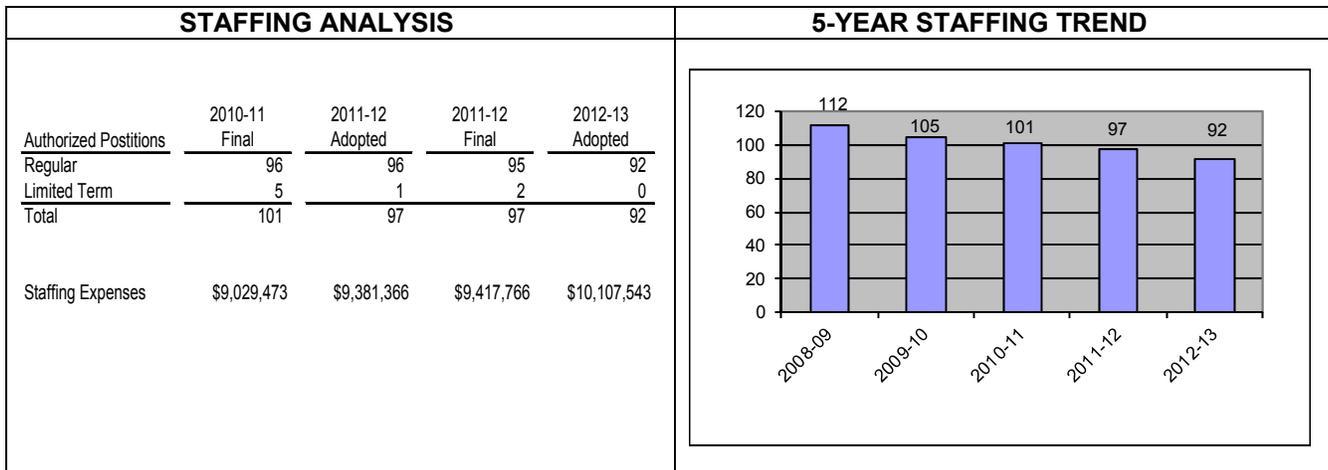
The Telecommunication Services Division provides for the design, operation, maintenance and administration of the largest county-operated telecommunications phone network in the country; the County's Regional Public Safety Radio System that integrates all Countywide sheriff, police and fire emergency radio dispatch capabilities; the paging system that consists of over 3,600 pagers; and the Wide Area Network (WAN) that securely joins approximately 16,600 County users together for the efficient use of technology. The Telecommunication Services Division manages the Countywide microwave system (64 sites) that provides transport capabilities for each of the individual systems listed above.

Budget at a Glance	
Total Expenditure Authority	\$38,396,181
Total Sources	\$34,888,627
Net Budget	(\$3,507,554)
Estimated Unrestricted Net Assets	\$14,093,590
Use of Unrestricted Net Assets	\$3,507,554
Total Staff	92

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Information Services
FUND: Telecommunications Services

BUDGET UNIT: IAM Various
FUNCTION: General
ACTIVITY: Telephone and Radio Services

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	9,877,199	8,963,900	9,029,473	9,359,269	9,417,766	10,107,543	689,777
Operating Expenses	16,086,901	14,077,777	16,156,961	17,628,456	17,677,680	21,184,231	3,506,551
Capital Expenditures	3,410,962	8,784,597	1,490,297	3,458,037	3,458,590	6,161,000	2,702,410
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	29,375,062	31,826,274	26,676,731	30,445,762	30,554,036	37,452,774	6,898,738
Reimbursements	(3,703,368)	(2,903,876)	(4,887,323)	(5,417,235)	(5,425,272)	(6,053,982)	(628,710)
Total Appropriation	25,671,694	28,922,398	21,789,408	25,028,527	25,128,764	31,398,792	6,270,028
Operating Transfers Out	43,407	858,877	45,327	1,028,498	1,046,477	943,407	(103,070)
Total Requirements	25,715,101	29,781,275	21,834,735	26,057,025	26,175,241	32,342,199	6,166,958
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	652,545	4,495,587	(1)	196,774	(196,774)	0	196,774
Fee/Rate	24,739,776	24,235,465	24,433,912	22,978,092	23,554,500	28,417,686	4,863,186
Other Revenue	42,123	47,031	62,627	(17,628)	416,959	416,959	0
Total Revenue	25,434,444	28,778,083	24,496,538	23,157,238	23,774,685	28,834,645	5,059,960
Operating Transfers In	1,975,667	2,032,392	2,032,392	2,032,392	1,889,362	0	(1,889,362)
Total Financing Sources	27,410,111	30,810,475	26,528,930	25,189,630	25,664,047	28,834,645	3,170,598
Net Budget	1,695,010	1,029,200	4,694,195	(867,395)	(511,194)	(3,507,554)	(2,996,360)
				Budgeted Staffing	97	92	(5)

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses are increasing by \$689,777 as a result of hard to recruit positions not being filled in 2011-12. As a result of these staffing vacancies the 2011-12 budget was reduced. These positions are fully funded in 2012-13. Operating expenses are increasing by \$3,506,551 primarily as a result in project delays from the 2011-12 budget. These delays resulted in the budget being reduced for 2011-12 but the projects are fully funded in the 2012-13 budget. The net increase of \$2,702,410 in fixed assets is primarily attributed to the increased appropriation necessary for the replacement and upgrade of 800 MHz radio equipment. Reimbursements are increasing by \$628,710 due to growth in intra-fund transfers for the reimbursement of microwave network usage by the Telephone, 800 Megahertz (MHz) Radio and WAN units.

Operating transfers out are decreasing by \$103,070 due to the completion of Capital Improvement Projects. The remaining \$943,407 funds the reimbursement of a one-time policy item to the general fund received for the disaster recovery project and the following Capital Improvement Projects:

- General Services Administration (GSA) Fiber Optic Project
- Construction of new 800 MHz radio system communication sites

The increase in total revenue of \$5,059,960 is primarily the result of 800 MHz radio access revenue that will now be received directly from internal County departments and the addition of a communications installation labor after hour's rate. Operating transfers in will not be budgeted for fiscal year 2012-13 due to the elimination of \$1,889,362 from Information Services Department (ISD) to fund general fund departments use of the 800 MHz radio system. These departments will now directly fund their use of the system.



MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$10.1 million are a primary expense for this Department. These expenses fund 92 regular budgeted positions that are responsible for the maintenance and administration of the County's phone network, radio system, paging system, the Wide Area Network and the Countywide microwave system.

Operating expenses of \$21.1 million are also a significant portion of the Department expense and primarily fund telephone and communications related costs and services, travel and transfers.

Fixed assets of \$6,161,000 include the following:

- Radio system enhancement equipment - \$2,800,000, to be purchased from Motorola, a sole source vendor.
- Telephone Equipment Replacement - \$500,000.
- Microwave Radios - \$168,500; microwave test equipment - \$30,000, to be purchased from Aviat, a sole source vendor.
- An Eltek 600-Amp System - \$7,500.
- Multiple-Input Multiple-Output (MIMO) Radios - \$45,000, to be purchased from Motorola, a sole source vendor.
- WAN Equipment Replacement - \$500,000.
- Equipment in the event of catastrophic events/unplanned requirements to be expended only as needed - \$400,000.
- Narrow band radio equipment - \$150,000
- Communications installation and maintenance test equipment - \$60,000
- Data center switch enhancement and WAN acceleration equipment - \$400,000.
- West End Communications Authority (WECA) digital radio system upgrades - \$500,000, to be purchased from Motorola, a sole source vendor.
- Acquisition and implementation of a Telecommunication Management System - \$200,000.
- Acquisition and implementation of a Radio Management System - \$400,000.

Departmental revenue of \$28.8 million is the result of the many services the Department provides. Two primary services include the Telephone and Radio systems which support a multitude of internal and external customers. This revenue supports the mission critical services that customers rely on to provide public safety and in the pursuit of the County's overall goals and objectives. In 2012-13 revenue will be used to fund infrastructure enhancements and upgrades to the telephone and radio systems, as well as, software to administer these respective systems to ensure the efficient operation of critical systems.

STAFFING CHANGES AND OPERATIONAL IMPACT

Telecommunications Services has reduced budgeted staffing by 6 vacant positions consisting of 1 extra help Communications Technician III, 1 extra help Public Service Employee, 1 800 MHz Analyst, 1 Network Analyst and 2 Communications Installer positions. Telecommunications Services has added an Office Assistant II position as a result of workload requirements. The deleted positions are no longer required by the Department.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Data and Cabling Services	15	0	15	15	0	0	15
Management Services	14	0	14	13	1	0	14
Radio Access	17	0	17	15	1	1	17
Radio Subscriber Maintenance	5	0	5	4	1	0	5
Radio Time and Materials	3	0	3	3	0	0	3
Transport Operations	8	0	8	8	0	0	8
Telephone Operations	25	0	25	25	0	0	25
Wide Area Network	5	0	5	5	0	0	5
Total	92	0	92	88	3	1	92

