

ADMINISTRATION

**ADMINISTRATION
SUMMARY**

	<u>Page #</u>	<u>Requirements</u>	<u>Sources</u>	<u>Net County Cost</u>	<u>Staffing</u>
<u>GENERAL FUND</u>					
BOARD OF SUPERVISORS	108				
BOARD OF SUPERVISORS	109	7,046,590	0	7,046,590	48
BOARD DISCRETIONARY FUND	113	5,852,564	0	5,852,564	0
CLERK OF THE BOARD	115	2,343,659	313,578	2,030,081	15
COUNTY ADMINISTRATIVE OFFICE	121				
COUNTY ADMINISTRATIVE OFFICE	124	4,793,803	0	4,793,803	17
LITIGATION	127	589,763	0	589,763	0
COUNTY COUNSEL	129	8,713,238	5,683,270	3,029,968	85
FINANCE AND ADMINISTRATION	134				
FINANCE AND ADMINISTRATION	137	2,814,749	0	2,814,749	14
HUMAN RESOURCES	149				
HUMAN RESOURCES	152	7,165,607	624,917	6,540,690	79
THE CENTER FOR EMPLOYEE HEALTH AND WELLNESS	155	2,069,041	2,069,041	0	11
UNEMPLOYMENT INSURANCE	157	4,000,500	0	4,000,500	0
INFORMATION SERVICES	163				
APPLICATION DEVELOPMENT	166	15,765,937	13,720,515	2,045,422	100
PURCHASING	177				
PURCHASING	180	2,067,102	557,076	1,510,026	20
LOCAL AGENCY FORMATION COMMISSION	199	288,274	0	288,274	0
COUNTY SCHOOLS	201	3,159,104	0	3,159,104	0
TOTAL GENERAL FUND		<u>66,669,931</u>	<u>22,968,397</u>	<u>43,701,534</u>	<u>389</u>
CAPITAL FACILITIES LEASES	139	<u>13,013,014</u>	<u>0</u>	<u>13,013,014</u>	<u>0</u>

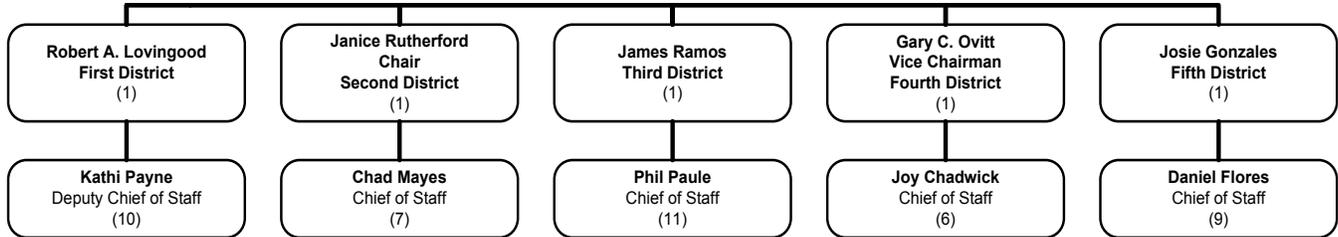
	<u>Page #</u>	<u>Requirements</u>	<u>Sources</u>	<u>Fund Balances</u>	<u>Staffing</u>
<u>SPECIAL REVENUE FUNDS</u>					
FINANCE AND ADMINISTRATION:					
DISASTER RECOVERY FUND	141	24,315	10,000	14,315	0
HUMAN RESOURCES:					
COMMUTER SERVICES	159	1,516,036	693,050	822,986	3
EMPLOYEE BENEFITS AND SERVICES	161	3,543,453	2,953,135	590,318	28
TOTAL SPECIAL REVENUE FUNDS		<u>5,083,804</u>	<u>3,656,185</u>	<u>1,427,619</u>	<u>31</u>

	<u>Page #</u>	<u>Requirements</u>	<u>Sources</u>	<u>Net Budget</u>	<u>Staffing</u>
<u>INTERNAL SERVICES FUNDS</u>					
FLEET MANAGEMENT	143	33,896,011	33,475,300	(420,711)	87
INFORMATION SERVICES:					
COMPUTER OPERATIONS	169	24,233,803	22,926,172	(1,307,631)	116
TELECOMMUNICATION SERVICES	173	31,213,747	28,307,667	(2,906,080)	95
PURCHASING:					
PRINTING SERVICES	183	3,779,471	3,876,640	97,169	15
SURPLUS PROPERTY AND STORAGE OPERATIONS	186	370,581	375,000	4,419	2
MAIL/COURIER SERVICES	188	6,947,787	6,705,583	(242,204)	25
RISK MANAGEMENT:					
OPERATIONS	194	6,362,438	6,362,438	0	58
INSURANCE PROGRAMS	197	93,832,429	65,504,055	(28,328,374)	0
TOTAL INTERNAL SERVICE FUNDS		<u>200,636,267</u>	<u>167,532,855</u>	<u>(33,103,412)</u>	<u>398</u>



BOARD OF SUPERVISORS Janice Rutherford, Chair

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2013-14

	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Board of Supervisors	7,046,590	0	7,046,590			48
Board Discretionary Fund	5,852,564	0	5,852,564			0
Total General Fund	12,899,154	0	12,899,154			48

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Board of Supervisors	7,515,146	8,869,044	7,903,032	7,647,052	7,046,590
Board Discretionary Fund	6,519,645	1,382,855	2,938,843	10,261,366	5,852,564
Total	14,034,791	10,251,899	10,841,875	17,908,418	12,899,154

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Board of Supervisors	0	0	0	0	0
Board Discretionary Fund	0	196,888	0	103,476	0
Total	0	196,888	0	103,476	0

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Board of Supervisors	7,515,146	8,869,044	7,903,032	7,647,052	7,046,590
Board Discretionary Fund	6,519,645	1,185,967	2,938,843	10,157,890	5,852,564
Total	14,034,791	10,055,011	10,841,875	17,804,942	12,899,154



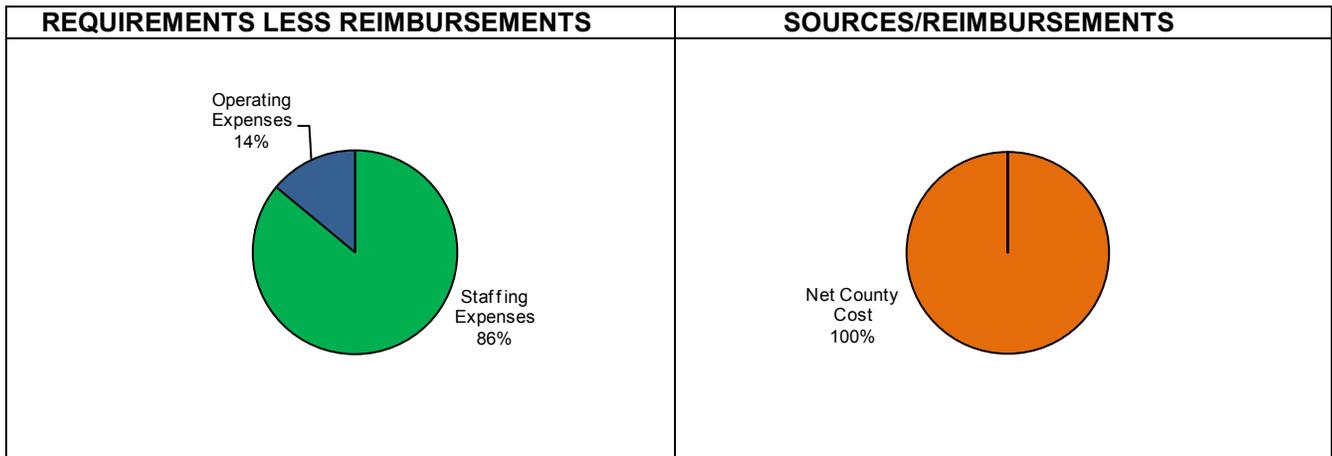
Board of Supervisors

DESCRIPTION OF MAJOR SERVICES

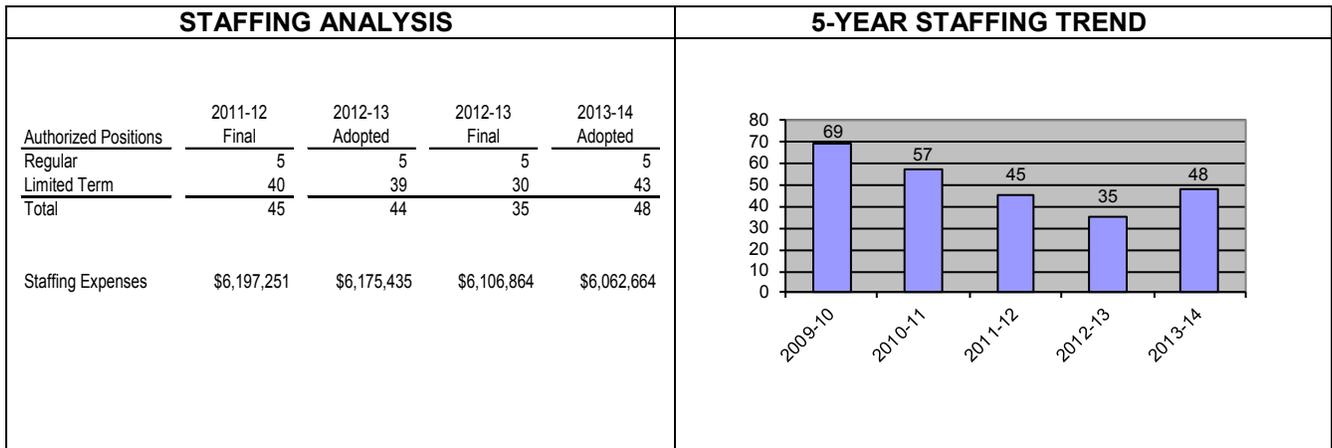
The Board of Supervisors is the governing body of the County government and Board-governed special districts. The Board of Supervisors establishes policy and exercises supervision over the official conduct of all County officers, Board-governed districts and special commissions. The Board of Supervisors 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 Requirements	\$7,046,590
Total Sources	\$0
Net County Cost	\$7,046,590
Total Staff	48
Funded by Net County Cost	100%

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Board of Supervisors
FUND: General

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	9,294,598	7,694,504	6,196,638	5,799,414	6,106,864	6,062,664	(44,200)
Operating Expenses	1,156,337	1,488,376	1,898,471	1,519,482	1,612,661	983,926	(628,735)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	10,450,935	9,182,880	8,095,109	7,318,896	7,719,525	7,046,590	(672,935)
Reimbursements	(2,935,989)	(313,836)	(276,982)	(95,110)	(86,473)	0	86,473
Total Appropriation	7,514,946	8,869,044	7,818,127	7,223,786	7,633,052	7,046,590	(586,462)
Operating Transfers Out	0	0	0	13,504	14,000	0	(14,000)
Total Requirements	7,514,946	8,869,044	7,818,127	7,237,290	7,647,052	7,046,590	(600,462)
Sources							
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	1,706	0	0	0
Total Revenue	0	0	0	1,706	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	1,706	0	0	0
Net County Cost	7,514,946	8,869,044	7,818,127	7,235,584	7,647,052	7,046,590	(600,462)
				Budgeted Staffing	35	48	13

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses of \$6.1 million make up the majority of the Board of Supervisor's (Board) expenditures within this budget unit. Operating expenses of \$1.0 million includes COWCAP, phone services, office expenses, courier and printing charges, facilities management basic services, and travel related expenses.

The decrease of \$600,462 in Net County Cost reflects the reduction in funding which corresponds to the net change in costs of maintaining business operations.

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Board include a reduction in operating expenses of \$628,735 primarily due to a reduction of \$608,025 in COWCAP charges and a decrease of \$36,703 in the amount of central services charges associated with Board facilities. Staffing expenses are decreasing by \$44,200 due to the mid-year elimination of a position which was funded via non-County sources.

For 2013-14 each district will receive an equal allocation of \$1.4 million in Net County Cost, totaling \$6.8 million across all five districts. In addition to this amount, each district will receive a share of augmentation funding based on the Board's augmentation plan which was adopted as part of the 2012-13 Budget Hearing and directed that \$214,257 be allocated among each district budget based on the percentage of unincorporated population. The 2013-14 Budget allocates the augmentation funding under the same methodology as in 2012-13 and is as follows:



Formula for Allocation of Staff Augmentation Funds			
Supervisorial District	Population (Unincorporated)	% of Total Unincorporated Population	Allocation Amount
1	95,846	33%	70,382
2	59,401	20%	43,619
3	73,950	25%	54,303
4	13,117	4%	9,632
5	49,462	17%	36,321
Total	291,776	100%	214,257

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$6.1 million fund 48 budgeted positions of which 5 are regular positions and 43 are limited term positions.

For 2013-14 there is a net increase of 13 budgeted positions in this budget unit. While the newly elected Supervisors begin to add staff upon election, it is through the annual budget process that these positions are added into the budget. This increase represents the net change resulting from staff added by separate board agenda items throughout 2012-13 by the incoming Supervisors and the deletion of positions from prior Supervisors' staffs.

