

## COUNTY OF SAN BERNARDINO

The County of San Bernardino's 2012-13 Adopted Budget covers the period from July 1, 2012 – June 30, 2013. The budget consisting of the general fund, restricted funds, capital project funds, special revenue funds, internal service funds, and enterprise funds has a total appropriation of \$4.06 billion. Each department is responsible for operating within their budget and has the authority to spend up to the approved budget.

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

### Mission Statement

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

### Countywide Vision Statement

The following Countywide Vision statement, was adopted on June 30, 2011, by the County Board of Supervisors and SANBAG Board of Directors.

*We envision a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.*

*We envision a vibrant economy with a skilled workforce that attracts employers who seize the opportunities presented by the county's unique advantages and provide the jobs that create countywide prosperity.*

*We envision a sustainable system of high-quality education, community health, public safety, housing, retail, recreation, arts and culture, and infrastructure, in which development complements our natural resources and environment.*

*We envision a model community which is governed in an open and ethical manner, where great ideas are replicated and brought to scale, and all sectors work collaboratively to reach shared goals.*

*From our valleys, across our mountains, and into our deserts, we envision a county that is a destination for visitors and a home for anyone seeking a sense of community and the best life has to offer.*

The County and SANBAG are now committed to facilitating discussions centered on how each of the ten following core vision elements can be effectively focused to implement the Countywide Vision for a complete community – one that affords all citizens an opportunity for healthy lifestyles, strong public safety and quality amenities. These discussions involve diverse stakeholders representing residents, employers, educators, community and faith-based organizations, and government.

- |                 |                |                   |
|-----------------|----------------|-------------------|
| • Jobs/Economy  | • Environment  | • Infrastructure  |
| • Education     | • Housing      | • Image           |
| • Wellness      | • Water Supply | • Quality of Life |
| • Public Safety |                |                   |

Employee groups were established to organize internal Vision Element meetings and to develop a Paradigm and Job Statement that would define County government's role in achieving the Countywide Vision. The internal Vision Element meetings were conducted in October and November 2011. On April 10, 2012, the County Board of Supervisors approved the Paradigm and Job Statement. The Paradigm states that the County shall take responsibility for ensuring that efforts to achieve the Countywide Vision will be pursued, and the Job Statement simply states, "Our job is to create a County in which those who reside and invest can prosper and achieve well-being." The first two Regional Implementation Goals developed through the Countywide Vision process focus on cradle-to-career assistance and creating a business-friendly environment. These goals were developed by external Vision Element groups and were jointly adopted by



the County Board of Supervisors and the SANBAG Board on May 2, 2012. The Countywide Vision statement, report and related documents are available for review at [www.sbcounty.gov/vision](http://www.sbcounty.gov/vision).

#### 2012-13 Countywide Goals

- Implement the Countywide Vision
- Create, Maintain, and Grow Jobs and Economic Value in the County
- Improve County Government Operations
- Operate in a Fiscally-Responsible and Business-Like Manner
- Ensure Development of a Well-Planned, Balanced, and Sustainable County
- Maintain Public Safety
- Provide for the Health and Social Services Needs of County Residents
- Pursue County Goals and Objectives by Working with Other Governmental Agencies

The 2012-13 Adopted Budget book includes prior year accomplishments, departmental strategic goals, objectives, and performance measures, which demonstrate how departments meet their overall departmental mission as well as the global mission of the County. The following two pages provide a high-level overview of county departments, and for those departments offering primary services, a single goal and objective has been listed that best highlights the County's global mission statement.



**COUNTYWIDE SERVICES**

The services provided by the County are arranged into categories in accordance with the County Mission Statement. Therefore, the public services provided are categorized by health, safety, well-being, and quality of life services. In addition, the County's fiscal services provide public support. The categories of leadership and support services are essential to the administration of county government.