Data and Cabling Services		Radio Access		Radio Time and Materials	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Supv Communications Technician	1	Network Services Supervisor	2	Communications Technician I
1	Communications Technician III	1	Special Projects Leader	1	Communications Installer
3	Communications Technician II	6	800 Megahertz Analyst	3	Total
5	Communications Technician I	1	Network Analyst		
5	Communications Installer	1	Telecommunications Engineer II		
15	Total	1	Communications Technician III		
		1	Communications Technician II		
		1	Communications Technician I		
		1	IT Technical Assistant II		
		1	Communications Installer		
		1	Office Assistant III		
		1	Office Assistant II		
		17	Total		
Management Services		Radio Subscriber Maintenance		Transport Operations	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Network Services Division Chief	1	800 Megahertz Analyst	1	Network Services Supervisor
2	Deputy Chief of Network Services	1	Supv Communications Technician	2	Network Analyst
1	Network Services Supervisor	1	Communications Technician III	1	Supv Communications Technician
2	Special Projects Leader	1	Communications Technician II	2	Communications Technician III
1	Systems Support Analyst III	1	Multimedia Coordinator	2	Communications Technician II
1	Staff Analyst II	5	Total	8	Total
1	Equipment Parts Supervisor				
1	Equipment Parts Specialist II				
1	Equipment Parts Specialist I				
1	Secretary I				
1	Fiscal Specialist				
1	Storekeeper				
14	Total				
Telephone Operations		Wide Area Network			
<u>Classification</u>		<u>Classification</u>			
1	Special Projects Leader	1	Network Services Supervisor		
2	Network Analyst	4	Systems Support Analyst III		
2	Suprv Communications Technician	5	Total		
2	Telecommunications Engineer II				
5	Communications Technician III				
1	Product Specialist				
1	Communications Technician II				
6	Telephone Service Specialist				
1	Supervising Office Assistant				
4	Office Assistant II				
25	Total				



800 Megahertz – Rebanding Project

DESCRIPTION OF MAJOR SERVICES

The Information Services Department (ISD) operates and maintains the County's 800 Megahertz (MHz) Radio Communications System. This system provides countywide, fully interoperable radio communications by which dispatch centers, public safety locations, mobile and portable radios communicate via voice transmission. This system is primarily for local government agency use, and secondarily for additional governmental and related non-governmental users to facilitate public safety. The users consist of County departments, cities within the county, special districts and several outside agencies. This system supports approximately 12,800 radios used by the County's public safety agencies and public health providers throughout the county.

Budget at a Glance	
Total Expenditure Authority	\$0
Total Sources	\$0
Net Budget	\$0
Estiamted Unrestricted Net Assets	\$0
Use of Unrestricted Net Assets	\$0
Total Staff	0

There is no longer a need to have a separate budget unit for this program. The 800 MHz project will be handled as a Capital Improvement Project going forward.

ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Information Services
 FUND: 800 MHZ Rebanding Project

BUDGET UNIT: IBT MHZ
 FUNCTION: General
 ACTIVITY: Other

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	3,553	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	3,553	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	3,553	0	0	0	0	0	0
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,553	0	0	0	0	0	0
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	3,552	(16,773)	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	3,552	(16,773)	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	3,552	(16,773)	0	0	0	0	0
Net Budget	(1)	(16,773)	0	0	0	0	0
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

As a result of closing out this budget unit, the appropriation and revenue are now \$0.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

There are no expenditures or revenue budgeted for 2012-13.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



PURCHASING

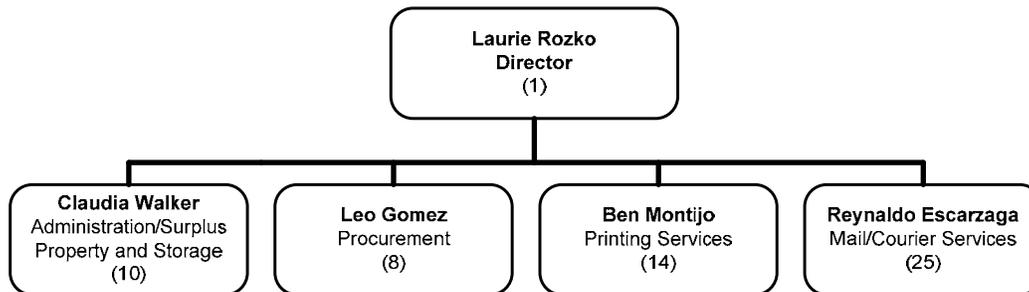
Laurie Rozko

MISSION STATEMENT

The Purchasing Department is dedicated to making government purchasing easy for businesses, while managing cost-effective and efficient acquisition of goods & services. We offer exceptional customer service, innovative processes, and proven business practices in support of County of San Bernardino goals and objectives.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- Received an “Achievement of Excellence in Procurement” Award from the National Institute for Governmental Purchasing, ranking in the top 20 percent of public agencies nationwide.
- Implemented phase one of the County of San Bernardino Electronic Procurement Network (ePro) to provide better internal controls and procurement reporting, efficient processing including a transaction charge to fund re-investment in system enhancements, and an upgraded vendor database to maximize competition and support business involvement and retention.
- Completed the solicitation, evaluation, and Best and Final Offer processes to move forward with a travel booking system upon adoption of recommended policy revisions.
- Coordinated countywide development of a Disaster Response and Recovery Services solicitation to secure contingency contracts.
- Upgraded the Department’s website to enhance versatility and content.
- Received the Equal Opportunity Commission’s “Moving Ahead” award for proactive employment activities.
- Began targeting product and service categories to aggregate demand across County departments, in order to negotiate more advantageous contracts.
- Sharpened the Department’s focus on support for small and local business initiatives, vendor shows, and training activities in general that support economic development goals to re-employ residents.
- Consolidated lease costs of production copy equipment at multiple printing locations, resulting in significant contract savings and reduced user costs.

GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: IMPLEMENT THE COUNTY OF SAN BERNARDINO ELECTRONIC PROCUREMENT NETWORK (ePro).

Objective A: Initiate and process purchasing requisitions electronically.
Objective B: Implement phase two of ePro including integration with the financial management system to automate encumbrances now that bidding, requisitioning, contracting, receiving, and vendor management are in use.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
1A. Percentage of departments utilizing ePro to requisition products and services.	N/A	N/A	80%	100%	100%
1B. Percentage of reduction in cycle times for purchase orders.	N/A	N/A	N/A	N/A	20%

In April 2011, the Board of Supervisors (Board) approved an agreement for electronic procurement. The first phase of this project included vendor management, automated workflows, online bidding, electronic requisitions and purchase orders, automated receiving, and budgetary controls derived from Financial Accounting System (FAS) data extracts that populate ePro. Phase one was completed in May 2012, resulting in 5,400 registered vendors and approximately 1,100 county users. More than 800 users received hands-on training during the six-week period leading up to the rolling launch that began on March 28, 2012. Phase two will integrate ePro with FAS to eliminate dual entry of encumbrances by Purchasing staff.

GOAL 2: DEVELOP THE COUNTY TRAVEL PORTAL WITH ONLINE BOOKING AND REPORTING.

Objective: Create and customize an online booking tool to generate savings and facilitate County policy compliance.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of departments using online booking travel arrangements.	N/A	N/A	90%	N/A	90%

With recommended travel procedures in mind, the scope of work was developed for a service contract to enable implementation of online travel booking in accordance with county policy. In partnership with a travel management company, and with approval from the Board, the revised policies will be put in place along with a system that will be efficient, save money, and consolidate booking and reporting of travel arrangements.

The Department has best and final offers from the vendors who are being considered for contract award; however the Department has not yet scheduled this project due to workload related to ePro implementation.



SUMMARY OF BUDGET UNITS

2012-13						
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Purchasing	1,684,799	498,168	1,186,631			17
Total General Fund	1,684,799	498,168	1,186,631			17
Internal Service Funds						
Printing Services	3,453,878	3,369,329			(84,549)	14
Surplus Property and Storage Operations	372,721	268,045			(104,676)	2
Mail/Courier Services	6,601,187	6,452,587			(148,600)	25
Total Internal Service Funds	10,427,786	10,089,961			(337,825)	41
Total - All Funds	12,112,585	10,588,129	1,186,631		(337,825)	58

5-YEAR APPROPRIATION TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Purchasing	1,436,783	1,350,519	1,301,517	1,308,823	1,684,799
Printing Services	4,138,244	4,607,561	4,220,738	3,837,528	3,453,878
Surplus Property and Storage Operations	371,827	265,654	403,885	363,796	372,721
Mail/Courier Services	7,442,365	6,892,716	6,321,743	6,646,394	6,601,187
Total	13,389,219	13,116,450	12,247,883	12,156,541	12,112,585

5-YEAR REVENUE TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Purchasing	184,143	431,428	413,692	500,198	498,168
Printing Services	4,159,689	4,033,168	4,669,935	3,756,976	3,369,329
Surplus Property and Storage Operations	372,700	286,870	253,411	271,856	268,045
Mail/Courier Services	7,386,411	6,887,926	6,186,936	6,495,026	6,452,587
Total	12,102,943	11,639,392	11,523,974	11,024,056	10,588,129

5-YEAR NET COUNTY COST TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Purchasing	1,252,640	919,091	887,825	808,625	1,186,631
Total	1,252,640	919,091	887,825	808,625	1,186,631

5-YEAR NET BUDGET TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Printing Services	21,445	(574,393)	449,197	(80,552)	(84,549)
Surplus Property and Storage Operations	873	21,216	(150,474)	(91,940)	(104,676)
Mail/Courier Services	(55,954)	(4,790)	(134,807)	(151,368)	(148,600)
Total	(33,636)	(557,967)	163,916	(323,860)	(337,825)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in appropriation in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.

Purchasing's internal service funds are anticipated to use approximately \$337,825 in unrestricted net assets (UNAs) in 2012-13. Within the Printing Services and Mail/Courier Services Divisions, the use of UNAs includes the purchase of various fixed assets. Expenses within the Surplus Division are anticipated to outpace revenues and result in the use of UNAs for operating costs in 2012-13. The Department is planning to restructure the rate strategy in order to address the consistent under-funding of this budget unit.