Staffing changes are as follows (affected district noted in parenthesis):

Deletions (7 total)

- 1 Community Liaison (First District)
- 1 Deputy Chief of Staff (First District)
- 1 Staff Assistant (Second District)
- 1 Deputy Chief of Staff (Fifth District)
- 2 Field Representative (Fifth District)
- 1 Executive Aide (Fifth District)

Additions (20 total)

- 1 Community Liaison (First District)
- 1 Community Liaison (First District)
- 4 Field Representative (First District)
- 1 Special Assistant (First District)
- 1 Deputy Chief Of Staff (First District)
- 1 Executive Aide (Second District)
- 4 Community Liaison (Third District)
- 1 Intern Staff Assistant (Third District)
- 1 Policy Advisor I (Third District)
- 1 Constituent Services Representative (Fifth District)
- 1 District Director (Fifth District)
- 2 Field Representatives (Fifth District)
- 1 Intern Staff Assistant (Fifth District)



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
First District	1	10	11	11	0	0	11
Second District	1	7	8	8	0	0	8
Third District	1	11	12	11	0	1	12
Fourth District	1	6	7	7	0	0	7
Fifth District	1	9	10	10	0	0	10
Total	5	43	48	47	0	1	48

First District		Second District		Third District	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Elected Supervisor	1	Elected Supervisor	1	Elected Supervisor
5	Field Representative	2	Field Representative	1	Chief of Staff
1	Executive Assistant	1	District Representative	1	Deputy Chief of Staff
1	Special Assistant	1	Special Projects Coordinator	1	BOS Administrative Analyst
2	Community Service Liaison	1	Chief of Staff	1	Communications assistant
1	Deputy Chief of Staff	1	Deputy Chief of Staff	1	Executive Secretary
11	Total	1	Executive Aide	4	Community Service Liaison
		8	Total	1	Intern Staff Assistant
				1	Policy Advisor I
				12	Total
Fourth District		Fifth District			
<u>Classification</u>		<u>Classification</u>			
1	Elected Supervisor	1	Elected Supervisor		
1	BOS Elected Secretary	1	Executive Secretary		
1	District Representative	1	Administrative Analyst		
1	Field Representative	1	Chief of Staff		
1	Chief of Staff	2	Intern Staff Assistant		
1	Deputy Chief of Staff	1	District Director		
1	District Director	1	Constituent Services Representative		
7	Total	2	Field Representative		
		10	Total		



Board Discretionary Fund

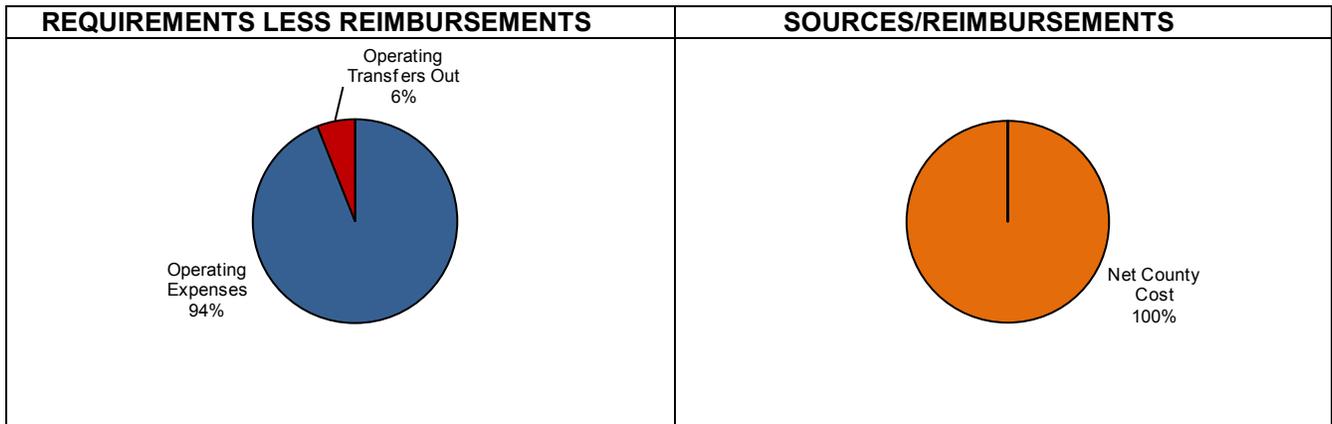
DESCRIPTION OF MAJOR SERVICES

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. In 2011-12, the Board began obligating the remaining balance of funds via the County quarterly budget reports. Once approved, allocations are to be expensed within twelve months and existing allocations not spent within a fiscal year are carried over to the subsequent fiscal year by district. There is currently no ongoing funding included in this budget unit. County Policy 02-18 provides that these funds are to be exhausted by the end of Fiscal Year 2015-16, and any remaining unspent funds are to be returned to the County general fund.

Budget at a Glance	
Total Requirements	\$5,852,564
Total Sources	\$0
Net County Cost	\$5,852,564
Total Staff	0
Funded by Net County Cost	100%

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.

2013-14 ADOPTED BUDGET



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	2,714,721	2,160,675	2,289,173	4,128,360	9,911,575	5,502,564	(4,409,011)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,714,721	2,160,675	2,289,173	4,128,360	9,911,575	5,502,564	(4,409,011)
Reimbursements	(11,665)	(1,036,042)	0	(17,795)	(7,795)	0	7,795
Total Appropriation	2,703,056	1,124,633	2,289,173	4,110,565	9,903,780	5,502,564	(4,401,216)
Operating Transfers Out	29,804	57,358	550,890	298,750	357,586	350,000	(7,586)
Total Requirements	2,732,860	1,181,991	2,840,063	4,409,315	10,261,366	5,852,564	(4,408,802)
Sources							
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	45,000	45,000	0	(45,000)
Total Revenue	0	0	0	45,000	45,000	0	(45,000)
Operating Transfers In	0	196,889	0	58,989	58,476	0	(58,476)
Total Sources	0	196,889	0	103,989	103,476	0	(103,476)
Net County Cost	2,732,860	985,102	2,840,063	4,305,326	10,157,890	5,852,564	(4,305,326)
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Requirements of \$5.8 million represents 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.

BUDGET CHANGES AND OPERATIONAL IMPACT

These funds are utilized by Supervisorial Districts to support community programs and projects. In accordance with County Policy 02-18, these funds are allocated at the sole discretion of the Supervisor within his or her own Supervisorial District. On February 7, 2012, the Board adopted an amendment to County Policy 02-18 which revised the policy related to the administration of these funds. In addition to new procedures regarding the administration of these funds, the amended policy also provides that these funds are to be exhausted by the end of Fiscal Year 2015-16, and any remaining unspent funds are to be returned to the County general fund.

The 2013-14 Budget includes a reduction of \$4.4 million to requirements and represents payments made to support community programs and projects during the 2012-13 fiscal year. As of the Third Quarter Budget Report on May 7, 2013, funds remaining to be obligated by the Districts totaled approximately \$3.4 million. There is currently no ongoing funding included in this budget unit.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this unit.



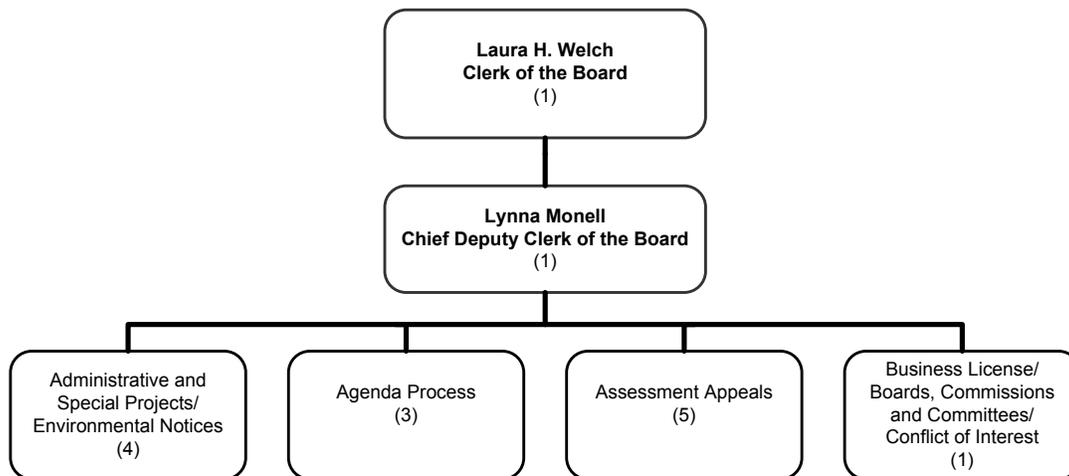
CLERK OF THE BOARD Laura H. Welch

DEPARTMENT 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



2012-13 ACCOMPLISHMENTS

- Reached disposition or two-year waiver filed for all 8,989 2010-11 Assessment Appeal applications, which met the November 30, 2012, statutory deadline.
- Implemented enhancements to the Boards, Commissions and Committees (BCCs) system:
 - Application Preview Screen – This allows applicants to preview information prior to submitting their online applications. This reduces duplicate filings and improves the accuracy of online submissions.
 - Enhanced functionality within the BCC System to allow for greater management and tracking of dissolved or re-created Municipal Advisory Commissions and Advisory Commissions upon the election or re-election of Supervisors or Countywide redistricting.
- Implemented a major upgrade to the Agenda Management System (AMS) in preparation for transition to a new streaming video vendor. This upgrade also provides greater system functionality to the Clerk's staff in support of the preparation and management of the Board of Supervisors' agenda and records.
- Implemented videoconferencing program at the Joshua Tree Government Center. This program leverages technology in order to provide constituents that live in remote areas the opportunity to participate in the Board of Supervisors' meetings via videoconference.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

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

- Objective(s):**
- *Provide stable governmental leadership, consistent decision-making and efficient processing to inspire confidence in investors.*
 - *Review and revise fees, processes and decision-making to ensure a business friendly environment.*

- Department Strategy:*
- *Increase electronic submissions of Assessment Appeal applications to improve the Department's ability to provide accurate, timely and efficient processing of applications.*
 - *Implement business practice changes related to submission of applications to improve turnaround time for issuance of new business licenses.*
 - *Implement business practice changes related to submission of applications to improve turnaround time for issuance of renewal business licenses.*

	2011-12	2012-13	2012-13	2013-14
Measurement	Actual	Target	Actual	Target
Percentage of electronic submission of Assessment Appeal Applications.	36.3%	40%	34%	40%
Turnaround time for processing of new business licenses.	60 days	29 days	47 days	20 days
Turnaround time for processing of renewal business licenses.	42 days	26 days	31 days	20 days

While there was improvement from the previous fiscal year, the target for electronic submissions of assessment appeal applications was not reached. Clerk of the Board (COB) was not able to accomplish full outreach efforts to promote the use of the online application for 2012-13. Through outreach efforts coordinated with the Public Information Office and the Assessor's office, it is anticipated that the performance measure for 2013-14 will be reached.

In 2011-12, the COB experienced a marked increase in the number of days required to process new and renewal business licenses. In 2012-13, the COB worked with the approving agency to implement a change in the tracking and approval of business license applications. It was anticipated that this collaborative effort would have returned the approval time to previous levels. These changes were not implemented until late October 2012; therefore, the target for 2012-13 was not reached.



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Clerk of the Board	2,343,659	313,578	2,030,081			15
Total General Fund	2,343,659	313,578	2,030,081			15

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Clerk of the Board	2,017,276	2,013,815	1,840,615	1,871,377	2,343,659
Total	2,017,276	2,013,815	1,840,615	1,871,377	2,343,659

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Clerk of the Board	122,556	335,155	396,566	371,138	313,578
Total	122,556	335,155	396,566	371,138	313,578

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Clerk of the Board	1,894,720	1,678,660	1,444,049	1,500,239	2,030,081
Total	1,894,720	1,678,660	1,444,049	1,500,239	2,030,081



Clerk of the Board

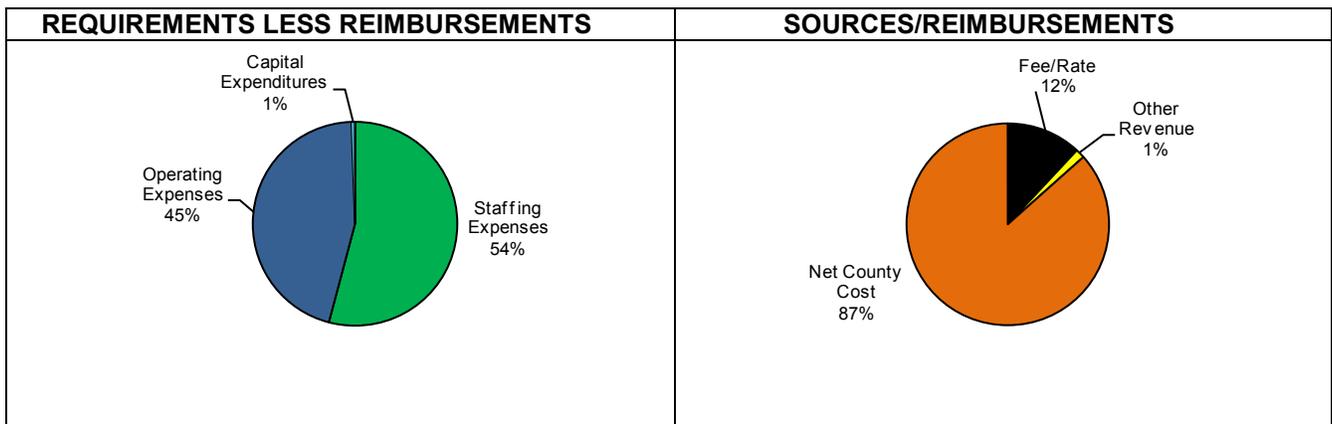
DESCRIPTION OF MAJOR SERVICES

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 150 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.