**PUBLIC SERVICES****Health Services**

- Arrowhead Regional Medical Center
- Behavioral Health
- Public Health

**Safety Services**

- District Attorney
- Law and Justice Group Administration
- Probation
- Public Defender
- Sheriff/Coroner/Public Administrator

**Well-Being Services**

- Aging and Adult Services/Public Guardian
- Agriculture/Weights and Measures
- Child Support Services
- Human Services Administration
  - Transitional Assistance
  - Children and Family Services
- Land Use Services
- Public Works
- Registrar of Voters
- Veterans Affairs

**Quality of Life Services**

- Airports
- Community Development and Housing
- Economic Development
- County Library
- County Museum
- Preschool Services
- Regional Parks
- Workforce Development

**Fiscal Services**

- Assessor/Recorder/County Clerk
- Auditor-Controller/Treasurer/Tax Collector

**ADMINISTRATIVE SERVICES****Leadership**

- Board of Supervisors
- County Administrative Office

**Support Services**

- Architecture and Engineering
- Capital Improvement Program
- Clerk of the Board
- County Counsel
- Finance and Administration
- Fleet Management
- Human Resources
- Information Services
- Purchasing
- Real Estate Services
- Risk Management



SYNOPSIS OF SAN BERNARDINO COUNTY GOALS AND OBJECTIVES		
SERVICES	GOALS	OBJECTIVES
<b>HEALTH:</b>		
Arrowhead Regional Medical Center	Promote and increase community collaboration and involvement to enhance access to care.	Collaborate with other county departments to maximize the Low Income Health Program (LIHP) to provide improved coordinated care that will equate to better patient outcomes.
Behavioral Health	Increase access and reduce behavioral health disparities among the diverse racial, ethnic, and cultural communities in San Bernardino County.	Increase number of clients among specified ethnic and cultural groups that are currently underserved or inappropriately served.
Public Health	Promote and increase community collaboration and involvement to enhance access to care.	Develop and implement programs and strategies to increase access to coordinated behavioral and primary health services.
<b>SAFETY:</b>		
District Attorney	Promote public safety by punishing criminal conduct.	Continue to promptly, effectively, and ethically prosecute criminal offenses.
Law and Justice Group Administration	Reduce the length of time required to move cases through the criminal justice system.	Increase the number of criminal cases that are electronically filed.
Probation	Ensure treatment and supervision levels are based on criminogenic risk factors.	Assess new juvenile and adult offenders to determine expected risk of recidivating and criminogenic risk factors.
Public Defender	Maintain early case resolution.	Maintain early resolution of cases thus minimizing custody time (and attendant costs).
Sheriff/Coroner/Public Administrator	Maintain response capabilities to disasters and other emergencies.	To be able to provide necessary police service to citizens in the unincorporated area of the county.
<b>WELL BEING:</b>		
Aging & Adult Services/Public Guardian	Assist seniors to maintain choices and improve quality of life by increasing knowledge and awareness of available programs and assistance.	Increase individual customers contacted by Senior Information and Assistance (SIA) outreach efforts.
Agriculture/Weights and Measures	Protect the public's health and the environment by preventing foreign pest infestations.	Maintain and service insect detection traps throughout the areas specified by the California Department of Food and Agriculture.
Child Support Services	Provide for health and social service needs of County residents.	Provide for the social service needs of residents through the collection of child support.
Transitional Assistance	Increase the work participation rate of recipients of CalWORKs benefits.	Increase the number of Welfare-to-Work mandatory CalWORKs participants who are engaged in a Federal Welfare-to-Work activity.
Children and Family Services	Reduce the number of children who enter foster care each year.	Continue implementation of Family-to-Family (F2F) and other practices that reduce the number of children who must enter foster care.
Land Use Services	Planning-Improve the processing time of project development applications and environmental reviews.	Improve the processing time of project development applications and environmental reviews to be consistent with the Permits Streamlining Act and California Environmental Quality Act (CEQA).
Public Works	Maintain the level of safety and maintenance for county maintained roads.	Maintain the average Pavement Condition Index (PCI) for county maintained roads at "good" or higher PCI category.
Registrar of Voters	Provide convenient and efficient methods for voters to participate in the electoral process.	Continue to survey existing and potential polling places to increase the quality of polling places and expand accessibility to the disabled.
Veterans Affairs	Emphasize higher standards of customer service.	Review customer service policy to ensure full commitment to customers.
<b>QUALITY OF LIFE:</b>		
Airports	Improve Airport infrastructure.	Implement plans to address deficiencies in Airport infrastructure.
Community Development and Housing	Ensure development of well planned, balanced, and sustainable communities.	Expand the supply of quality, safe, sanitary, and affordable housing for residents of San Bernardino County.
Economic Development	Foster job creation and improve the welfare of county residents.	Identify, attract and facilitate the location and/or relocation of businesses that offer jobs suitable for the job skills available within the County.
County Library	Increase community participation in Library services and programs.	Develop system-wide practices that recruit, train, and promote the successful involvement of volunteers.
County Museum	Enhance public awareness of museum services/programs and increase accessibility to museum collections.	Increase public visitation and use of the County Museum and branch sites.
Preschool Services	Achieve school readiness of enrolled children to ensure they are making progress toward positive outcomes as required by the Desired Results Developmental Profile-Revised Program.	Assess children 3 times per year in accordance with Federal and State Regulations. Teachers will share assessment information with parents and use this input to prepare home and classroom activities responsive to the child's needs.
Regional Parks	Provide opportunities that promote outdoor recreation.	Continue development of youth programs.
Workforce Development	Increase employability of county residents through services provided.	Provide Workforce Investment Act (WIA) services to County residents..