Purchasing

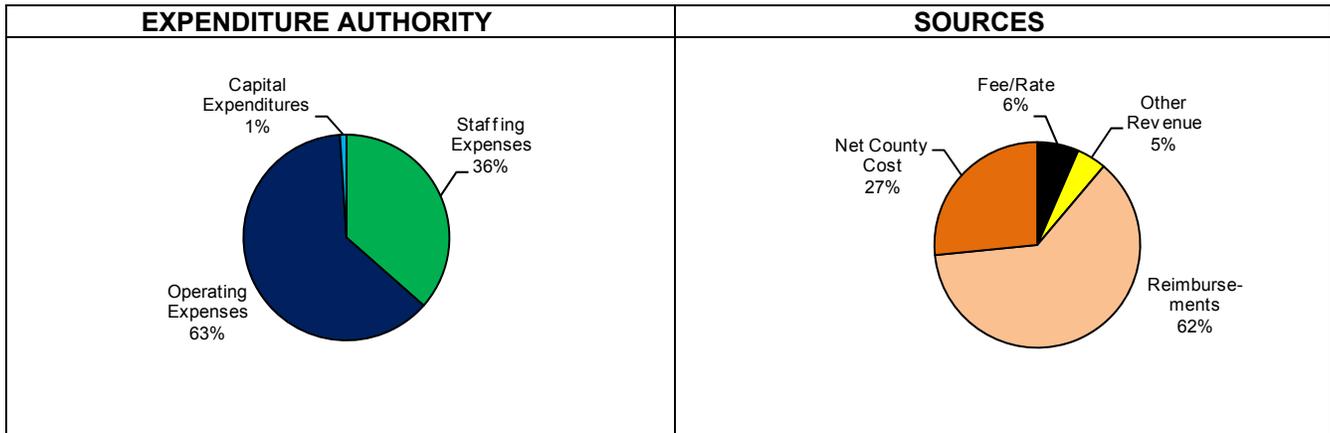
DESCRIPTION OF MAJOR SERVICES

The Purchasing Department manages vendor relationships and acquires equipment, services, and supplies used by County departments and Board-governed districts. Staff facilitates the procurement process, administers contracts and the CAL-Card program, and promotes cost-saving initiatives throughout the county. In addition, the Department provides in-house printing, mail, surplus property, and storage services which are accounted for in the Department's three internal service funds.

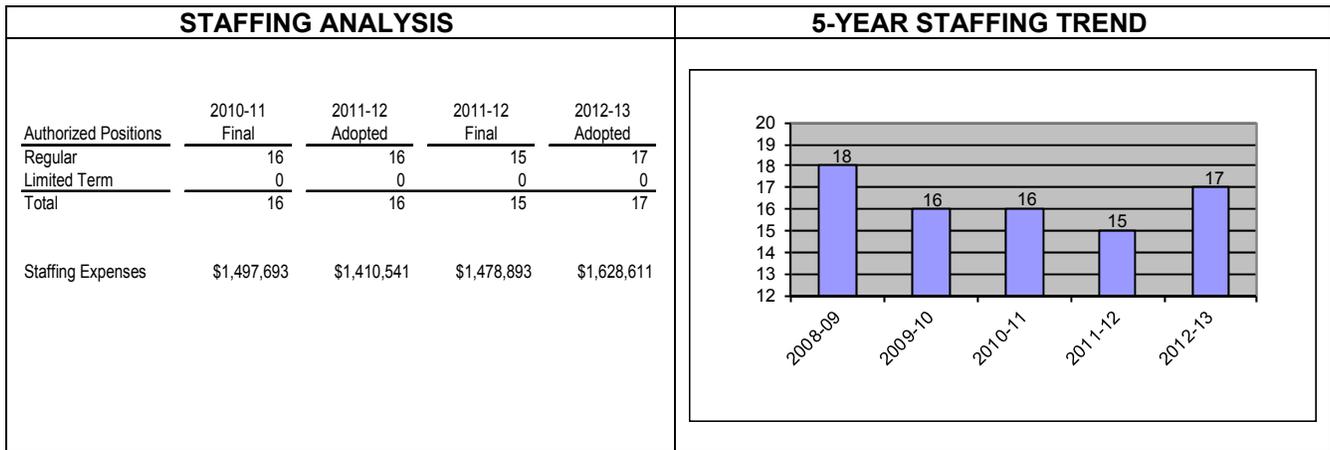
Budget at a Glance	
Total Expenditure Authority	\$4,463,756
Total Sources	\$3,277,125
Net County Cost	\$1,186,631
Total Staff	17
Funded by Net County Cost	27%

The Purchasing Department values integrity, and strives to: source quality products with reasonable prices and timely deliveries; offer progressive services through the efficient use of automation; give all willing vendors the opportunity to provide their products and services in a fair, open, and competitive environment; and treat each department, employee, and vendor with respect and understanding. By meeting these objectives, the Department fulfills its purchasing obligations and the legal requirements of San Bernardino County.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,509,903	1,474,553	1,497,693	1,415,613	1,478,893	1,628,611	149,718
Operating Expenses	3,278,860	2,653,542	2,635,555	2,768,865	2,814,390	2,789,765	(24,625)
Capital Expenditures	0	13,319	216,937	162,829	163,116	45,380	(117,736)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,788,763	4,141,414	4,350,185	4,347,307	4,456,399	4,463,756	7,357
Reimbursements	(3,334,325)	(2,803,918)	(3,048,672)	(3,074,099)	(3,147,576)	(2,778,957)	368,619
Total Appropriation	1,454,438	1,337,496	1,301,513	1,273,208	1,308,823	1,684,799	375,976
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,454,438	1,337,496	1,301,513	1,273,208	1,308,823	1,684,799	375,976
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	1,246	0	255	0	0	0	0
Fee/Rate	386,831	320,480	293,606	305,248	364,317	290,982	(73,335)
Other Revenue	124,778	110,949	119,827	181,800	135,881	207,186	71,305
Total Revenue	512,855	431,429	413,688	487,048	500,198	498,168	(2,030)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	512,855	431,429	413,688	487,048	500,198	498,168	(2,030)
Net County Cost	941,583	906,067	887,825	786,160	808,625	1,186,631	378,006
				Budgeted Staffing	15	17	2

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall appropriation will increase \$375,976 for implementation of phase two of ePro, including a one percent contract transaction charge (CTC) on eligible contracts in the system. As CTC revenue is realized net county cost requirements will decrease.

Appropriation for ePro includes completion of the current contract to integrate ePro with the financial accounting system (FAS), along with ongoing vendor help desk, system support, software maintenance, and hosting by the Information Services Department. In 2012-13, it is also expected that the Department will complete the ePro failover capacity plan which includes the deployment of additional servers in the High Desert Government Center to allow for normal functions to be maintained despite interruptions caused by problems with equipment or emergencies at the local data center. Additional enhancements that can be considered include a module to certify local vendor preference eligibility, ePayables (invoice matching for electronic payment), an inventory module, tracking of insurance certificates, and punch-put catalog capability.

Accomplishing FAS integration will further reduce workload related to manual entry of encumbrances by both Purchasing and Auditor-Controller/Treasurer/Tax Collector staffs.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit for 2012-13. These expenses include approximately \$2.3 million in general office expense which covers countywide office supply orders. These expenditures are offset by reimbursements of \$2.3 million from County departments. Other major expenses include staffing which is required to provide adequate procurement services countywide as well as staff to support the continued implementation of ePro. Departmental revenue of \$498,168 includes \$290,982 from the service charge for administering the County office supply program and consolidated billing, as well as \$207,186 from various rebate agreements associated with other countywide procurement programs.



STAFFING CHANGES AND OPERATIONAL IMPACT

As a result of reductions in the Printing Services Division, 1 Office Assistant II position is to be transferred to Purchasing Administration in 2012-13 to assume additional fiscal responsibilities while continuing to perform work for printing services. The cost for this position is partially offset by reimbursements from the Department's three internal service funds for services provided.

Following the launch of ePro, job duties changed for certain positions in the Department due to automated systems replacing previously manual processes. In addition, the Department has new needs to draft protocols and procedures, track and reconcile vendor remittances, and develop and utilize custom reports. As a result of these changes, the Department added 1 Accounting Technician position in 2012-13.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Director	1	0	1	1	0	0	1
Administration	8	0	8	7	0	1	8
Procurement	8	0	8	8	0	0	8
Total	17	0	17	16	0	1	17

Director	Administration	Procurement
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Purchasing	1 Executive Secretary II	1 Supervising Buyer
1 Total	1 Business Systems Analyst III	2 Buyer III
	1 Administrative Supervisor I	4 Buyer II
	1 Staff Analyst II	1 Office Specialist
	2 Accounting Technician	<u>8 Total</u>
	1 Fiscal Assistant	
	1 Office Assistant II	
	<u>8 Total</u>	



Printing Services

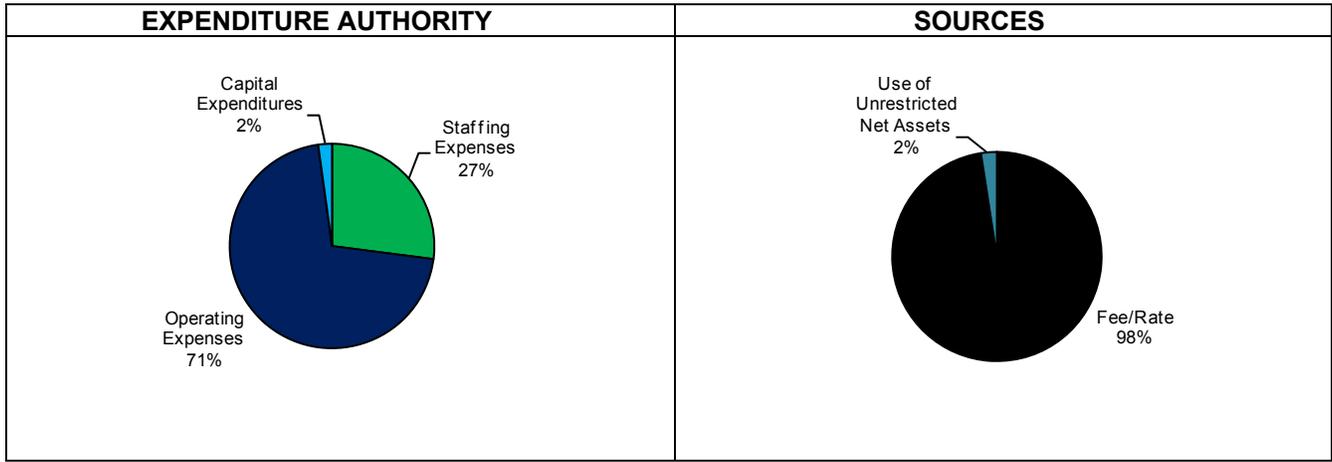
DESCRIPTION OF MAJOR SERVICES

Printing Services designs, prints, and finishes high quality print production materials using the latest technology, and operates three locations for Quick Copy services.