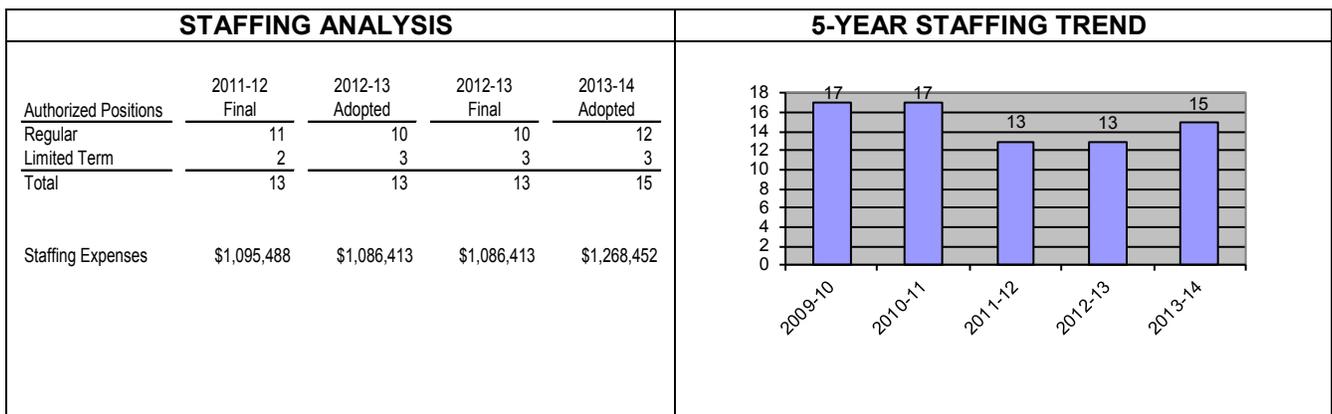
Budget at a Glance	
Total Requirements	\$2,343,659
Total Sources	\$313,578
Net County Cost	\$2,030,081
Total Staff	15
Funded by Net County Cost	87%

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 Board correspondence; and responds to hundreds of requests for information and documents from County staff and the public.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,312,033	1,270,932	1,095,469	994,418	1,086,413	1,268,452	182,039
Operating Expenses	704,044	730,064	745,127	750,228	784,964	1,062,207	277,243
Capital Expenditures	0	0	0	0	0	13,000	13,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,016,077	2,000,996	1,840,596	1,744,646	1,871,377	2,343,659	472,282
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	2,016,077	2,000,996	1,840,596	1,744,646	1,871,377	2,343,659	472,282
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,016,077	2,000,996	1,840,596	1,744,646	1,871,377	2,343,659	472,282
Sources							
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	72,435	294,306	352,329	285,397	325,638	279,453	(46,185)
Other Revenue	50,122	40,848	44,218	35,934	45,500	34,125	(11,375)
Total Revenue	122,557	335,154	396,547	321,331	371,138	313,578	(57,560)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	122,557	335,154	396,547	321,331	371,138	313,578	(57,560)
Net County Cost	1,893,521	1,665,842	1,444,049	1,423,315	1,500,239	2,030,081	529,842
				Budgeted Staffing	13	15	2

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

The majority of the COB expenses consist of staffing expenses to support functions of the Board of Supervisors and Assessment Appeals processing. Operating expenses of \$1.1 million include costs related to office supplies, vendor service contracts, Application Development Maintenance and Support costs and assessment appeals costs. This budget includes \$13,000 in fixed assets to fund a network infrastructure upgrade to support the implementation of a new contract for video streaming hosting services which will provide public access to live and archived Board of Supervisor’s meetings and other streamed events.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$472,282 which includes an increase of \$182,039 in staffing expenses due to the addition of 1 Staff Analyst II and 1 Board Services Specialist position as well as higher retirement costs. Increases in operating expenses totaling \$277,243 are primarily associated with higher COWCAP charges and the inclusion of Information Technology charges in the COB’s budget. Sources are decreasing by \$57,560 primarily due to an anticipated reduction in the number of Assessment Appeals applications and fewer environmental notice filings.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.3 million fund 15 budgeted positions of which 12 are regular positions and 3 are limited term positions.

Staffing changes for 2013-14 include the addition of 1 Staff Analyst II and 1 Board Services Specialist. The Staff Analyst II position will perform records retention and management duties, assume budget, fiscal and reporting duties, and other administrative functions within COB. The Board Services Specialist position will be assigned to reception, perform the majority of the business license duties and provide back up for agenda related functions. The addition of these positions will reduce the reliance on hiring temporary help, provide relief for the existing workload, and achieve the departmental goal of providing consistent customer service and training.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration/Special Projects/ Environmental Notices	6	0	6	4	0	2	6
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	12	3	15	13	0	2	15

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 Specialist	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 Processor
1	Staff Analyst II			5	Total
1	Executive Secretary III				
1	Board Services Specialist				
6	Total				
Business License/Form 700					
<u>Classification</u>					
1	Board Services Specialist				
1	Total				



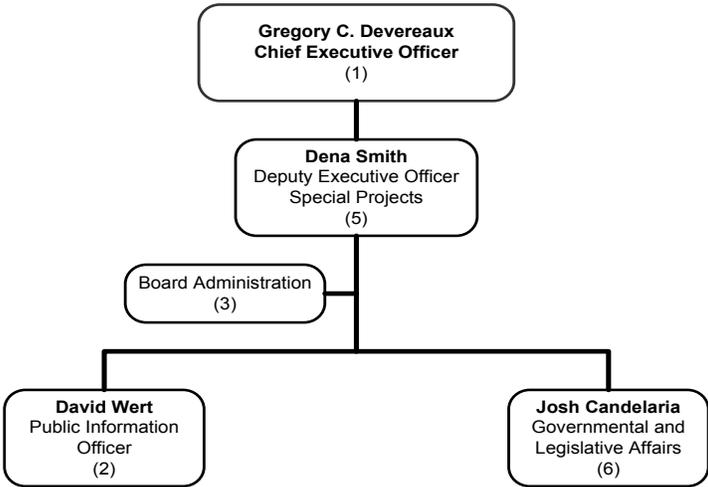
COUNTY ADMINISTRATIVE OFFICE Gregory C. Devereaux

DEPARTMENT MISSION STATEMENT

The County Administrative Office ensures that departmental staff provides 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



2012-13 ACCOMPLISHMENTS

- Convened an advisory group of department heads to recommend strategies for enhancing employee understanding and support of the Board-adopted Paradigm and Job statements.
- Established a “Chief Executive Officer” segment of New Employee Orientation providing new employees with information about the Countywide Vision, the County Paradigm and Job statements and how their work contributes to achievement of these goals.
- Recruited key County staff members to partner with Countywide Vision Element Group discussion leaders to facilitate communication and ensure each group’s progress towards an action plan in support of the Regional Implementation Goals.
- Completed redesign of the High Desert Government Center facility to include a fully operational Public Safety Operations Center (PSOC).
- Encouraged increased staff participation in regional and statewide associations.
- Participated in the statewide committee to recommend future funding formula for AB109 (Prison Realignment)
- Oversaw completion of a Geographic Information System-based report of development constraints countywide and presented to the San Bernardino Associated Governments (SANBAG) Board of Directors; partnered with SANBAG to make the report available to the County’s cities and towns through their secure website.
- Completed meet and confer cycle with employee groups, achieving the concessions needed to meet the budget goals.
- Initiated planning for a more effective approach to the management and maintenance of County facilities and infrastructure, including more effective tracking of preventative maintenance and repair activities for County facilities and roads.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION

- Objective(s):**
- *Continue the County role of convening conversations on community collaboration and collective action.*
 - *Ensure that all County employees know the significance of the Countywide Vision, Job and Paradigm.*

- Department Strategy:**
- *Continue to oversee the Countywide Vision Project in partnership with SANBAG and facilitate activities of the Countywide Vision Element groups in support of the Regional Implementation Goals.*
 - *Maintain Countywide Vision Project website and provide quarterly project reports to the Board of Supervisors, SANBAG Board, Element group members and other interested parties.*
 - *Implement organizational assessment and communication plan to increase employee understanding of the Countywide Vision, Job and Paradigm and how their work supports them.*

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

- Objective(s):**
- *Enhance and protect the Board of Supervisors' policy-making role and ensure authority exists for staff actions.*
 - *Incorporate the Board adopted County Goals and Objectives in the County budget document, tie department performance measures to them and report progress in the quarterly budget updates.*
 - *Ensure that employees know that they and their work are valued.*

- Department Strategy:**
- *Establish Policy Review and Oversight Committees to review and recommend updates to the County Policy Manual, including establishment of appropriate compliance monitoring and enforcement criteria.*
 - *Implement system for development, review and reporting of department performance measures, tied to the Goals and Objectives, as part of the annual and quarterly budget review process.*
 - *Continue to make presentations to employees and conduct workplace visits and support departments in their efforts to provide a professional work environment and the necessary tools for employees to succeed.*

COUNTY GOAL: PURSUE COUNTY GOALS AND OBJECTIVES BY WORKING WITH OTHER GOVERNMENTAL AGENCIES

- Objective(s):**
- *Work with Federal, State and regional governments and organizations to ensure San Bernardino County receives its fair share of resources and to help shape legislation and regulations which affect the County.*

- Department Strategy:**
- *Continue active participation in the statewide working group for AB 109 (Prison Realignment).*



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

Objective(s): • *Eliminate silos and consolidate and centralize administrative functions, including financial management and oversight.*

Department Strategy: • *Implement a single system for management of County contracts to improve monitoring and help facilitate timely action (solicitation, extension, etc.) by departments.*

SUMMARY OF BUDGET UNITS

2013-14

	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
County Administrative Office	4,793,803	0	4,793,803			17
Litigation	589,763	0	589,763			0
Total General Fund	5,383,566	0	5,383,566			17

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Administrative Office	5,496,379	5,796,162	3,406,336	4,091,958	4,793,803
Litigation	789,492	270,081	392,708	589,938	589,763
Total	6,285,871	6,066,243	3,799,044	4,681,896	5,383,566

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Administrative Office	92,142	0	0	0	0
Litigation	125,000	48,510	0	0	0
Total	217,142	48,510	0	0	0

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Administrative Office	5,404,237	5,796,162	3,406,336	4,091,958	4,793,803
Litigation	664,492	221,571	392,708	589,938	589,763
Total	6,068,729	6,017,733	3,799,044	4,681,896	5,383,566



County Administrative Office

DESCRIPTION OF MAJOR SERVICES

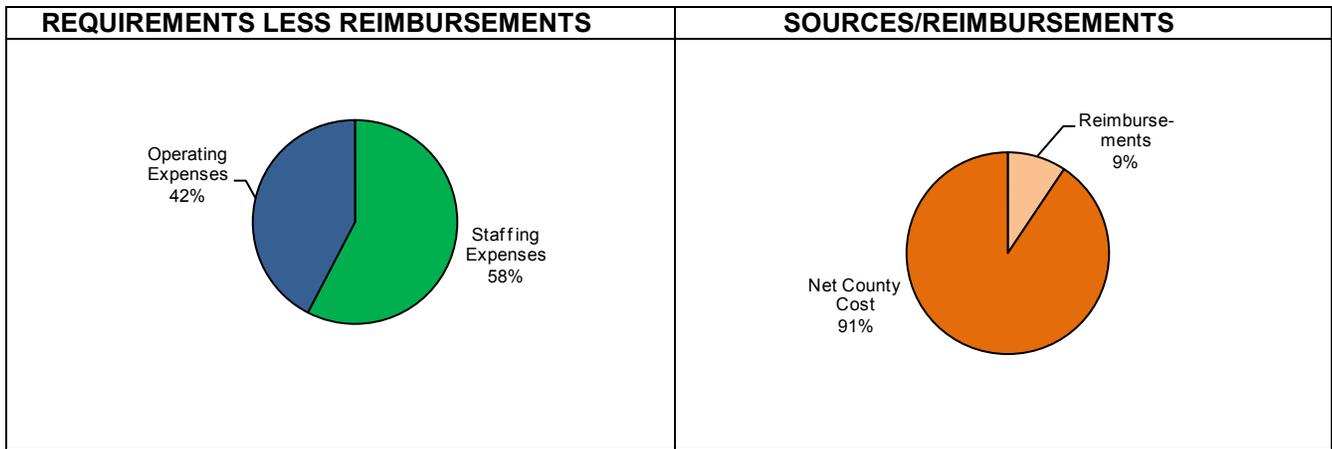
The County Administrative Office (CAO) is responsible to the Board of Supervisors (Board) for the general administration and coordination of all County operations and programs. The CAO oversees the operations of all County departments whose department heads are appointed by the Board or the Chief Executive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