## BUDGET PLANNING CALENDAR

### ONGOING

Policy Direction - The Board of Supervisors provides ongoing policy direction to the Chief Executive Officer.

Significant Budgetary or Programmatic Impacts – Significant budgetary or programmatic changes and potential impacts are immediately communicated to the County Administrative Office and the Board of Supervisors to allow for timely decision-making and policy direction.

Year-End Estimates - Departments provide year-end estimates of revenues and expenditures to Finance and Administration on a monthly basis and any significant changes are addressed timely.

Quarterly Budget Reports - Each quarter the County Administrative Office brings an agenda item to the Board of Supervisors requesting modification to the adopted budget. These quarterly budget adjustments serve as a management tool to help each department assess the current environment, and anticipate and respond appropriately to that environment. In addition, the quarterly budget adjustments provide the Board of Supervisors with the most current information on county department revenues (sources) and appropriation (requirements) with which to base decisions, and serve as a guideline to lead the County in preparing the upcoming budget.

### OCTOBER THROUGH DECEMBER

Capital Improvement Plan – Departments submit annual capital improvement requests for improvements to land or structures that exceed \$5,000. These requests include a project description and justification, financial impact, and funding source. The requests are evaluated and prioritized by Finance and Administration and provided to the Chief Executive Officer for comments and recommendations, and presented to the Board of Supervisors for final approval. In addition, departmental five-year capital improvement plans are updated to re-evaluate priorities based on changing circumstances, staffing levels, and available funding.

Fee and Internal Service Rate Development – Departments develop their recommended fee changes and internal service rate adjustments for the upcoming budget year and submit them to Finance and Administration for review and recommendation to the Chief Executive Officer, and to the Board of Supervisors for final approval. Beginning in 2011-12, Finance and Administration required departments to compute their full cost of service, capturing both direct and indirect costs associated with fees and internal service rates. Departments are able to provide an alternate fee amount for the Board of Supervisors, if based on their knowledge, implementation of a full cost fee or internal service rate would not be beneficial.

### JANUARY AND FEBRUARY

Five-year Operating Forecast – Finance and Administration develops a five-year operating forecast of financial operations for general fund programs, projecting major revenues (sources) and expenditures (requirements), based on current service levels and expected future changes to those programs or service levels. The analysis includes the identification of trends, significant impacts, and recommendations, which are presented to the Chief Executive Officer for recommendation to the Board of Supervisors for final approval.

Budget Prep System – The in-house budget system is updated for changes in the various Memorandums of Understanding between the County and the various employee representation units.

### MARCH AND APRIL

Budget Prep System – The system is opened up for departmental input in preparation of the budget submittal and internal training is conducted for all users of the system.

Strategic Plan – The upcoming five-year strategic plan is developed based on revenue projections and estimates for cost increases of ongoing costs for the five years. This plan includes the allocation of discretionary general funding (net county cost) and provides estimates of any remaining funding or shortfall needed to maintain current services.



Preparation of Recommended Budget – Departments develop their respective recommended budgets and submit them to Finance and Administration for review, and to the Chief Executive Officer for recommendation, and to the Board of Supervisors for final approval. General fund departments must budget within their respective net county cost allocations given to them based on the strategic plan.

## **MAY AND JUNE**

Internal Service Rates – The rates charged by departments for services provided to other departments are brought before the Board of Supervisors for approval. In addition to rates for internal service funds, rates for services provided by general fund departments, such as Facilities Management, Human Resources, and Architecture and Engineering are also approved.