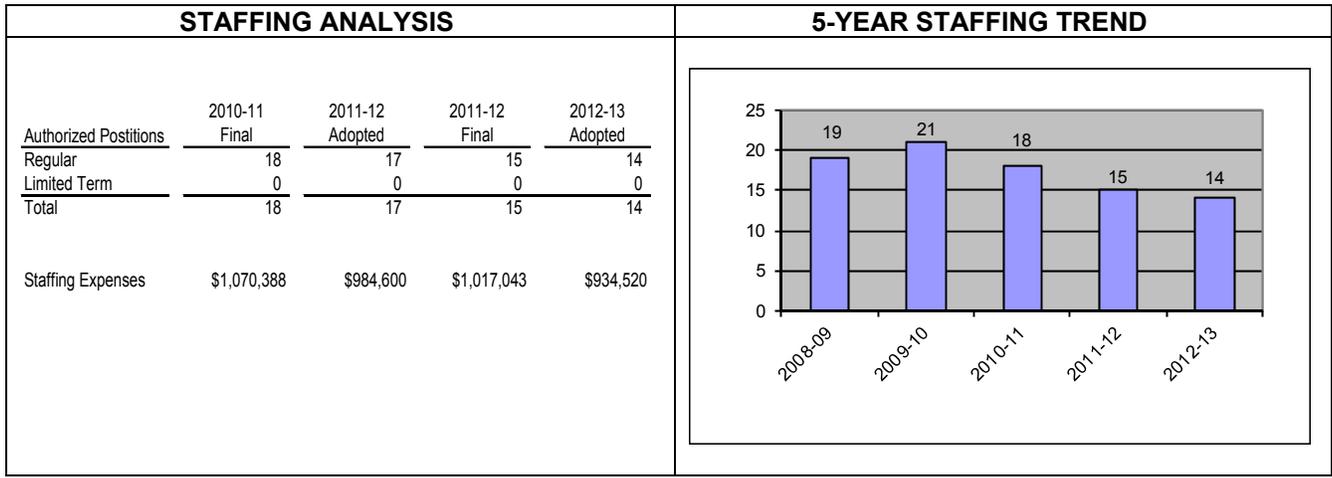
As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure for the following fiscal year.

Budget at a Glance	
Total Expenditure Authority	\$3,453,878
Total Sources	\$3,369,329
Net Budget	(\$84,549)
Estimated Unrestricted Net Assets	\$2,534,532
Use of Unrestricted Net Assets	\$84,549
Total Staff	14

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Purchasing
 FUND: Printing Services

BUDGET UNIT: IAG PUR
 FUNCTION: General
 ACTIVITY: Printing

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,192,904	1,123,607	1,070,388	983,869	1,017,043	934,520	(82,523)
Operating Expenses	3,386,528	3,241,560	3,081,818	2,677,276	2,773,485	2,444,358	(329,127)
Capital Expenditures	(224)	0	67,632	0	20,000	75,000	55,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,579,208	4,365,167	4,219,838	3,661,145	3,810,528	3,453,878	(356,650)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	4,579,208	4,365,167	4,219,838	3,661,145	3,810,528	3,453,878	(356,650)
Operating Transfers Out	0	0	0	0	27,000	0	(27,000)
Total Requirements	4,579,208	4,365,167	4,219,838	3,661,145	3,837,528	3,453,878	(383,650)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	4,745,298	4,485,828	4,451,608	4,187,887	4,191,976	3,369,329	(822,647)
Other Revenue	0	0	54	0	(435,000)	0	435,000
Total Revenue	4,745,298	4,485,828	4,451,662	4,187,887	3,756,976	3,369,329	(387,647)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	4,745,298	4,485,828	4,451,662	4,187,887	3,756,976	3,369,329	(387,647)
Net Budget	166,090	120,661	231,824	526,742	(80,552)	(84,549)	(3,997)
				Budgeted Staffing	15	14	(1)

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall appropriation reflects a decrease of \$383,650 due to savings in equipment leases and reduction in 1 position due to the elimination of the warehouse inventory function.

Departmental revenue is decreasing by \$387,647 to reflect reduced workload and a rate decrease for color copies.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures. These expenses include the direct costs of materials, outside printing and lease costs for printing equipment.

Expenses are charged to County departments and outside agencies through the rates that the department prepares annually. In 2012-13, the Department has recommended a reduction in the rates for color copies based on a reduction in overall lease costs for copiers located at county Quick Copy centers. Departmental revenue of \$3,369,329 represents the projected revenue from the collection of rates for color copies, black and white copies, graphic design services and outside printing.

In 2012-13, the Division plans to purchase a two-color press to replace an aging fixed asset that is fully depreciated. This is being funded by unrestricted net assets and will be depreciated over the useful life of the machine. Operating expenses and continued application development for web-based billing comprise the balance of the budget.



STAFFING CHANGES AND OPERATIONAL IMPACT

The staffing changes reflect the transfer of 1 Office Assistant II in 2012-13 to Purchasing Administration in order to assume additional fiscal responsibilities.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Printing Services Manager	1	0	1	1	0	0	1
Graphic Arts	3	0	3	3	0	0	3
Quick Copy and Print Shop	10	0	10	10	0	0	10
Total	14	0	14	14	0	0	14

Printing Services Manager		Graphic Arts		Quick Copy and Print Shop	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Printing Services Manager	2	Graphic Designer I	1	Binder Equipment Operator
1	Total	1	Graphic Designer II	7	Reproduction Operator I
		3	Total	2	Reproduction Operator II
				10	Total



Surplus Property and Storage Operations

DESCRIPTION OF MAJOR SERVICES

Surplus Property and Storage Operations manages county storage and excess property, internally reallocating used items to departments, distributing equipment to approved community-based organizations, and contracting with auctioneers and recyclers. Detailed reporting is required under county policy and state law.

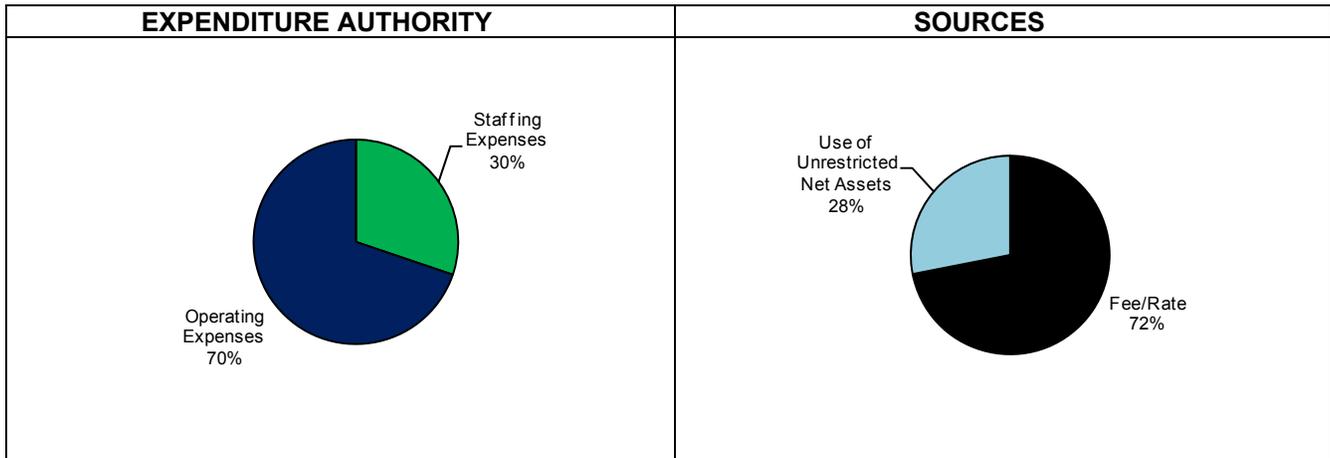
Budget at a Glance

Total Expenditure Authority	\$372,721
Total Sources	\$268,045
Net Budget	(\$104,676)
Estimated Unrestricted Net Assets	\$82,796
Use of Unrestricted Net Assets*	\$104,676
Total Staff	2

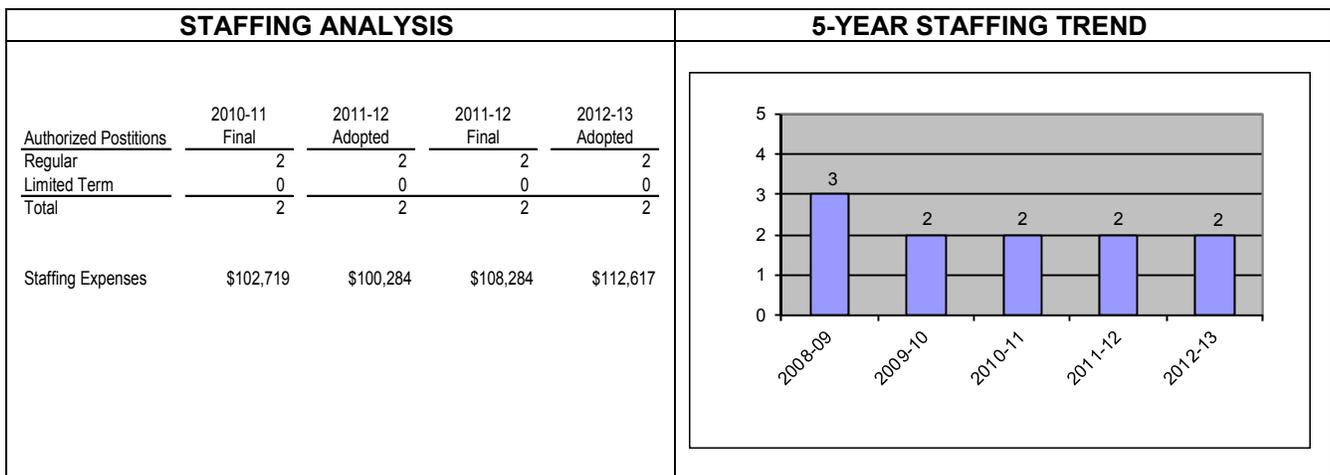
As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure for the following fiscal year.