Budget at a Glance

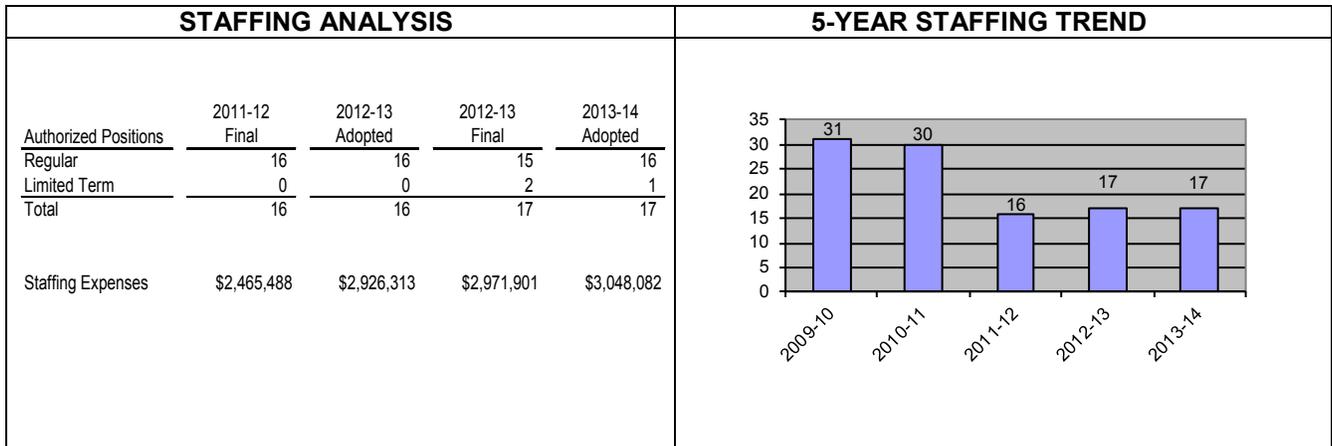
Total Requirements	\$4,793,803
Total Sources	\$0
Net County Cost	\$4,793,803
Total Staff	17
Funded by Net County Cost	91%

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.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: County Administrative Office
 FUND: General

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	5,179,978	5,547,597	2,465,488	2,774,729	2,971,901	3,048,082	76,181
Operating Expenses	668,270	1,121,556	1,279,342	1,499,448	1,580,510	2,240,778	660,268
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	5,848,248	6,669,153	3,744,830	4,274,177	4,552,411	5,288,860	736,449
Reimbursements	(351,869)	(873,013)	(441,218)	(469,501)	(460,453)	(495,057)	(34,604)
Total Appropriation	5,496,379	5,796,140	3,303,612	3,804,676	4,091,958	4,793,803	701,845
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	5,496,379	5,796,140	3,303,612	3,804,676	4,091,958	4,793,803	701,845
Sources							
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	92,142	0	0	44,335	0	0	0
Total Revenue	92,142	0	0	44,335	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	92,142	0	0	44,335	0	0	0
Net County Cost	5,404,237	5,796,140	3,303,612	3,760,341	4,091,958	4,793,803	701,845
				Budgeted Staffing	17	17	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses of \$3.0 million represent the majority of expenditures in this department and fund 17 budgeted positions, which are partially offset by \$187,057 in reimbursements. Operating expenses of \$2.2 million include \$608,400 for the Quad State annual membership, the Fair Political Practices Commission contract, and the federal and state lobbyist contracts, which are partially offset by \$308,000 in reimbursements from other departments for services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements are increasing by \$701,845. This includes increases due to Application Development Maintenance and Support costs now being budgeted directly in the Department and increased retirement costs, as well as additional one-time funding in the amount of \$350,000 for the implementation of a Direct Giving Campaign Strategy (Give BIG San Bernardino County) and the continuation of the Grants Development and Non-Profit Capacity Building Initiatives.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$3.0 million fund 17 budgeted positions of which 16 are regular positions and 1 is a limited term position. Total budgeted staffing includes no change compared to the 2012-13 final budget.



2013-14 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>
County Administrative Office	1	0	1	1	0	0	1
Board Administration	3	0	3	3	0	0	3
Special Projects	5	0	5	5	0	0	5
Public Information Office	2	0	2	1	1	0	2
Governmental and Legislative Affairs	5	1	6	5	1	0	6
Total	16	1	17	15	2	0	17

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



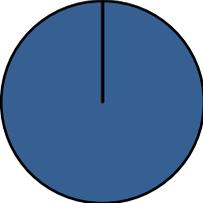
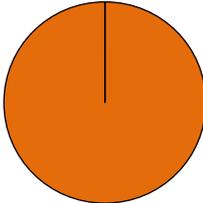
Litigation

DESCRIPTION OF MAJOR SERVICES

This 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 during the fiscal year for any new major contracts or material amendments to existing legal contracts.

Budget at a Glance	
Total Requirements	\$589,763
Total Sources	\$0
Net County Cost	\$589,763
Total Staff	0
Funded by Net County Cost	100%

2013-14 ADOPTED BUDGET

REQUIREMENTS LESS REIMBURSEMENTS	SOURCES/REIMBURSEMENTS
 <p>Operating Expenses 100%</p>	 <p>Net County Cost 100%</p>



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: County Administrative Office
 FUND: General

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	789,492	270,070	376,222	395,986	589,938	589,763	(175)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	789,492	270,070	376,222	395,986	589,938	589,763	(175)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	789,492	270,070	376,222	395,986	589,938	589,763	(175)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	789,492	270,070	376,222	395,986	589,938	589,763	(175)
Sources							
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	48,510	1,200	800	0	0	0
Total Revenue	0	48,510	1,200	800	0	0	0
Operating Transfers In	125,000	0	0	0	0	0	0
Total Sources	125,000	48,510	1,200	800	0	0	0
Net County Cost	664,492	221,560	375,022	395,186	589,938	589,763	(175)
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses of \$589,763 represent costs for outside legal counsel and other litigation related expenses.

BUDGET CHANGES AND OPERATIONAL IMPACT

There are no significant budget changes for 2013-14.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



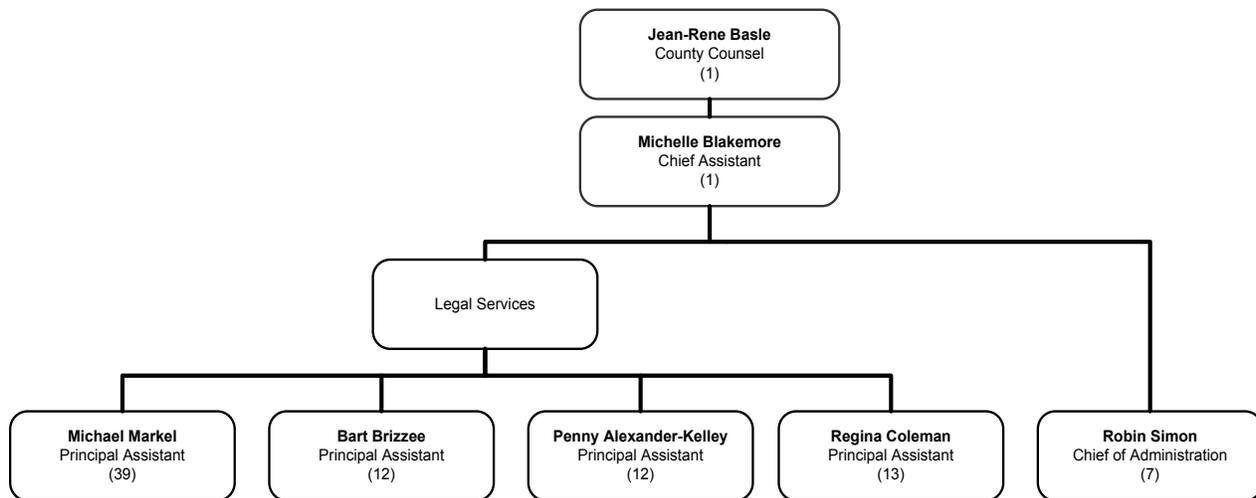
COUNTY COUNSEL Jean-Rene Basle

DEPARTMENT 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



2012-13 ACCOMPLISHMENTS

- Prepared Ordinances on a variety of issues including:
 - Permitting and Operating of Food Truck Events
 - Campaign Reform
 - Emergency Services Reorganization
- Assisted in Medi-Cal Privacy and Security Agreement negotiations with the State resulting in favorable terms for the Counties.
- Opened 1,079 juvenile dependency cases and 192 appeals.
- Provided assistance and guidance to other parties in conjunction with the United States Environmental Protection Agency in the federal perchlorate litigation resulting in settlements with the major PRPs (Potentially Responsible Parties) and most of the remaining PRPs leading to a proposed remediation of groundwater contamination in the Rialto-Colton Basin and resolving almost 10 years of litigation.
- Advised Homeownership Protection Program Joint Powers Authority.
- Assisted Flood Control District regarding the Countywide stormwater permit.
- Assisted in preparing a sales tax agreement for Economic Development Agency.
- Drafted legislation and negotiated with the California Fair Political Practices Commission to become the enforcement arm of the County ethics policy.
- Assisted in the drafting of proposed legislation relating to the Cedar Glen Disaster Recovery Redevelopment Project Area.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS	
Objective(s):	<ul style="list-style-type: none"> • Enhance and protect the Board of Supervisors' policy-making role and ensure authority exists for staff actions. • Ensure that employees know that they and their work are valued. • Develop consistent messaging for the organization.

Department Strategy:	<ul style="list-style-type: none"> • Draft policies and ordinances pursuant to Board of Supervisor direction within requested timelines. • Conduct an annual customer service survey which will allow clients to provide feedback on the service they receive from County Counsel. • Develop a County Counsel intranet site so clients can access frequently requested information (ie: forms, ordinances, standard contract language, etc.). 			
Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Percentage of policies and ordinances drafted within Board directed or requested timelines.	100%	100%	100%	100%
Percentage of clients who ranked service from County Counsel as satisfactory or above.	97%	98%	98%	98%
Percentage of County Counsel intranet site developed and implemented.	N/A	50%	50%	100%

SUMMARY OF BUDGET UNITS

	2013-14					
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
County Counsel	8,713,238	5,683,270	3,029,968			85
Total General Fund	8,713,238	5,683,270	3,029,968			85

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Counsel	8,343,431	9,111,036	8,476,960	8,732,006	8,713,238
Total	8,343,431	9,111,036	8,476,960	8,732,006	8,713,238

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Counsel	5,597,616	5,850,483	6,154,250	5,644,400	5,683,270
Total	5,597,616	5,850,483	6,154,250	5,644,400	5,683,270

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Counsel	2,745,815	3,260,553	2,322,710	3,087,606	3,029,968
Total	2,745,815	3,260,553	2,322,710	3,087,606	3,029,968