Fee Hearing – The Board of Supervisors conducts a public hearing on the Recommended Fee changes for the upcoming fiscal year. Approved fee changes are included in the Recommended Budget submittals to the Board of Supervisors.

Submission of Recommended Budget – The Recommended Budget Book is finalized and presented to the Board of Supervisors. The County Administrative Office publishes notices and schedules public hearings to discuss the Recommended Budget.

Budget Hearing and Adoption of Adopted Budget – The Board of Supervisors conducts a public hearing on the Recommended Budget. At this time, the Board may modify the Recommended Budget. All Board approved changes are incorporated into the Adopted Budget.

## **JULY THROUGH SEPTEMBER**

Budget Prep System – Finance and Administration makes final budget changes to the Budget Prep System for items approved by the Board of Supervisors, including final fund balance adjustments.

Preparation of Adopted Budget Book – Finance and Administration updates the Recommended Budget Book to reflect final changes.

### Calendar for the 2012-13 Budget

September 29, 2011	Fee Instructions to Departments
December 19, 2011	Capital Improvement Call Letter to Departments
January 30, 2012	Departments Submit Capital Improvement Requests
January 16, 2012	Departments Submit Fee Workbooks
March 22, 2012	Budget Preparation System Training
March 23, 2012	Budget Preparation System opened for Departmental Input
April 4, 2012	Budget Instructions to Departments
April 18, 2012	Departments Submit Budget Workbooks
May 8, 2012	2012-13 Internal Service Rates Approved
May 25, 2012	Recommended Budget Delivered to the Board of Supervisors
June 5, 2012	Fee Hearing
June 15, 2012	Budget Hearing and Adoption of 2012-13 Budget
October 2012	Adopted Budget Book Printed



### General Fund Budget Process

The County Administrative Office has the responsibility of developing the county strategic plan for all general fund departments. This plan begins with a five-year operating forecast which is detailed in the Discretionary General Funding section. This forecast highlights what costs are planned to be incurred and the revenue projections in the upcoming fiscal year, as well as the next four fiscal years. The County uses this forecast to build their strategic plan for the five years beginning 2011-12.

The strategic plan also focuses on the two restricted funding sources, Proposition 172 and Realignment. **Proposition 172** assists in funding the Sheriff/Coroner/Public Administrator, District Attorney, and Probation departments. **Realignment** assists in funding the general fund departments of Human Services (well-being services for citizens), Behavioral Health, and Public Health for mental health, social services, and health programs. Discretionary general funding (net county cost) is considered if the restricted funding sources, which are determined by the state, are not sufficient to pay for those departments' costs.

For some departments, budgets are also built utilizing revenues generated from fees. On June 5, 2012 the Board of Supervisors held a Fee Hearing. The Fee Hearing is designed to take public testimony related to fee changes for the 2012-13 fiscal year. The majority of approved fees became effective July 19, 2012.

Due to the current economic conditions, there is no additional funding available to fund the ongoing cost increases needed to maintain current services including countywide insurance, central services, and retirement cost increases. Therefore, beginning with fiscal year 2011-12, the County Administrative Office developed a strategic plan focused on addressing the five-year cumulative structural budget deficit that warrants the implementation of various measures. It is important to note that this strategic plan does not include any potential impacts of the 2012-13 State Budget, which are unknown and unpredictable at this time.

The strategic plan incorporates several ongoing measures in order to balance the budget over five years beginning in 2011-12, including a request to employee unions to make employee concessions; deferring funding of the Adult Detention Center staffing, which is anticipated to be completed in August 2013; and reducing allocations to the 800 MHz Upgrade Project and Capital Improvement Program. Measures that have a departmental impact include reduced allocations of discretionary general funding (net county cost), employee compensation reductions, and service level reductions. The Sheriff/Coroner/Public Administrator will also have a departmental impact as a result of anticipated employee compensation reductions not achieved in 2011-12 and funding prior year MOU increases with one-time sources. The Economic Development Agency, Public Defender, Regional Parks, and County Counsel received reductions in net county cost allocations. In addition, the Information Services Department reduced costs in central computer and telecommunications services, and decreased the radio subsidy.