**Department will address the projected overspending of unrestricted net assets via a mid-year rate adjustment and plans for any significant discretionary expenditures will be monitored closely and perhaps delayed until the underfunding of this budget unit can be addressed.*

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Purchasing
 FUND: Surplus Property and Storage Operations

BUDGET UNIT: IAV PUR
 FUNCTION: General
 ACTIVITY: Surplus and Storage

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	140,468	98,737	102,719	107,184	108,284	112,617	4,333
Operating Expenses	235,789	143,947	301,165	244,293	255,512	260,104	4,592
Capital Expenditures	5,663	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	381,920	242,684	403,884	351,477	363,796	372,721	8,925
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	381,920	242,684	403,884	351,477	363,796	372,721	8,925
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	381,920	242,684	403,884	351,477	363,796	372,721	8,925
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	355,051	333,042	360,903	332,148	332,032	268,045	(63,987)
Other Revenue	0	(489)	0	0	(60,176)	0	60,176
Total Revenue	355,051	332,553	360,903	332,148	271,856	268,045	(3,811)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	355,051	332,553	360,903	332,148	271,856	268,045	(3,811)
Net Budget	(26,869)	89,869	(42,981)	(19,329)	(91,940)	(104,676)	(12,736)
Budgeted Staffing					2	2	0

BUDGET CHANGES AND OPERATIONAL IMPACT

The Department is expecting a slight increase in staffing expense due to increased retirement costs. Departmental revenue is slightly less than last year. Proceeds from live auctions have declined, most likely due to recycling more e-waste. Handling charges have increased, likely due to departments looking for cost-effective solutions to replenish equipment, computers, and supplies. Toner rebates have also increased somewhat. However, expenses for this mandated function continue to outpace revenue, despite staffing at a minimum level. Therefore, in 2012-13 the department plans to restructure the rate strategy in order to address the consistent under-funding of this budget unit.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$112,617 fund two positions. Operating expenses of \$260,104 includes COWCAP, insurance charges, facilities charges, professional services and transfers for a share of administrative staff budgeted in Purchasing's general fund budget unit. Departmental revenue of \$268,045 includes auction revenue, handling charges billed to county departments, and proceeds from recycling.

STAFFING CHANGES AND OPERATIONAL IMPACT

There are no changes to budgeted staffing within this budget unit. Two positions operate the surplus property and storage operations.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Surplus Property and Storage	2	0	2	2	0	0	2
Total	2	0	2	2	0	0	2

Surplus Property and Storage	
Classification	
1	Stores Supervisor I
1	Storekeeper
2	Total



Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

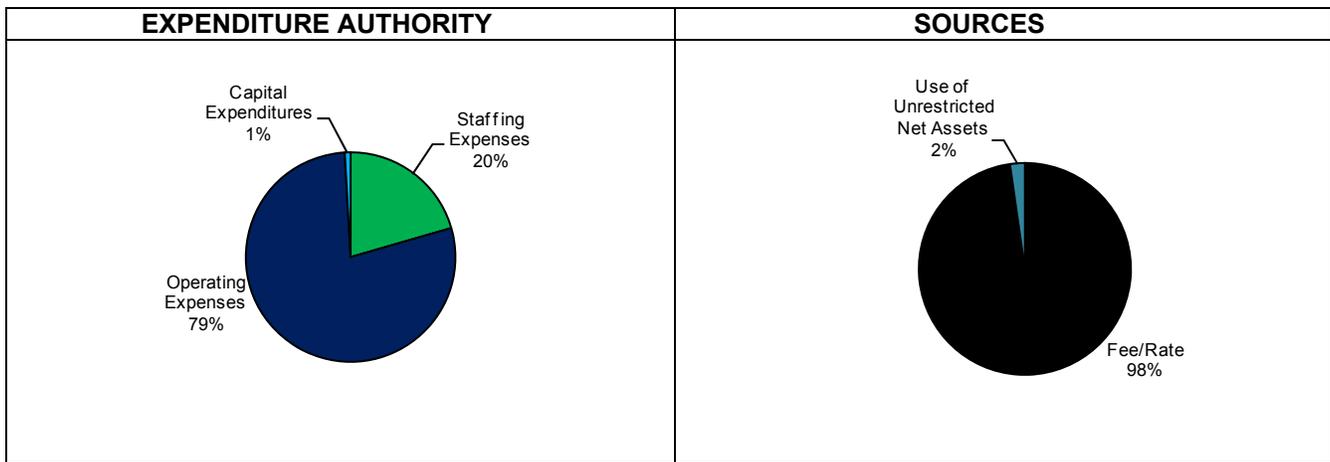
Mail/Courier Services provides mail handling and interoffice mail delivery. Mail handling includes various expedited shipping services, along with automated mail duties. There are 10 courier routes, four postage meter stations, two interoffice mail sorters, and a certified mail post.

Budget at a Glance

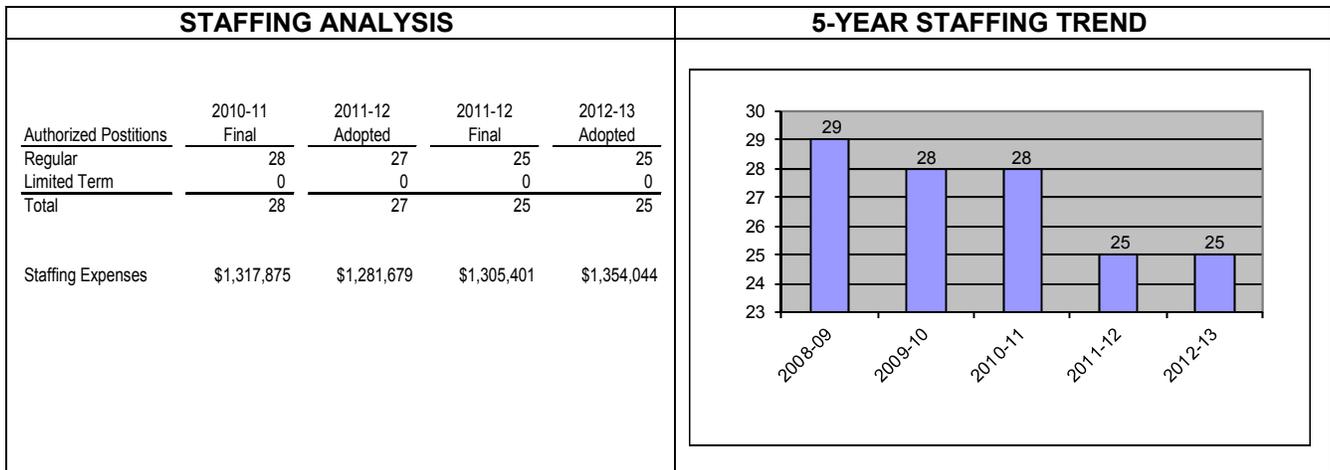
Total Expenditure Authority	\$6,601,187
Total Sources	\$6,452,587
Net Budget	(\$148,600)
Estimated Unrestricted Net Assets	\$1,556,843
Use of Unrestricted Net Assets	\$148,600
Total Staff	25

As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure for the following fiscal year.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Mail/Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail/Courier Services

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,342,193	1,306,725	1,317,875	1,223,699	1,305,401	1,354,044	48,643
Operating Expenses	5,243,551	5,017,325	4,951,443	5,132,730	5,340,993	5,187,543	(153,450)
Capital Expenditures	64,131	0	0	0	0	59,600	59,600
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	6,649,875	6,324,050	6,269,318	6,356,429	6,646,394	6,601,187	(45,207)
Reimbursements	(36,772)	0	0	0	0	0	0
Total Appropriation	6,613,103	6,324,050	6,269,318	6,356,429	6,646,394	6,601,187	(45,207)
Operating Transfers Out	0	0	40,000	0	0	0	0
Total Requirements	6,613,103	6,324,050	6,309,318	6,356,429	6,646,394	6,601,187	(45,207)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	6,921,662	6,358,703	6,279,024	6,323,760	6,320,026	6,452,587	132,561
Other Revenue	0	0	0	0	175,000	0	(175,000)
Total Revenue	6,921,662	6,358,703	6,279,024	6,323,760	6,495,026	6,452,587	(42,439)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	6,921,662	6,358,703	6,279,024	6,323,760	6,495,026	6,452,587	(42,439)
Net Budget	308,559	34,653	(30,294)	(32,669)	(151,368)	(148,600)	2,768
				Budgeted Staffing	25	25	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Decreases in appropriation totaling \$45,207 include reduced costs as a result of reduction in operating expenses.

Departmental revenue is decreasing by \$42,439 and reflects the reduction in billable costs through reduced operating expenses.