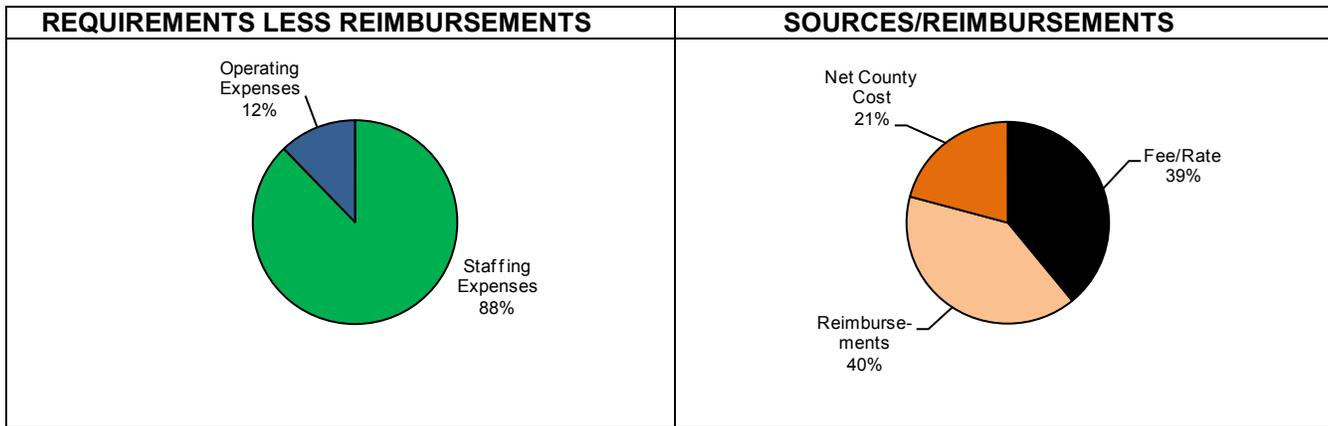
County Counsel

DESCRIPTION OF MAJOR SERVICES

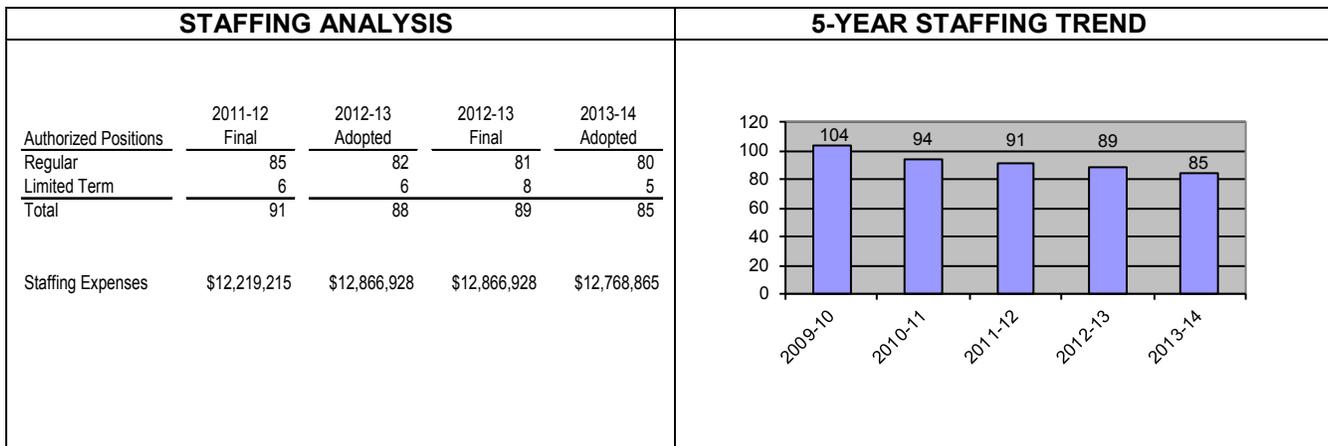
County Counsel provides civil legal services to the Board of Supervisors, the County Administrative Office, County departments, commissions, special districts, and school districts. County Counsel also provides legal services to various joint powers authorities and represents the courts and judges on certain matters

Budget at a Glance	
Total Requirements	\$8,713,238
Total Sources	\$5,683,270
Net County Cost	\$3,029,968
Total Staff	85
Funded by Net County Cost	21%

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: County Counsel
FUND: General

BUDGET UNIT: AAA CCL
FUNCTION: General
ACTIVITY: Counsel

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	11,177,755	13,356,526	12,219,215	12,129,008	12,866,928	12,768,865	(98,063)
Operating Expenses	729,030	847,720	1,656,726	1,227,256	1,697,038	1,781,523	84,485
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	11,906,785	14,204,246	13,875,941	13,356,264	14,563,966	14,550,388	(13,578)
Reimbursements	(3,576,956)	(5,095,035)	(5,409,375)	(5,900,009)	(5,831,960)	(5,837,150)	(5,190)
Total Appropriation	8,329,829	9,109,211	8,466,566	7,456,255	8,732,006	8,713,238	(18,768)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	8,329,829	9,109,211	8,466,566	7,456,255	8,732,006	8,713,238	(18,768)
Sources							
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	5,596,036	5,849,925	6,145,211	5,567,865	5,643,650	5,682,520	38,870
Other Revenue	1,580	606	9,653	122,492	750	750	0
Total Revenue	5,597,616	5,850,531	6,154,864	5,690,357	5,644,400	5,683,270	38,870
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	5,597,616	5,850,531	6,154,864	5,690,357	5,644,400	5,683,270	38,870
Net County Cost	2,732,213	3,258,680	2,311,702	1,765,898	3,087,606	3,029,968	(57,638)
				Budgeted Staffing	89	85	(4)

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses represent the majority of the Department's requirements for 2013-14. Also included are expenses for expert witnesses, professional services, equipment replacement, publications, travel/training, computer charges, and facility costs. These expenses are primarily offset through reimbursements and revenue received from clients for providing services.

BUDGET CHANGES AND OPERATIONAL IMPACT

No significant changes are included in the 2013-14 budget.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$12.8 million fund 85 budgeted positions of which 80 are regular positions and 5 are limited term positions. The 2013-14 budget includes the deletion of 4 vacant positions (1 Executive Secretary II; 1 Office Assistant III; 1 Extra-Help Principal Assistant County Counsel; 1 Extra-Help Paralegal). The deletion of these positions is expected to have negligible impact on departmental operations.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration/Fiscal	8	1	9	9	0	0	9
Legal Services	72	4	76	71	5	0	76
Total	80	5	85	80	5	0	85

Administration/Fiscal		Legal Services	
Classification		Classification	
1 County Counsel		4 Principal Assistant County Counsel	
1 Chief Assistant County Counsel		2 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		15 Executive Secretary II	
1 Office Assistant III		1 Office Assistant IV	
9 Total		4 Office Assistant III	
		76 Total	



FINANCE AND ADMINISTRATION

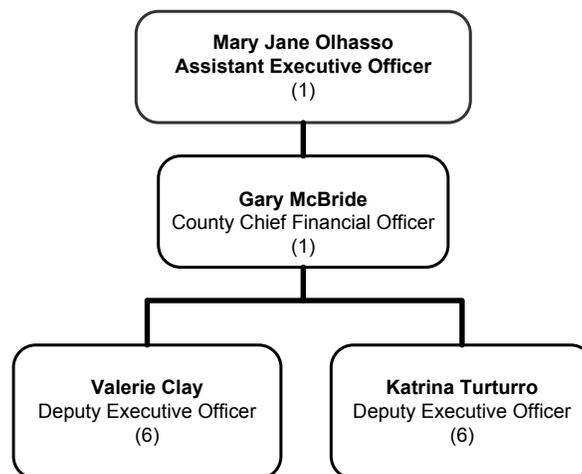
Mary Jane Olhasso

DEPARTMENT MISSION STATEMENT

Finance and Administration provides timely and accurate financial information to the public, Board of Supervisors, Chief Executive Officer, and County departments; identifies and implements best practices, true cost methodologies, alternative service delivery models, and efficient use of public investments.



ORGANIZATIONAL CHART



2012-13 ACCOMPLISHMENTS

- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the seventh consecutive year.
- Provided funding for the new Financial Accounting System in the amount of \$12.0 million.
- Increased General Purpose Reserve target of locally funded requirements from 11% to 12%.
- Developed a multi-year plan to address the projected shortfalls in the County's budget.
- Developed a budget for the coming fiscal year that brings the County into fiscal balance and addresses the most pressing countywide needs.
- Developed a long-term budget plan which brings the County into operational and programmatic balance.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy:

- *Prepare a budget presentation that follows the guidelines established by the National Advisory Council on State and Local Budgeting and Government Finance Officers Association (GFOA) best practices on budgeting.*
- *Ensure Board of Supervisors has sufficient review time for recommended budget and fee ordinance documents.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Received Distinguished Budget Presentation Award from the Government Finance Officers Association.	Yes	Yes	Yes	Yes
Number of days recommended budget documents were provided in advance of the Board meeting.	N/A	N/A	N/A	14
Number of days fee ordinance documents were provided in advance of the Board meeting.	N/A	N/A	N/A	14

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Incorporate the Board adopted County Goals and Objectives in the County budget document, tie department performance measures to them and report progress in the quarterly budget updates.*

Department Strategy:

- *Include performance measures in the County budget document.*
- *Provide updates on performance measurement progress in the quarterly budget report.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
County Goals and Objectives are incorporated in the County budget document.	Yes	Yes	Yes	Yes
Performance measurement progress is reported in the quarterly budget report.	N/A	N/A	N/A	Yes



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Finance and Administration	2,814,749	0	2,814,749			14
Capital Facilities Leases	13,013,014	0	13,013,014			0
Total General Fund	15,827,763	0	15,827,763			14
Special Revenue Fund						
Disaster Recovery Fund	24,315	10,000		14,315		0
Total Special Revenue Fund	24,315	10,000		14,315		0
Total - All Funds	15,852,078	10,000	15,827,763	14,315		14

5-YEAR REQUIREMENTS TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Finance and Administration	0	0	1,972,535	2,640,486	2,814,749
Capital Facilities Leases	20,933,394	54,640,359	16,108,391	13,052,882	13,013,014
Disaster Recovery Fund	394,182	173,135	209,310	18,868	24,315
Total	21,327,576	54,813,494	18,290,236	15,712,236	15,852,078

5-YEAR SOURCES TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Finance and Administration	0	0	0	0	0
Capital Facilities Leases	0	38,000,000	1,107,389	0	0
Disaster Recovery Fund	9,820	20,547	30,000	15,000	10,000
Total	9,820	38,020,547	1,137,389	15,000	10,000

5-YEAR NET COUNTY COST TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Finance and Administration	0	0	1,972,535	2,640,486	2,814,749
Capital Facilities Leases	20,933,394	16,640,359	15,001,002	13,052,882	13,013,014
Total	20,933,394	16,640,359	16,973,537	15,693,368	15,827,763

5-YEAR FUND BALANCE TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Disaster Recovery Fund	384,362	152,588	179,310	3,868	14,315
Total	384,362	152,588	179,310	3,868	14,315



Finance and Administration

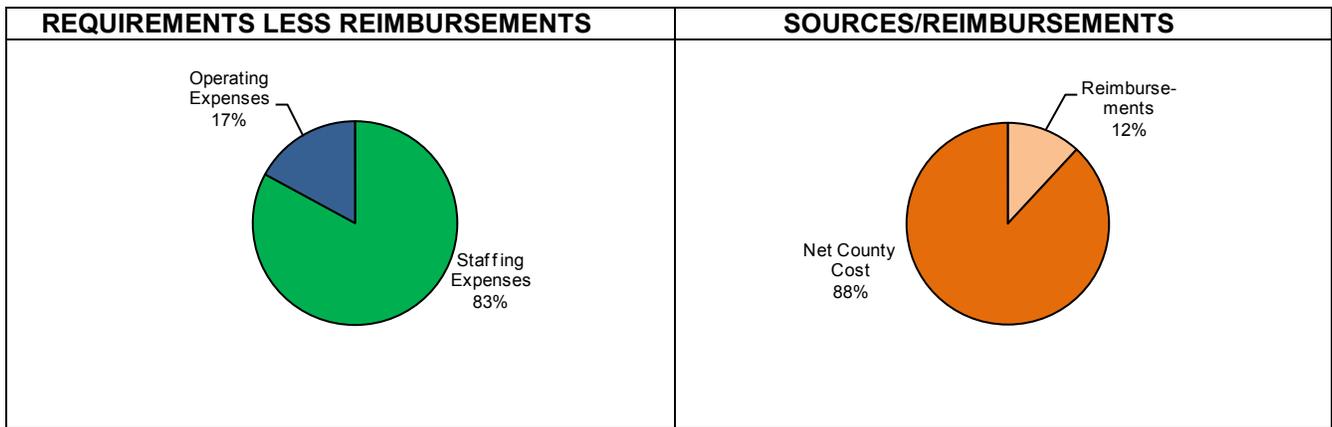
DESCRIPTION OF MAJOR SERVICES

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.

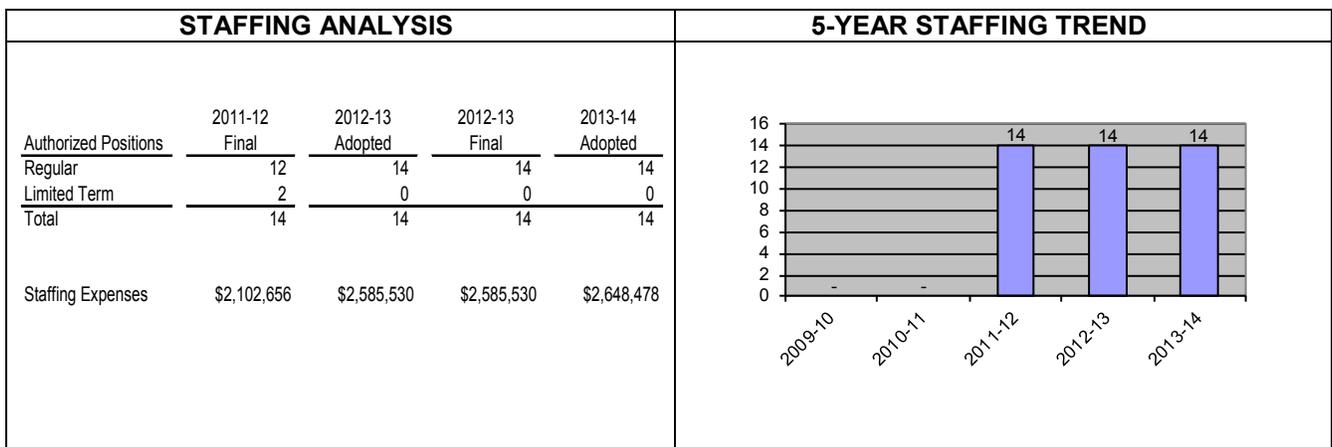
Budget at a Glance	
Total Requirements	\$2,814,749
Total Sources	\$0
Net County Cost	\$2,814,749
Total Staff	14
Funded by Net County Cost	88%

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.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Finance and Administration
 FUND: General

BUDGET UNIT: AAA FAB
 FUNCTION: General
 ACTIVITY: Finance

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	2,095,407	1,840,406	2,585,530	2,648,478	62,948
Operating Expenses	0	0	222,862	165,254	416,814	545,218	128,404
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	0	0	2,318,269	2,005,660	3,002,344	3,193,696	191,352
Reimbursements	0	0	(369,985)	(364,311)	(361,858)	(378,947)	(17,089)
Total Appropriation	0	0	1,948,284	1,641,349	2,640,486	2,814,749	174,263
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	0	0	1,948,284	1,641,349	2,640,486	2,814,749	174,263
Sources							
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	8,093	0	0	0
Total Revenue	0	0	0	8,093	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	8,093	0	0	0
Net County Cost	0	0	1,948,284	1,633,256	2,640,486	2,814,749	174,263
				Budgeted Staffing	14	14	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses of \$2.6 million fund 14 budgeted regular positions. The majority of reimbursements are from Health Administration, County Fire, and Special Districts for administrative oversight.