### Other Funds Budget Process

In addition to the general fund, the County of San Bernardino has capital project funds, special revenue funds, enterprise funds, and internal service funds. All of these funds are restricted to the revenue sources they receive. Each department having these types of funds is responsible for developing its budget based on the revenue (sources) available to them. These sources include projected revenue to be collected in 2012-13 and any revenue not spent and carried forward from prior years (for example, fund balance for special revenue funds). These budgets will also be discussed during the Budget Hearing. When the Board of Supervisors approves the adopted budget, they will also approve the necessary fund balance adjustments to special revenue funds to agree to the Auditor-Controller/Treasurer/Tax Collector's actual fund balance.



### 2012-13 Adopted Budget Changes

The 2012-13 Adopted Budget was formally approved on June 15, 2012. At that time, the Board of Supervisors approved some additional changes including: \$3,513,250 appropriation and revenue increase for Capital Improvement Projects, including an additional \$2.5 million for the Information Services Department Uninterrupted Power Source (UPS) and Heating, Ventilation, and Air Conditioning (HVAC) Upgrade Project for the Data Center to provide additional capacity and redundancy, and \$493,000 for the Running Springs County Road Yard No. 4 – New Office and Equipment Building Project; an additional grant award of \$1,651,559 for the Preschool Services Department to provide part day pre-kindergarten and full day preschool services; a transfer of \$366,000 in appropriation for the Housing Successor to Former Redevelopment Agency to purchase land; the use of \$570,499 in departmental contingencies in the Solid Waste Management Division of Public Works for improvements to land for the Heaps Peak Leachate Collection Recovery and Treatment System Construction; a \$3,241,821 appropriation and revenue decrease due to a reduction in Public Safety Realignment (AB 109) funding based on a revision to the formula that dictates each county's share of AB 109 funds; the use of \$1,038,345 in general fund contingencies for the Sheriff/Coroner/Public Administrator to offset lost revenue from contract cities due to delayed implementation of the increase in Countywide cost allocation charges; and the re-allocation of \$214,257 in augmentation funds in the Board of Supervisors budget unit based on the percentage of unincorporated population.

### Amending the Adopted Budget

An operating budget is adopted each fiscal year for all Governmental Funds. Expenditures are controlled at the appropriation unit level within budget units for the County. Any increases in appropriation in a budget unit after adoption of the adopted budget will be submitted on a quarterly budget report placed on the agenda of the Board of Supervisors and a four-fifths vote is necessary for approval.

Transfers of appropriation within the same budget unit may be approved by the County Administrative Office depending upon the appropriation unit, unless noted below:

#### Transfers of Salaries and Benefits Appropriation:

- Transfers out require Board of Supervisors approval and should be included in a quarterly budget report.

#### Transfers of Fixed Asset Appropriation:

- Transfers in and out among the different fixed asset appropriation units are approved by the County Administrative Office as long as the total fixed asset appropriation does not increase.
- Transfers out of Fixed Asset Appropriation-
  - Transfers out increasing a non-fixed asset appropriation unit within individual Capital Improvement Program (CIP) project budgets are approved by the County Administrative Office as long as the total project budget does not increase.
  - Transfers out increasing a non-fixed asset appropriation unit are required to be included in the quarterly budget reports for Board of Supervisors approval, except within the CIP, as detailed above.
- Transfers in of Fixed Asset Appropriation-
  - Transfers in from a non-fixed asset appropriation unit to fund a unit value less than \$10,000 may be approved by the County Administrative Office.
  - Transfers in from a non-fixed asset appropriation unit to fund a unit value of \$10,000 or more are required to be included in the quarterly budget reports for Board of Supervisors approval.

#### Transfers impacting Operating Transfers Out Appropriation:

- Any changes to Operating Transfers Out are required to be included in the quarterly budget reports for Board of Supervisors approval.



**BUDGET BOOK FORMAT**

Budget units presented in this book are displayed at a fund/department level. Although some departments incorporate additional organizational levels when developing their budgets, the fund/department level of presentation was selected to provide consistency between all budget units. A sample of the departmental budget format is included in this overview.

**DEPARTMENT  
Department Head**

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

**MISSION STATEMENT**

*A clear, concise statement of purpose for the department that focuses on the broad, yet distinct, results the department will achieve.*

Photo of the Department Head

**ORGANIZATIONAL CHART**

Demonstrates the names of key personnel and departmental structure by function, including budgeted staffing counts.  
To determine total budgeted staffing, count the values listed in each box.

**2010-11 AND 2011-12 ACCOMPLISHMENTS**

Significant departmental accomplishments for the last two fiscal years.

**GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**

**GOAL 1:**

<i>Objective:</i>					
Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target

The above table describes the department's goals, objectives, and performance measures for the 2012-13 fiscal year, including any status updates if applicable.



**SUMMARY OF BUDGET UNITS**

	2012-13					
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
<b>General Fund</b>						
Name of General Fund Budget Unit	0	0	0			0
Name of General Fund Budget Unit	0	0	0			0
Total General Fund	0	0	0			0
<b>Special Revenue Funds</b>						
Name of Special Revenue Fund Budget Unit	0	0		0		0
Name of Special Revenue Fund Budget Unit	0	0		0		0
Total Special Revenue Funds	0	0		0		0
<b>Internal Service Funds</b>						
Name of ISF Budget Unit	0	0			0	0
Name of ISF Budget Unit	0	0			0	0
Total Internal Service Funds	0	0			0	0
<b>Enterprise Funds</b>						
Name of EF Budget Unit	0	0			0	0
Name of EF Budget Unit	0	0			0	0
Total Enterprise Funds	0	0			0	0
<b>Other Agencies</b>						
Name of Other Agency Budget Unit	0	0		0		0
Name of Other Agency Budget Unit	0	0		0		0
Total Other Agencies	0	0		0		0
<b>Total - All Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5-YEAR NET COUNTY COST TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5-YEAR FUND BALANCE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5-YEAR NET BUDGET TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



The above schedule displays a summary of all departmental budget units including budgeted staffing, and the five-year budget trend for the current year and prior four years including appropriation, revenue, and net county cost, fund balance, or net budget where applicable. (Beginning in 2012-13, Capital Expenditures is now included and Depreciation has been excluded in appropriation in Enterprise and Internal Service funds for budgetary purposes, therefore, prior years have been restated for consistency.)



### Name of Budget Unit

The budget unit name is listed at the top, and begins the section on specific budget unit information. Up to this point the data has been departmental.

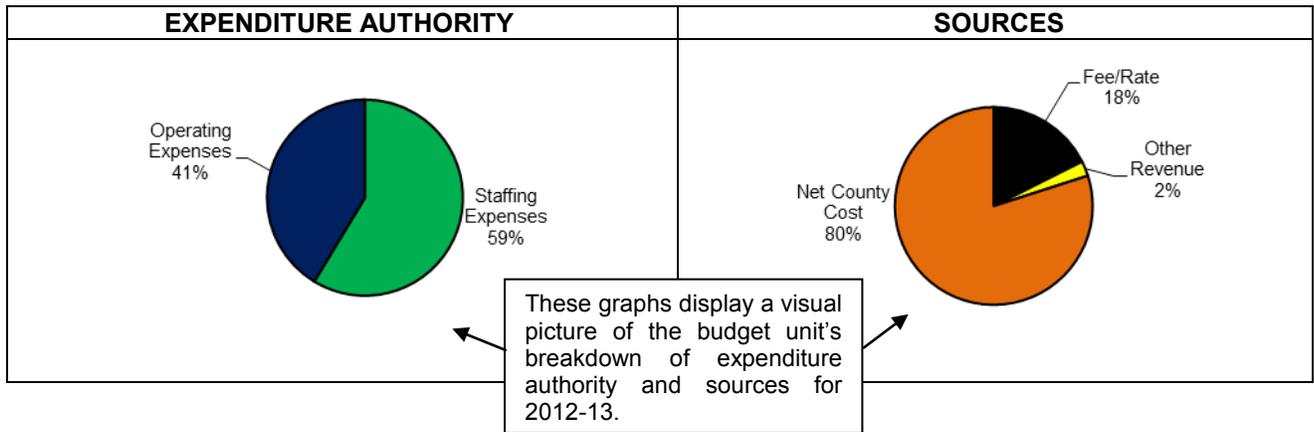
Budget at a Glance	
Total Expenditure Authority	\$1,851,963
Total Sources	\$371,138
Net County Cost	\$1,480,825
Total Staff	13
Funded by Net County Cost	80%