In 2011-12, the Department reorganized the rate structure for the mail/courier function to improve cost accounting and use by departments. This included consolidating various mail handling functions into one rate which has allowed the department to process billing faster and also to provide for a simplified rate calculation. As of June 30, 2011, this blended rate has improved the cost accounting methodology for the Department and revenues have come further in line with expenditures. According to the June 30, 2011 financial statements prepared by the Auditor-Controller/Treasurer/Tax Collector, the unrestricted net assets in excess of working capital has increased to \$123,070. The rates for 2012-13 were constructed in order to maintain this level of unrestricted net assets throughout the coming year.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses represent the majority of this budget unit's expenditures totaling \$5,187,543. This includes direct postage expenses, equipment leases and maintenance, postal software upgrades, application development for web-based billing, and other related services and supplies. In 2012-13, the division plans to purchase four new postage meter machines and replace four old meter machines that are fully depreciated. This is being funded by retained earnings and will be depreciated over the useful life of the machine.

Departmental revenue totaling \$6,452,587 represents payments from departments for mail handling and mail delivery.



STAFFING CHANGES AND OPERATIONAL IMPACT

There are no staffing changes in 2012-13.

2012-13 POSITION SUMMARY

<u>Division</u>	<u>Regular</u>	<u>Limited Term</u>	<u>Total</u>	<u>Filled</u>	<u>Vacant</u>	<u>New</u>	<u>Total</u>
Mail Services Manager	1	0	1	1	0	0	1
Mail/Courier	20	0	20	20	0	0	20
Automated Mail	4	0	4	4	0	0	4
Total	25	0	25	25	0	0	25

Mail Services Manager		Mail/Courier		Automated Mail	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Mail Services Manager	17	Mail Processor II	2	Mail Processor II
1	Total	2	Mail Processor III	1	Mail Processor III
		1	Mail Services Supervisor I	1	Mail Services Supervisor I
		<u>20</u>	Total	<u>4</u>	Total



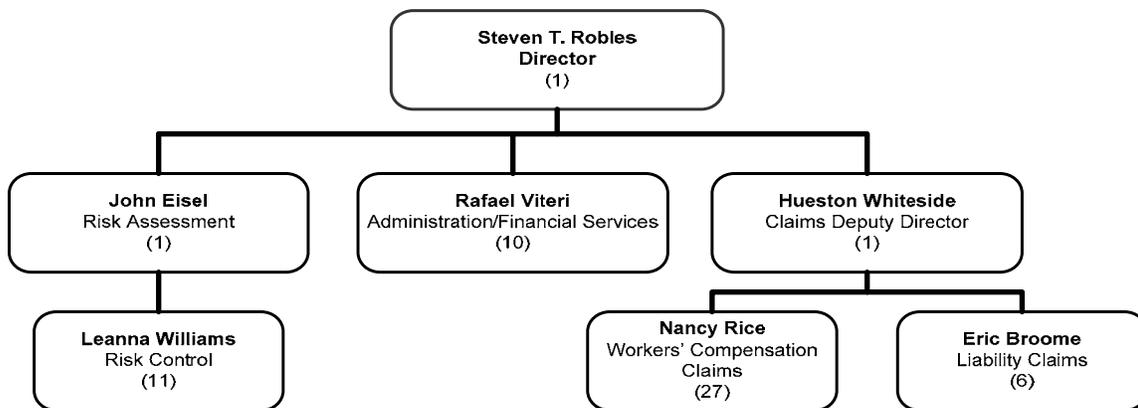
RISK MANAGEMENT Steven T. Robles

MISSION STATEMENT

Risk Management seeks to minimize the frequency and severity of financial loss to the County through a coordinated Integrated Risk Management Program that includes identification and assessment of exposures that can result in loss, effective risk reduction and loss prevention programs for identified risks, aggressive claims management, and fiscally responsible risk financing and recovery.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- Deployed internal online claim reporting.
- Deployed nurse triage for injury reporting in selected departments.
- Maintained self-insurance reserves at 80% confidence level.
- Received positive external audit results on Workers' Compensation and Liability programs.
- Maintained the Cost of Risk below 2% of the County budget.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: MINIMIZE THE TOTAL COST OF RISK.

Objective A: Optimize insurance vs. risk retention.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Cost of risk as a percent of County budget. Target less than 2%.	1.8%	1.9%	<2%	1.8%	<2%

GOAL 2: SUPPORT COUNTYWIDE RISK CONTROL EFFORTS.

Objective A: Provide formal training courses and informal consultation targeting safety, loss control, and risk transfer needs as identified by departments.

Objective B: Expand participation in Arrowhead Achievement Program.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage increase in formal training classes offered.	5%	9%	10%	14%	15%
Number of departments participating in Arrowhead Achievement Program.	7	7	15	7	10

The Arrowhead Achievement Program is an action based, self-driven, incentive program designed to assist departments in reducing their overall cost of risk by merging risk management techniques with fundamental safety principles; thus, increasing productivity, public safety, customer service and positively impacting the cost of risk. The program consists of five (5) basic components: identifying loss exposures, analyzing loss exposures, examining risk control techniques, implementing risk control techniques and evaluating results. The estimate for 2011-12 is lower than the target as a result of less departments joining the program than was originally anticipated. Risk Management is actively working with departments in an effort for them to join the program in 2012-13.



SUMMARY OF BUDGET UNITS

	2012-13					
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
Internal Service Funds						
Operations	6,338,948	6,313,948			(25,000)	57
Insurance Programs	89,862,129	64,773,010			(25,089,119)	0
Total Internal Service Funds	96,201,077	71,086,958			(25,114,119)	57

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Risk Management Operations	7,186,172	6,597,156	5,869,647	5,847,272	6,338,948
Insurance Programs	64,286,186	66,040,123	67,582,150	73,666,148	89,862,129
Total	71,472,358	72,637,279	73,451,797	79,513,420	96,201,077

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Risk Management Operations	7,180,783	6,570,156	5,816,912	5,794,537	6,313,948
Insurance Programs	84,075,100	68,127,100	62,912,172	67,269,962	64,773,010
Total	91,255,883	74,697,256	68,729,084	73,064,499	71,086,958

5-YEAR NET BUDGET TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Risk Management Operations	(5,389)	(27,000)	(52,735)	(52,735)	(25,000)
Insurance Programs	19,788,914	2,086,977	(4,669,978)	(6,396,186)	(25,089,119)
Total	19,783,525	2,059,977	(4,722,713)	(6,448,921)	(25,114,119)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in appropriation in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.



Operations

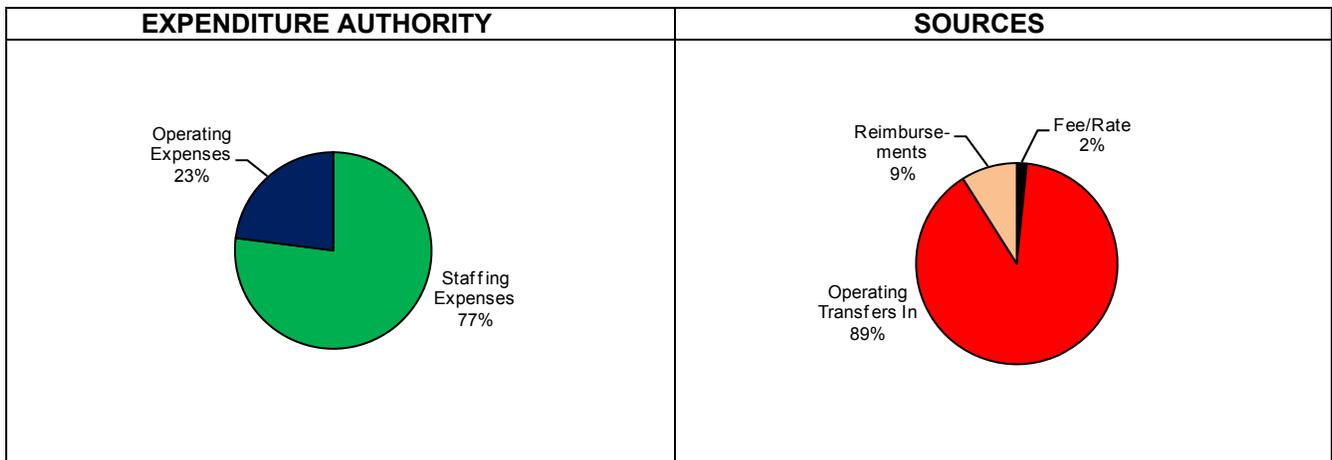
DESCRIPTION OF MAJOR SERVICES

Risk Management 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 funded by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each is billed for its specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs.