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14, requirements are increasing by \$174,263 primarily due to Application Development Maintenance and Support costs now being budgeted directly in the Department, along with increased retirement costs.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.6 million fund 14 budgeted regular positions. Total budgeted staffing includes no change compared to the 2012-13 final budget.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Finance and Administration	14	0	14	12	2	0	14
Total	14	0	14	12	2	0	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

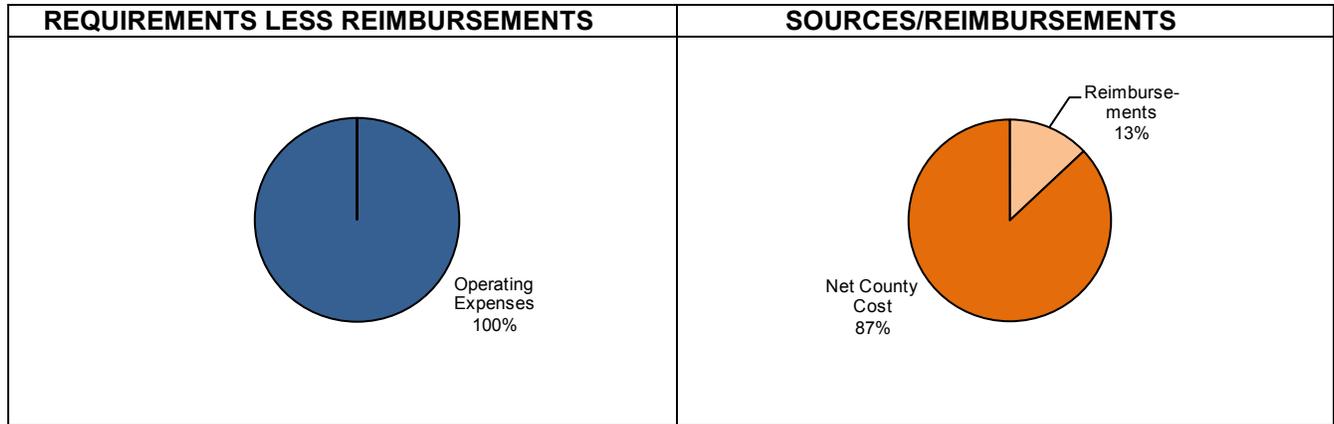
DESCRIPTION OF MAJOR SERVICES

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 Requirements	\$13,013,014
Total Sources	\$0
Net County Cost	\$13,013,014
Total Staff	0
Funded by Net County Cost	87%

2013-14 ADOPTED BUDGET



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	22,503,854	54,214,260	17,993,260	14,876,470	14,998,418	14,954,748	(43,670)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	22,503,854	54,214,260	17,993,260	14,876,470	14,998,418	14,954,748	(43,670)
Reimbursements	(1,816,051)	(2,037,795)	(1,943,662)	(1,945,536)	(1,945,536)	(1,941,734)	3,802
Total Appropriation	20,687,803	52,176,465	16,049,598	12,930,934	13,052,882	13,013,014	(39,868)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	20,687,803	52,176,465	16,049,598	12,930,934	13,052,882	13,013,014	(39,868)
Sources							
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	55	4,413	917,784	10,700	0	0	0
Total Revenue	55	4,413	917,784	10,700	0	0	0
Operating Transfers In	0	38,000,000	189,605	(200)	0	0	0
Total Sources	55	38,004,413	1,107,389	10,500	0	0	0
Net County Cost	20,687,748	14,172,052	14,942,209	12,920,434	13,052,882	13,013,014	(39,868)
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses of \$15.0 million represent lease payments and related fees and administrative costs for the major County assets financed by the general fund.

Lease Payments:

Justice Center/Chino Airport Improvements	6,472,000
West Valley Detention Center	8,102,743
Subtotal	14,574,743

Other Expenditures:

Debt Administration (including Trustee Fees, Audit and Arbitrage)	307,800
COWCAP	72,205
Subtotal	14,954,748
Reimbursements	(1,941,734)
Total	13,013,014

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14 operating expenses are declining slightly due to a reduction in Countywide Cost Allocation Plan (COWCAP) charges.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



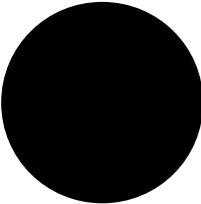
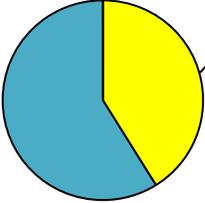
Disaster Recovery Fund

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 Requirements	\$24,315
Total Sources	\$10,000
Fund Balance	\$14,315
Use of Fund Balance	\$0
Total Staff	0

2013-14 ADOPTED BUDGET

REQUIREMENTS LESS REIMBURSEMENTS	SOURCES/REIMBURSEMENTS
 <p style="text-align: center;">Contingencies 100%</p>	 <p style="text-align: center;">Fund Balance 59%</p> <p style="text-align: center;">Other Revenue 41%</p>



ANALYSIS OF 2013-14 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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	6,587	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	24,315	24,315
Total Exp Authority	6,587	0	0	0	0	24,315	24,315
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	6,587	0	0	0	0	24,315	24,315
Operating Transfers Out	0	0	0	0	18,868	0	(18,868)
Total Requirements	6,587	0	0	0	18,868	24,315	5,447
Sources							
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	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	77,723	19,161	20,548	10,446	15,000	10,000	(5,000)
Total Revenue	383,520	19,161	20,548	10,446	15,000	10,000	(5,000)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	383,520	19,161	20,548	10,446	15,000	10,000	(5,000)
				Fund Balance	3,868	14,315	10,447
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Other revenue of \$10,000 represents anticipated interest earnings based on the entire fund balance which consists of restricted funds due to other agencies.

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.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



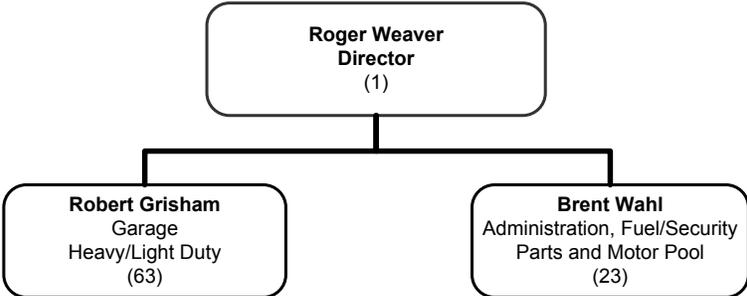
FLEET MANAGEMENT Roger Weaver

DEPARTMENT 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



2012-13 ACCOMPLISHMENTS

- Relocated San Bernardino County Fire Protection District (County Fire) Vehicle Services maintenance/repair operations to Fleet Management site optimizing space requirements for vehicle services.
- Merged County Fire Vehicle Services and Fleet Management parts inventories to increase parts room efficiency, reduce inventories, and utilize economies of scale.
- Completed selection process for new Fleet Management Information System, FASTER, to increase automation in operations.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

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

- Objective(s):**
- *Eliminate silos and consolidate and centralize administrative functions, including financial management and oversight.*
 - *Develop a long-term budget plan which brings the County into operational and programmatic balance.*
 - *Implement information management best-practices that would unify technology platforms and move toward a standardized enterprise approach.*

- Department Strategy:**
- *Continue to monitor and streamline the shop, parts and administrative functions of the now co-located County Fire Vehicle Services and Fleet Management operations.*
 - *Identify and eliminate excess/underutilized County managed fuel tanks.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Reduction in parts inventory levels.	N/A	N/A	N/A	25%
Excess/underutilized fuel tanks taken out of service.	N/A	N/A	N/A	80%

COUNTY GOAL: MAINTAIN PUBLIC SAFETY

- Objective(s):**
- *Work with all elements of the County's public safety services to reduce costs while maintaining the highest level of service that funding will support.*

- Department Strategy:**
- *Improve fire apparatus uptime (readiness rate) to reduce vehicle requirements in the County.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Fire apparatus uptime (readiness rate).	N/A	N/A	N/A	80%



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
Internal Service Funds						
Fleet Management	33,896,011	33,475,300			(420,711)	87
Total Internal Service Funds	33,896,011	33,475,300			(420,711)	87

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Fleet Management	26,889,740	23,769,091	26,621,083	32,101,132	33,896,011
Total	26,889,740	23,769,091	26,621,083	32,101,132	33,896,011

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Fleet Management	26,834,000	24,328,080	26,712,665	29,022,731	33,475,300
Total	26,834,000	24,328,080	26,712,665	29,022,731	33,475,300

5-YEAR NET BUDGET TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Fleet Management	(55,740)	558,989	91,582	(3,078,401)	(420,711)
Total	(55,740)	558,989	91,582	(3,078,401)	(420,711)

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



Fleet Management

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. Beginning in 2013-14, shop operations will also include full service maintenance and repairs for County Fire's light duty vehicles and equipment.

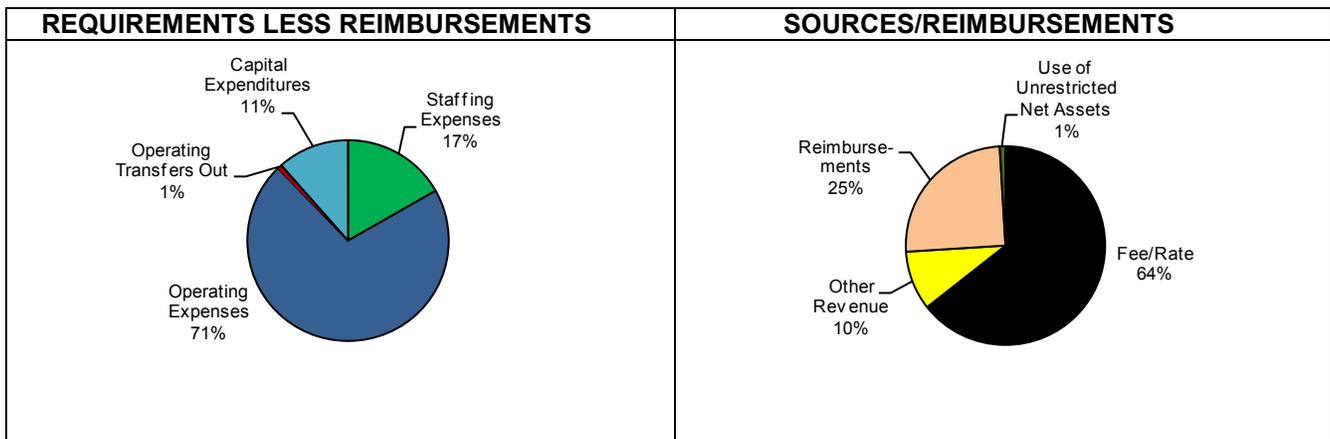
Budget at a Glance

Total Requirements	\$33,896,011
Total Sources	\$33,475,300
Net Budget	(\$420,711)
Estimated Unrestricted Net Assets	\$11,907,932
Use of Unrestricted Net Assets	\$420,711
Total Staff	87

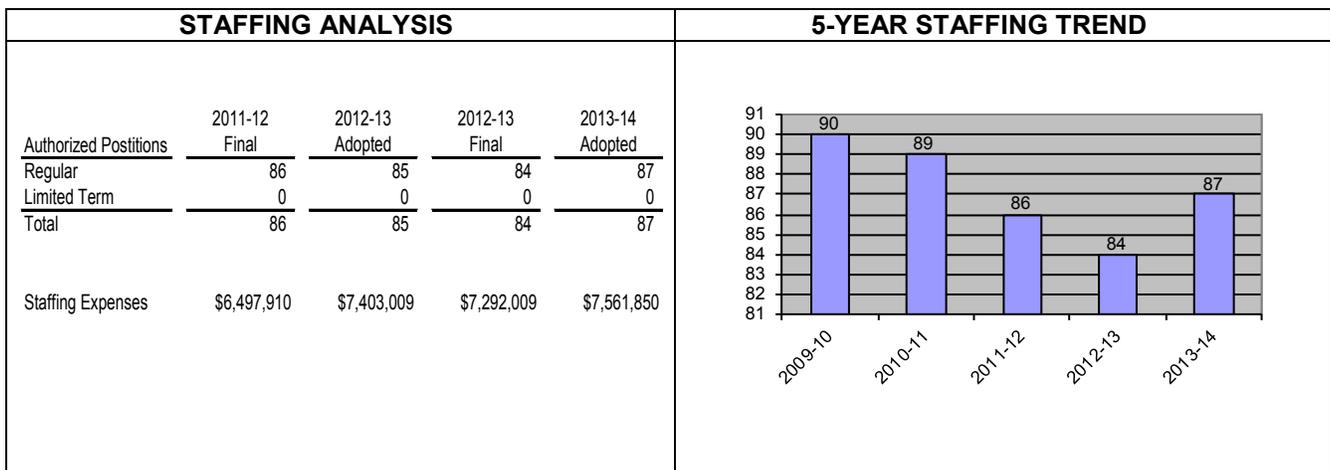
Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,800 automobiles, vans, pick-up trucks and various specialty vehicles/equipment assigned to County departments. The Motor Pool coordinates collection and distribution of vehicle replacement funds, fuel, maintenance, insurance, overhead and other operational costs of fleet vehicles.