### DESCRIPTION OF MAJOR SERVICES

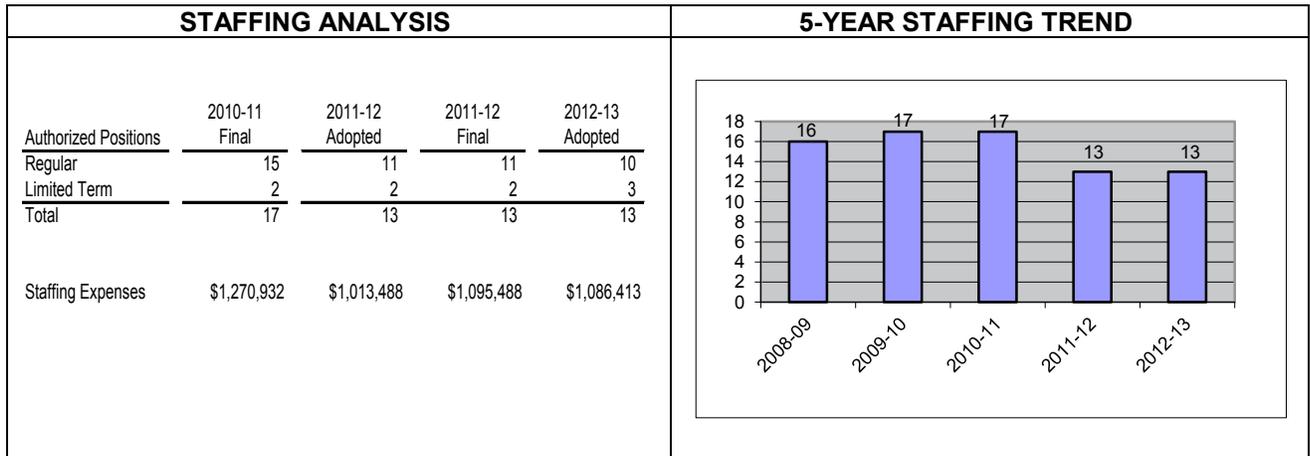
Description of Major Services provides a narrative describing the function and activity of the budget unit.

Budget at a Glance lists the budget unit's 2012-13 expenditure authority, sources (including reimbursements), budgeted staffing, and net county cost percentage, budgeted fund balance, or net budget, if any. For internal service and enterprise funds, estimated unrestricted net assets and amount used is also displayed.

### 2012-13 ADOPTED BUDGET



### BUDGETED STAFFING



The first graph displays the budget unit's current staffing trend, including regular and limited term positions and associated staffing expenses for the current and two prior fiscal years.

The second graph displays a visual picture of the budget unit's five-year budgeted staffing trend for the current year and prior four years.



**ANALYSIS OF 2012-13 ADOPTED BUDGET**

The header shows which budget unit you are looking at and lists the Function and Activity per state guidelines.

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
<b>Appropriation</b>							
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
<b>Departmental Revenue</b>							
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**

This narrative section briefly describes any major budget unit program impacts, and highlights the 2012-13 budget including significant changes in appropriation and revenue from the prior year final budget.

**DETAIL OF 2012-13 ADOPTED BUDGET**

*This section is new for 2012-13 and only applies to funds that have been consolidated for presentation purposes* (i.e. Assessor/Recorder/County Clerk Recorder Special Revenue Funds, Human Services Subsistence funds, etc.) This section depicts the budget detail of each individual budget unit for 2012-13, including staffing, appropriation, revenue, net county cost, fund balance, and net budget, where applicable; and also includes a description of major programmatic changes, expenditures and revenues (sources).

**MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET**

This narrative section briefly describes significant budgeted expenditures and revenue included within the Departments' adopted budget.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

This narrative section briefly highlights budgeted staffing changes and operational impacts for 2012-13, including significant changes from the prior year budgeted staffing.



**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>
Administration/Special Projects/Environn	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
<b>Total</b>	<b>10</b>	<b>3</b>	<b>13</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>

<b>Administration/Special Projects/Environmental Notices</b>	<b>Agenda Process</b>	<b>Assessment Appeals</b>
<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	<b>3 Total</b>	<b>3 Assessment Appeals Processors</b>
1 Executive Secretary III		<b>5 Total</b>
<b>4 Total</b>		
<b>Business License/Form 700</b>		
<u>Classification</u>		
1 Board Services Specialist		
<b>1 Total</b>		



The 2012-13 Position Summary above displays regular and limited term positions by division within the budget unit; including details regarding if the positions are filled, vacant, or new (as of the 2011-12 Third Quarter Budget Report adopted on May 22, 2012). It also provides classification detail and position counts for 2012-13 budgeted staffing.