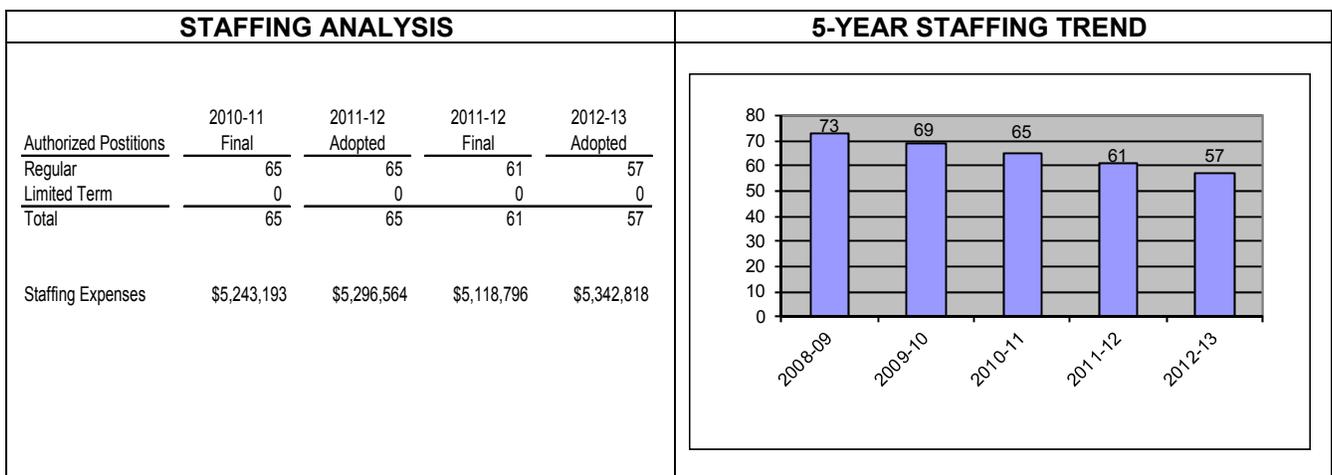
Budget at a Glance	
Total Expenditure Authority	\$6,960,514
Total Sources	\$6,935,514
Net Budget	(\$25,000)
Estimated Unrestricted Net Assets	\$10,111
Use of Unrestricted Net Assets*	\$25,000
Total Staff	57

*Department will address the projected overspending of unrestricted net assets via a first quarter budget adjustment.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Risk Management
FUND: Operations

BUDGET UNIT: IBP RMG
FUNCTION: General
ACTIVITY: Other General

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	5,602,880	5,383,835	5,243,193	5,118,796	5,118,796	5,342,818	224,022
Operating Expenses	1,580,240	1,131,401	1,160,681	1,323,224	1,371,248	1,592,696	221,448
Capital Expenditures	0	31,500	35,822	52,735	52,735	25,000	(27,735)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	7,183,120	6,546,736	6,439,696	6,494,755	6,542,779	6,960,514	417,735
Reimbursements	(633,153)	(664,636)	(570,052)	(634,025)	(695,507)	(621,566)	73,941
Total Appropriation	6,549,967	5,882,100	5,869,644	5,860,730	5,847,272	6,338,948	491,676
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	6,549,967	5,882,100	5,869,644	5,860,730	5,847,272	6,338,948	491,676
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	205	29	0	0	0	0	0
Fee/Rate	198,872	97,610	125,214	106,155	107,000	110,000	3,000
Other Revenue	(282,886)	(334,872)	(12,133)	(197,608)	(570,000)	20,000	590,000
Total Revenue	(83,809)	(237,233)	113,081	(91,453)	(463,000)	130,000	593,000
Operating Transfers In	6,660,783	6,516,493	6,238,507	5,920,689	6,257,537	6,183,948	(73,589)
Total Financing Sources	6,576,974	6,279,260	6,351,588	5,829,236	5,794,537	6,313,948	519,411
Net Budget	27,007	397,160	481,944	(31,494)	(52,735)	(25,000)	27,735
				Budgeted Staffing	61	57	(4)

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation is increasing by \$491,676 based primarily on the increase of retirement costs and the COWCAP allocation.

Departmental revenue will increase by \$519,411 primarily due to the cash balance distribution (interest revenue) that was included in the 2011-12 budget but is not included in the 2012-13 budget. This is interest revenue that posts to the operations budget but is then distributed to all the insurance funds as applicable.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

Staffing expenses make up the majority of the Department's expenditures within this budget unit for 2012-13. These expenses fund 57 budgeted positions and are necessary to administer the County's insurance programs. Departmental revenue is primarily made up of operating transfers in from the insurance funds which are funded through Board of Supervisor's approved premiums paid by departments, Board-Governed Special Districts, and County Service Areas. In addition, departmental revenue includes administrative fee revenue from the Emergency Medical Services Program of \$110,000 and interest.

STAFFING CHANGES AND OPERATIONAL IMPACT

The Department eliminated 4 vacant positions (1 Liability Claims Representative III, 1 Liability Claims Representative II, and 2 Risk Control Specialists). There is no operational impact as a result of these deletions; the duties will be performed by existing staff.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	13	0	13	13	0	0	13
Risk Control	11	0	11	11	0	0	11
Workers' Compensation Claims	27	0	27	27	0	0	27
Liability Claims	6	0	6	6	0	0	6
Total	57	0	57	57	0	0	57

Administration		Risk Control		Workers' Compensation Claims	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Director of Risk Management	1	Risk Control Officer	1	Supervising Workers Comp Adjuster
2	Deputy Director of Risk Management	5	Dept. Risk Control Specialist	1	Workers Comp Adjuster III
1	Executive Secretary II	1	Staff Analyst II	13	Workers Comp Adjuster II
1	Risk Assessment Officer	3	Risk Control Specialist	1	Medical Only Claims Adjuster
1	Staff Analyst II	1	Office Assistant III	7	Claims Assistant
1	Accountant II	<u>11</u>	Total	1	Fiscal Assistant
1	Accounting Technician			1	Office Assistant III
2	Fiscal Assistant			<u>2</u>	Total
1	Office Assistant II			27	
<u>2</u>	Applications Specialist				
13	Total				
Liability Claims					
<u>Classification</u>					
1	Supervising Liability Claims Rep				
1	Liability Claims Rep II				
3	Liability Claims Rep I				
1	Office Assistant III				
<u>6</u>	Total				



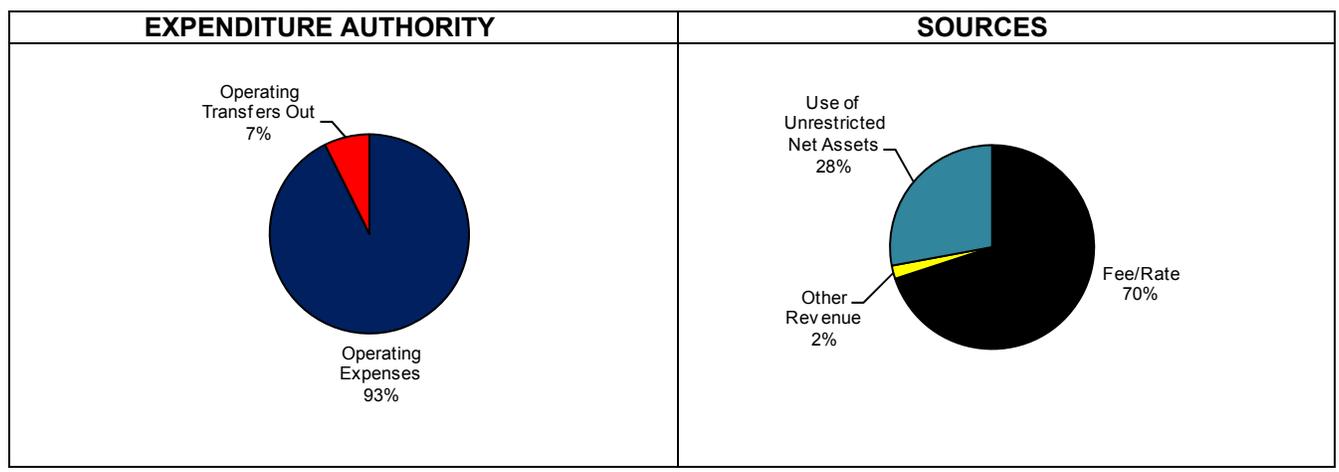
Insurance Programs

DESCRIPTION OF MAJOR SERVICES

Risk Management 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 funded by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each is billed for its specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs.

Budget at a Glance	
Total Expenditure Authority	\$89,862,129
Total Sources	\$64,773,010
Net Budget	(\$25,089,119)
Estimated Unrestricted Net Assets	\$117,036,018
Use of Unrestricted Net Assets	\$25,089,119
Total Staff	0

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Risk Management
FUND: Insurance Programs

BUDGET UNIT: Various
FUNCTION: General
ACTIVITY: Insurance

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	48,881,889	58,310,699	60,568,396	67,173,901	67,420,324	83,270,970	15,850,646
Capital Expenditures	0	0	0	9,110	9,999	0	(9,999)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	48,881,889	58,310,699	60,568,396	67,183,011	67,430,323	83,270,970	15,840,647
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	48,881,889	58,310,699	60,568,396	67,183,011	67,430,323	83,270,970	15,840,647
Operating Transfers Out	6,681,112	7,114,024	6,558,844	6,235,825	6,235,825	6,591,159	355,334
Total Requirements	55,563,001	65,424,723	67,127,240	73,418,836	73,666,148	89,862,129	16,195,981
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	41,250	16,875	0	0	0	0	0
Fee/Rate	81,284,460	67,247,750	58,486,072	67,268,843	67,270,187	62,878,000	(4,392,187)
Other Revenue	7,641,363	4,721,680	3,415,163	2,334,747	(6,687)	1,895,010	1,901,697
Total Revenue	88,967,073	71,986,305	61,901,235	69,603,590	67,263,500	64,773,010	(2,490,490)
Operating Transfers In	0	1,778	0	0	6,462	0	(6,462)
Total Financing Sources	88,967,073	71,988,083	61,901,235	69,603,590	67,269,962	64,773,010	(2,496,952)
Net Budget	33,404,072	6,563,360	(5,226,005)	(3,815,246)	(6,396,186)	(25,089,119)	(18,692,933)
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Operating expenses have increased by \$15.9 million due to projected costly settlements and increased liability claim experience. Additionally, there are increased claims costs in workers' compensation and premiums for excess insurance are also anticipated to increase. Operating transfers out represents funding to Risk Management Operations of \$6,183,948 as well as \$407,211 for positive workers compensation experience modification credits being transferred to general fund contingencies (budget unit AAA FAD).

Departmental revenue is decreasing by \$2.5 million as a result of diminishing interest earnings as well as a decrease in prior excess insurance reimbursements.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses of \$83.3 million primarily consist of judgment and settlement costs, medical treatment and expenses, temporary disability and loss earnings, property insurance, and legal defense services. Operating transfers out of \$6.5 million represent funding to Risk Management's Operations budget unit.