The Fleet Management budget unit is an internal service fund (ISF). All operational costs are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to 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.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Fleet Management
 FUND: Fleet Management

BUDGET UNIT: IFM FLT, IDJ FLT
 FUNCTION: General
 ACTIVITY: Other General

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	6,714,416	6,543,250	6,496,998	6,692,924	7,292,009	7,561,850	269,841
Operating Expenses	21,487,409	22,839,881	25,041,948	28,432,799	28,733,121	32,051,506	3,318,385
Capital Expenditures	208,936	2,402,530	3,420,591	5,876,289	6,500,000	5,200,000	(1,300,000)
Contingencies	0	0	0	0	0	71,300	71,300
Total Exp Authority	28,410,761	31,785,661	34,959,537	41,002,012	42,525,130	44,884,656	2,359,526
Reimbursements	(9,082,806)	(8,525,117)	(9,373,177)	(10,829,975)	(11,074,897)	(11,308,201)	(233,304)
Total Appropriation	19,327,955	23,260,544	25,586,360	30,172,037	31,450,233	33,576,455	2,126,222
Operating Transfers Out	187,649	408,106	729,169	639,207	650,899	319,556	(331,343)
Total Requirements	19,515,604	23,668,650	26,315,529	30,811,244	32,101,132	33,896,011	1,794,879
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	49,770	0	0	0	0
Fee/Rate	20,337,106	20,955,670	21,717,560	23,786,148	23,945,057	29,056,000	5,110,943
Other Revenue	3,410,940	2,539,689	4,084,111	5,437,861	5,077,674	4,348,000	(729,674)
Total Revenue	23,748,046	23,495,359	25,851,441	29,224,009	29,022,731	33,404,000	4,381,269
Operating Transfers In	93,502	1,378	386,565	0	0	71,300	71,300
Total Sources	23,841,548	23,496,737	26,238,006	29,224,009	29,022,731	33,475,300	4,452,569
Net Budget	4,325,944	(171,913)	(77,523)	(1,587,235)	(3,078,401)	(420,711)	2,657,690
				Budgeted Staffing	84	87	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit. These expenses include \$13.6 million for the purchase and intra-fund transfers of fuel, \$5.9 million for the purchase of automotive parts and sublet services, \$5.9 million in transfers for intra-fund charges for vehicle maintenance and repairs, \$1.1 million for auto liability insurance costs, and \$1.0 million for County support charges.

Capital expenditures include \$5.0 million for the purchase of new vehicles and equipment. These expenditures include an approximate distribution of \$3.7 million for the purchase of trucks/sport utility vehicles, \$0.7 million for vans, and \$0.6 million for sedans.

Sources of \$33.5 million include \$7.7 million from variable/per-mile revenue, \$6.4 million from monthly fixed charges, and \$0.5 million from auction proceeds, as well as \$18.6 million in reimbursements from other County departments and outside agencies for fuel supplied and vehicle maintenance and repair services performed.

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14 the Garage (ICB) and Motor Pool (IBA) funds were merged into a single fund (IFM) that allows for administrative cost savings and efficiencies. In addition, a new Earned Leave fund was created to establish an earned leave program to ensure that the Department has funding set aside to pay earned leave expenses.

Requirements have increased by \$1.8 million due to anticipated increase of \$3.0 million from the consolidation of County Fire Vehicle Services and Fleet parts room and light duty support activities, \$0.7 million for auto liability insurance, and \$0.1 million for the earned leave program. These are primarily offset by a \$1.3 million decrease in capital expenditures resulting from a decrease in the number of assigned vehicles that have exceeded the replacement life cycle.

Sources are increasing by \$4.5 million, which includes reimbursements from County Fire for automotive parts, services performed, and the associated overhead revenue, monthly fixed charges, which includes new revenues for monthly fixed insurance charges for vehicles owned by the Human Services Department, variable/per-mile revenue as well as operating transfers for the earned leave program.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$7.6 million fund 87 budgeted regular positions. The 2013-14 budget includes an increase of 3 positions, consisting of 1 Motor Pool Assistant, 1 Fiscal Assistant, and 1 Custodian I. In addition, the budget includes a reclassification of 1 Equipment Parts Specialist I to a Stores Specialist and 1 Garage Services Assistant to a Fiscal Assistant to more accurately reflect the duties and responsibilities of the positions.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	7	0	1	8
Light Duty	39	0	39	32	5	2	39
Fuel/ Security	6	0	6	5	1	0	6
Heavy Duty	24	0	24	19	5	0	24
Parts	7	0	7	6	1	0	7
Motor Pool	3	0	3	3	0	0	3
Total	87	0	87	72	12	3	87

Administration	Light Duty	Fuel/Security
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Fleet Management	1 Motor Fleet Maint Superintendent	1 Fuel and Security Supervisor
1 Executive Secretary II	2 Motor Fleet Shop Supervisor	2 Equipment Svcs Specialist II
1 Staff Analyst II	7 Motor Fleet Mechanic II	2 Equipment Svcs Specialist I
1 Motor Fleet Shop Supervisor	13 Motor Fleet Mechanic I	1 Fiscal Assistant
1 Fiscal Specialist	1 Garage Service Writer	<u>6 Total</u>
1 Payroll Specialist	7 Mechanics Assistant	
1 Office Assistant III	3 Equipment Svcs Specialist I	
1 Fiscal Assistant	4 Motor Pool Assistant	
<u>8 Total</u>	1 Custodian I	
	<u>39 Total</u>	
Heavy Duty	Parts	Motor Pool
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Motor Fleet Maint Superintendent	1 Equipment Parts Supervisor	1 Staff Analyst I
2 Motor Fleet Shop Supervisor	3 Equipment Parts Specialist I	1 Vehicle Services Shop Supervisor
1 Motor Fleet Mechanic II	2 Stores Specialist	1 Assistant
16 Motor Fleet Mechanic I	1 Storekeeper	<u>3 Total</u>
3 Mechanics Assistant	<u>7 Total</u>	
1 Equipment Services Specialist I		
<u>24 Total</u>		



HUMAN RESOURCES

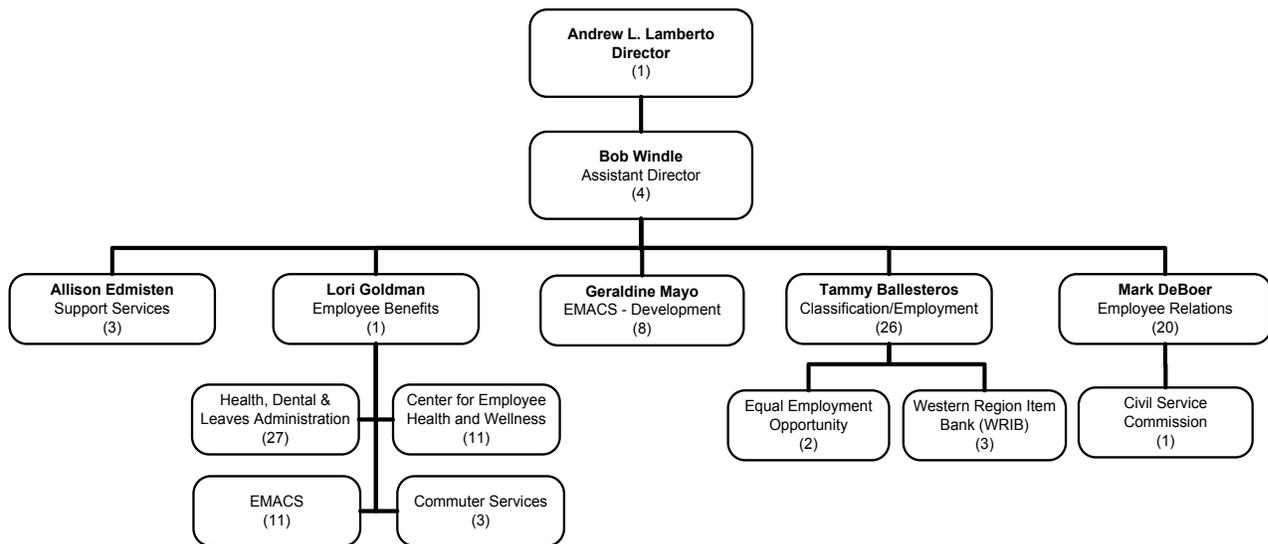
Andrew Lamberto

DEPARTMENT 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



2012-13 ACCOMPLISHMENTS

- Labor Negotiations – Implemented several cost saving measures in an effort to address immediate budget issues and resolve the County’s long-term ongoing structural deficit with all represented groups.
- Public Employees’ Pension Reform Act (PEPRA) – Implemented PEPRA provisions on pensionable compensation, new lower benefit formulas for General and Safety Members, an employee/employer cost sharing provision, and a new final average compensation calculation, resulting in long-term cost savings to the County.
- Employee Management and Compensation System (EMACS) Consolidation - Consolidated several functions from the Auditor-Controller/Treasurer/Tax Collector and Information Services Department under Human Resources to form the EMACS Development Team, allowing for a centralized and more efficient delivery of services.
- Employment Contract Review – Revised over 100 individual contracts, as well as master contracts covering several hundred employees, to reflect many of the same changes the County was negotiating with its bargaining units and implementing with unrepresented groups.
- Benefit Programs Realized Savings - Negotiated premium rates for the County’s medical, dental, and disability plans, as well as protected leaves administration.
- Equal Opportunity Commission Diversity Forum - Hosted the second annual EOC Diversity and Inclusion Forum, “Building Tomorrow’s Workforce – Today!” This annual Forum is another means to promulgate equal employment opportunity and workforce diversity within the County of San Bernardino.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy:

- *The County Wellness Program, My Health Matters!, will transition its incentive structure from activity based to results based in attempt to reduce medical premium costs.*
- *To ensure compliance and avoid Affordable Care Act penalties, follow the current action plan to ensure all aspects of administration and reporting are addressed.*
- *Due to completion of union bargaining cycle, conduct an audit of EMACS County Payroll and benefit processes contained in the Memoranda of Understanding to verify accurate implementation.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Biometric screenings completed.	493	2,500	4,400	4,400
Exceed the legislative requirement by offering coverage to >95% of full time employees.	N/A	>95%	98.0%	99.0%
Percentage of EMACS County Payroll and benefit audit completed.	N/A	N/A	N/A	75%



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Human Resources	7,165,607	624,917	6,540,690			79
The Center for Employee Health and Wellness	2,069,041	2,069,041	0			11
Unemployment Insurance	4,000,500	0	4,000,500			0
Total General Fund	13,235,148	2,693,958	10,541,190			90
Special Revenue Funds						
Commuter Services	1,516,036	693,050		822,986		3
Employee Benefits and Services	3,543,453	2,953,135		590,318		28
Total Special Revenue Funds	5,059,489	3,646,185		1,413,304		31
Total - All Funds	18,294,637	6,340,143	10,541,190	1,413,304		121

5-YEAR REQUIREMENTS TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Human Resources	5,044,562	5,005,730	4,509,105	5,852,852	7,165,607
The Center for Employee Health and Wellness	439,491	437,707	1,034,048	1,979,584	2,069,041
Unemployment Insurance	4,007,687	4,010,028	4,503,268	4,000,500	4,000,500
Commuter Services	1,228,054	1,304,147	1,411,216	1,488,392	1,516,036
Employee Benefits and Services	4,183,782	3,902,200	3,722,134	3,596,366	3,543,453
Total	14,903,576	14,659,812	15,179,771	16,917,694	18,294,637