Departmental revenue of \$64.7 million includes insurance premiums collected from user departments.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit. Staff that administers these insurance programs are budgeted in Risk Management's Operations budget unit.



LOCAL AGENCY FORMATION COMMISSION Kathleen Rollings-McDonald

SUMMARY OF BUDGET UNITS

	2012-13					
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Local Agency Formation Commission	301,000	0	301,000			0
Total General Fund	301,000	0	301,000			0

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Local Agency Formation Commission	350,000	344,637	344,637	311,213	301,000
Total	350,000	344,637	344,637	311,213	301,000

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Local Agency Formation Commission	0	0	0	0	0
Total	0	0	0	0	0

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
Local Agency Formation Commission	350,000	344,637	344,637	311,213	301,000
Total	350,000	344,637	344,637	311,213	301,000

DESCRIPTION OF MAJOR SERVICES

The Local Agency Formation Commission (LAFCO) is an independent regulatory body composed of two elected County supervisors selected by the Board of Supervisors, two city council members chosen by the mayors of the 24 incorporated cities, two elected special district board of directors selected by the presidents of independent special districts in the County, and one public member not associated with the County, city, or special districts who is chosen by the other six commission members. The members are charged with the responsibility to encourage the orderly growth of government agencies, to preserve agricultural lands, to discourage urban sprawl, and to assure efficient delivery of services through local government agencies within San Bernardino County. In meeting these responsibilities, the Commission:

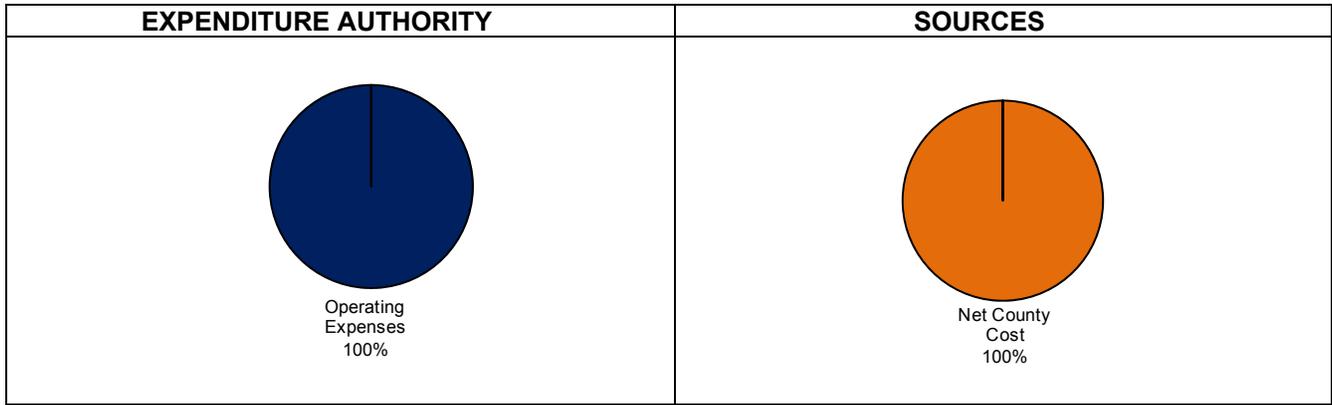
Budget at a Glance	
Total Expenditure Authority	\$301,000
Total Sources	\$0
Net County Cost	\$301,000
Total Staff	0
Funded by Net County Cost	100%

1. Regulates proposed boundary and sphere of influence changes for cities and special districts.
2. Conducts sphere of influence updates and municipal service reviews. The Commission also 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.
3. Regulates the formation and dissolution of cities and special districts.
4. Reviews contracts for the provision of services outside the boundaries of cities and special districts.

Costs incurred in this budget unit represent the County's legally mandated contribution to LAFCO which is one-third of the operating cost that is not reimbursed by fees and other revenue.



2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Local Agency Formation Commission
 FUND: General

BUDGET UNIT: AAA LAF
 FUNCTION: Public Protection
 ACTIVITY: Other Protection

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	350,000	333,805	344,637	311,213	311,213	301,000	(10,213)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	350,000	333,805	344,637	311,213	311,213	301,000	(10,213)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	350,000	333,805	344,637	311,213	311,213	301,000	(10,213)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	350,000	333,805	344,637	311,213	311,213	301,000	(10,213)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	0	0	0	0
Net County Cost	350,000	333,805	344,637	311,213	311,213	301,000	(10,213)
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

The County's mandated contribution for 2012-13 is \$301,000 resulting in additional net county cost savings from the prior year.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses represent the County's mandated contribution of one-third of LAFCO's net operating costs, which include salaries and benefits, services and supplies, and travel related expenses offset by revenue from fees and other revenues.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



COUNTY SCHOOLS Gary Thomas

SUMMARY OF BUDGET UNITS

2012-13						
General Fund	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
County Schools	3,085,995	0	3,085,995			0
Total General Fund	3,085,995	0	3,085,995			0

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Schools	4,308,605	2,876,738	2,897,138	3,176,324	3,085,995
Total	4,308,605	2,876,738	2,897,138	3,176,324	3,085,995

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Schools	0	0	0	0	0
Total	0	0	0	0	0

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
County Schools	4,308,605	2,876,738	2,897,138	3,176,324	3,085,995
Total	4,308,605	2,876,738	2,897,138	3,176,324	3,085,995



County Schools

DESCRIPTION OF MAJOR SERVICES

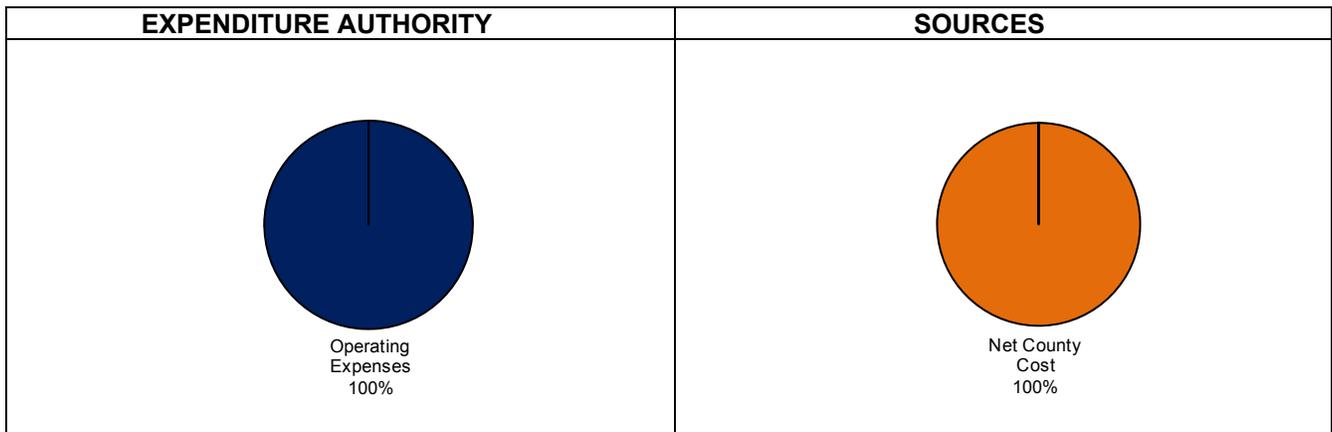
This budget unit represents the County's total legal and contractual obligations to contribute to the costs of the Superintendent of Schools and District Financial Services, known collectively as the San Bernardino County Superintendent of Schools. San Bernardino County Superintendent of Schools is one of the last dependent County office of education in the state.

Budget at a Glance	
Total Expenditure Authority	\$3,085,995
Total Sources	\$0
Net County Cost	\$3,085,995
Total Staff	0
Funded by Net County Cost	100%

The Superintendent of Schools is the elected chief school administrative office of the County and is mandated by state law to provide various services for 33 school districts and two regional occupational programs. The Superintendent of Schools also provides ancillary services to five community college districts within the County. Through state and other funding sources, the Superintendent provides services to more than 425,000 grades K through 12 students and approximately 40,000 community college students in accordance with the Education Code. These services also include direct instruction to alternative education, special education, juvenile hall and preschool students.

District Financial Services was established to independently perform all audits and approval functions required of the Auditor-Controller/Treasurer/Tax Collector and the Superintendent of Schools. District Financial Services is jointly responsible to those elected officials. These services include warrant production, control and the examination and audit of the payrolls and other expenditures from the funds of the school districts and entities in the County.

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: County Schools
FUND: General

BUDGET UNIT: AAA SCL
FUNCTION: Education
ACTIVITY: School Administration

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	3,366,237	2,876,737	2,897,138	3,086,460	3,176,324	3,085,995	(90,329)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	3,366,237	2,876,737	2,897,138	3,086,460	3,176,324	3,085,995	(90,329)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	3,366,237	2,876,737	2,897,138	3,086,460	3,176,324	3,085,995	(90,329)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,366,237	2,876,737	2,897,138	3,086,460	3,176,324	3,085,995	(90,329)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	0	0	0	0
Net County Cost	3,366,237	2,876,737	2,897,138	3,086,460	3,176,324	3,085,995	(90,329)
				Budgeted Staffing	0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2012-13, appropriation is decreasing by \$90,329 primarily due to a reduction in overhead charges as provided in the Countywide Cost Allocation Plan (COWCAP).

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Major expenditures include payments to the Superintendent of Schools for housing costs of \$527,689, data processing of \$548,000, communications of \$640,872, utilities of \$400,000 and a reimbursement for staffing of \$916,000. These payments are mandated responsibilities of the County by Title I of the California Education Code.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit as it only represents the financial contribution by the County.