5-YEAR SOURCES TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Human Resources	183,057	278,392	293,300	538,084	624,917
The Center for Employee Health and Wellness	1,001,407	953,156	1,034,048	1,979,584	2,069,041
Unemployment Insurance	0	0	0	0	0
Commuter Services	581,996	677,725	593,031	669,466	693,050
Employee Benefits and Services	3,095,302	2,704,050	2,799,954	3,040,635	2,953,135
Total	4,861,762	4,613,323	4,720,333	6,227,769	6,340,143

5-YEAR NET COUNTY COST TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Human Resources	4,861,505	4,727,338	4,215,805	5,314,768	6,540,690
The Center for Employee Health and Wellness	(561,916)	(515,449)	0	0	0
Unemployment Insurance	4,007,687	4,010,028	4,503,268	4,000,500	4,000,500
Total	8,307,276	8,221,917	8,719,073	9,315,268	10,541,190

5-YEAR FUND BALANCE TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Commuter Services	646,058	626,422	818,185	818,926	822,986
Employee Benefits and Services	1,088,480	1,198,150	922,180	555,731	590,318
Total	1,734,538	1,824,572	1,740,365	1,374,657	1,413,304



Human Resources

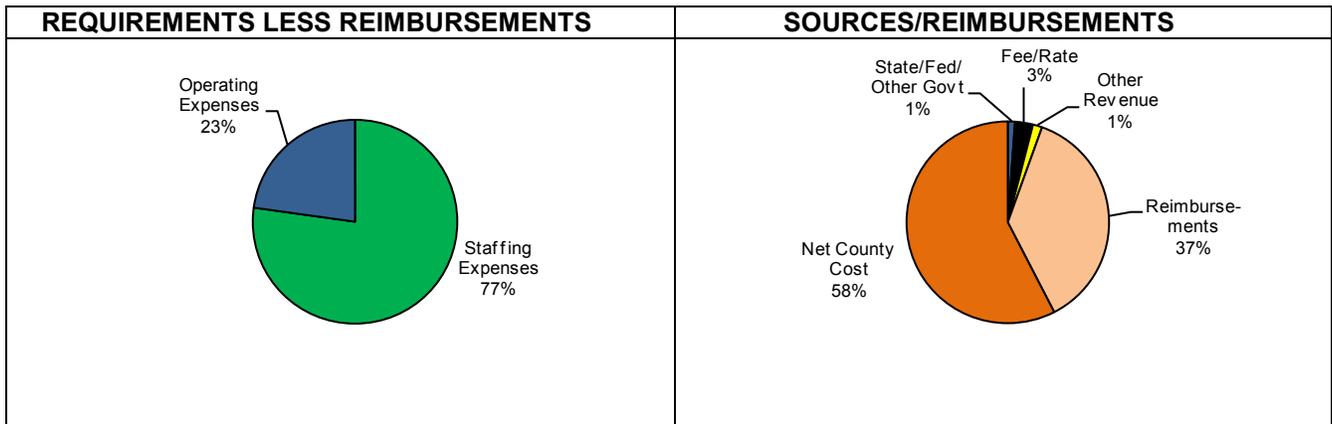
DESCRIPTION OF MAJOR SERVICES

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 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.

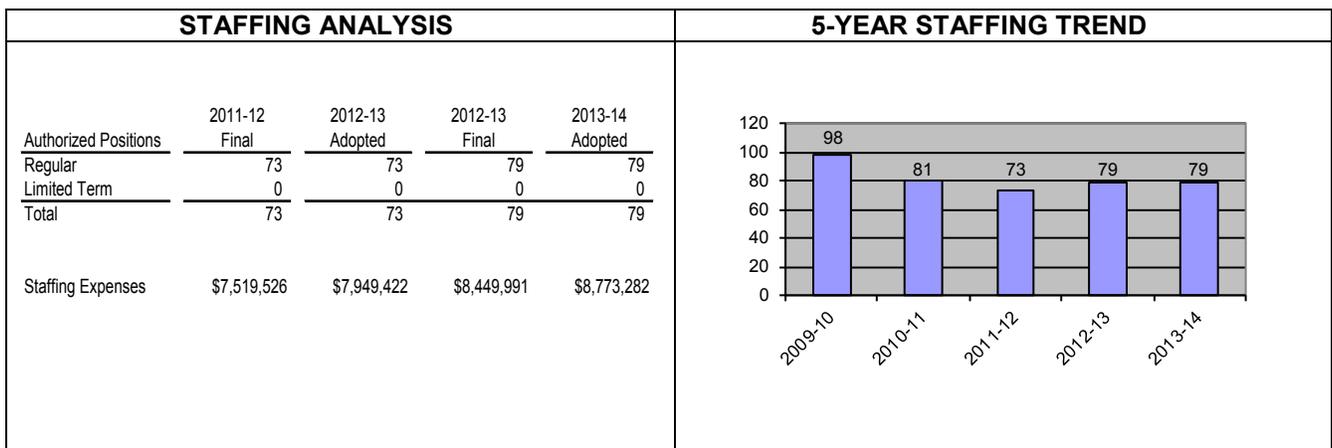
Budget at a Glance	
Total Requirements	\$7,165,607
Total Sources	\$624,917
Net County Cost	\$6,540,690
Total Staff	79
Funded by Net County Cost	58%

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.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: General

BUDGET UNIT: AAA HRD
FUNCTION: General
ACTIVITY: Personnel

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	8,978,789	7,965,434	7,519,526	8,157,472	8,449,991	8,773,282	323,291
Operating Expenses	1,784,940	682,278	1,079,047	1,355,456	1,442,752	2,588,854	1,146,102
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	10,763,729	8,647,712	8,598,573	9,512,928	9,892,743	11,362,136	1,469,393
Reimbursements	(5,719,167)	(3,641,984)	(4,149,170)	(4,026,135)	(4,039,891)	(4,196,529)	(156,638)
Total Appropriation	5,044,562	5,005,728	4,449,403	5,486,793	5,852,852	7,165,607	1,312,755
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	5,044,562	5,005,728	4,449,403	5,486,793	5,852,852	7,165,607	1,312,755
Sources							
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	114,677	126,409	131,242	4,833
Fee/Rate	173,907	250,470	236,010	304,024	303,675	324,675	21,000
Other Revenue	9,150	27,922	57,218	185,124	108,000	169,000	61,000
Total Revenue	183,057	278,392	293,228	603,825	538,084	624,917	86,833
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	183,057	278,392	293,228	603,825	538,084	624,917	86,833
Net County Cost	4,861,505	4,727,336	4,156,175	4,882,968	5,314,768	6,540,690	1,225,922
				Budgeted Staffing	79	79	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses make up the majority of the Department's expenditures within this budget unit for 2013-14. These expenses are necessary primarily in order to provide human resources services to the County's approximately 18,000 employees. Sources primarily represent revenue from WRIB memberships and reimbursements from other departments for administrative services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing primarily as a result of Application Development Maintenance and Support costs of \$972,472 now being budgeted directly in the Department. In addition, the reorganization of 5 EMACS personnel that were transferred to Human Resources in the first quarter of 2012-13 resulted in an increase in requirements based on full year funding. Sources for this budget unit have increased due to increased revenue from other departments for advertising and Civil Service hearings.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$8.8 million fund 79 budgeted regular positions. The budget includes a reclassification of 1 Human Resources Analyst III to a Human Resources Officer II, which does not have any financial impact. In addition, the budget includes a reclassification of 1 Human Resources Officer III to a Human Resources Division Chief position within the Employee Relations Division.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	8	0	0	8
Classification/Employment	26	0	26	26	0	0	26
Equal Employment Opportunity	2	0	2	2	0	0	2
Western Region Item Bank	3	0	3	3	0	0	3
Employee Relations	20	0	20	20	0	0	20
Civil Service Commission	1	0	1	1	0	0	1
EMACS	19	0	19	19	0	0	19
Total	79	0	79	79	0	0	79

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 Personnel Technician
1 Human Resources Analyst II	2 Human Resources Analyst II	<u>2 Total</u>
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 Accounting Technician	1 Office Assistant IV	
1 Executive Secretary II	5 Office Assistant III	
<u>8 Total</u>	<u>26 Total</u>	
Western Region Item Bank	Employee Relations	Civil Service Commission
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Personnel Technician	1 Human Resources Division Chief	1 Secretary, Civil Service Commission
<u>2 Office Assistant III</u>	1 Executive Secretary I	<u>1 Total</u>
<u>3 Total</u>	15 Human Resources Officer II	
	3 Human Resources Officer I	
	<u>20 Total</u>	
EMACS - HR		
<u>Classification</u>		
1 EMACS Manager		
1 EMACS-HR Supervisor		
1 Human Resources Analyst II		
1 Systems Procedures Analyst II		
4 Systems Procedures Analyst I		
1 Staff Analyst I		
9 Office Specialist		
1 Office Assistant III		
<u>19 Total</u>		



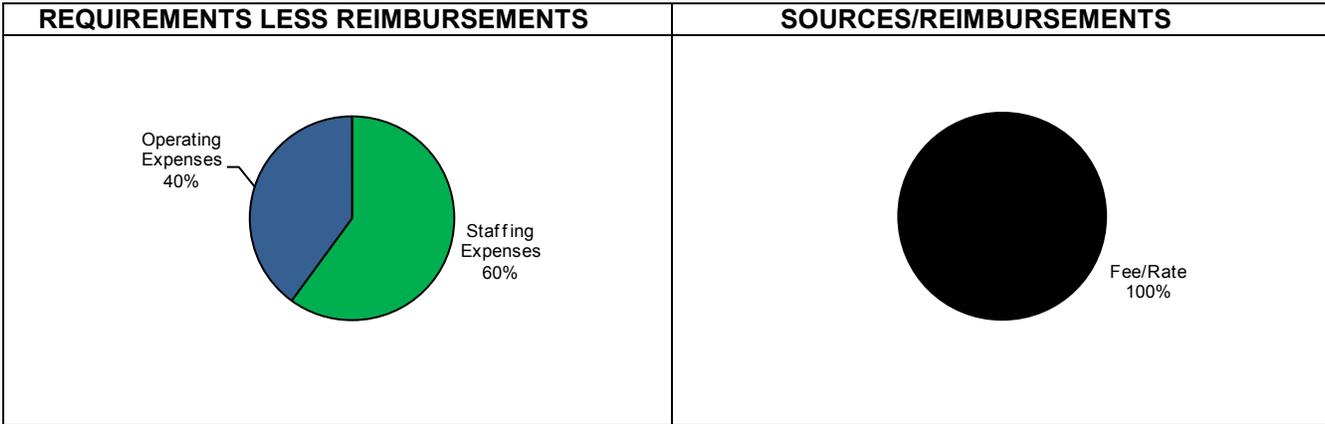
The Center for Employee Health and Wellness

DESCRIPTION OF MAJOR SERVICES

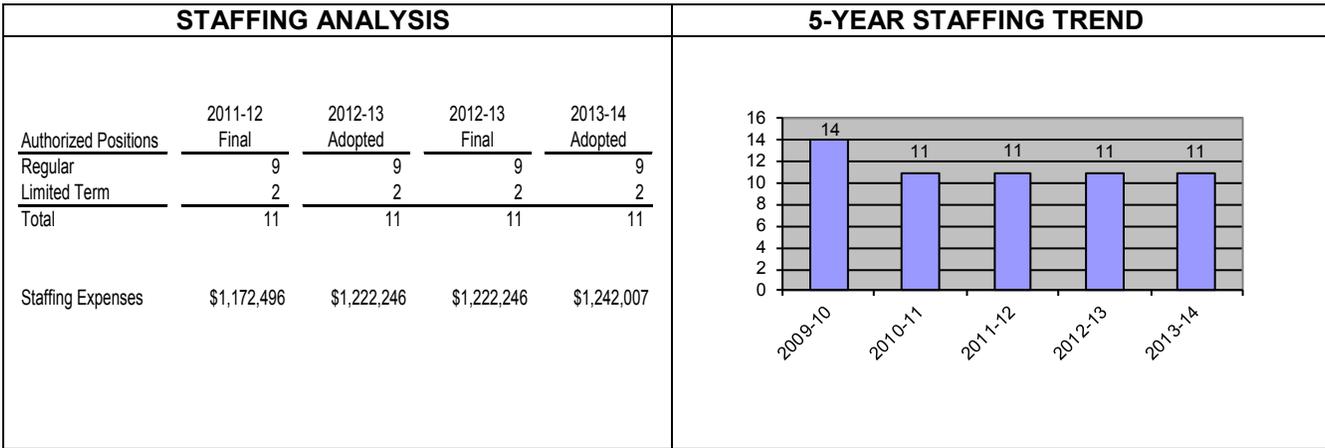
The Center for Employee Health and Wellness (CEHW) is part of the Employee Benefits and Services Division. The CEHW is responsible for employee and applicant pre-placement and in-service medical examinations, medical records, representing the County in hearings before the Civil Service Commission regarding 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 Requirements	\$2,069,041
Total Sources	\$2,069,041
Net County Cost	\$0
Total Staff	11
Funded by Net County Cost	0%

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

BUDGET UNIT: AAA OCH
 FUNCTION: General
 ACTIVITY: Personnel

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,335,263	1,142,098	1,115,968	1,174,789	1,222,246	1,242,007	19,761
Operating Expenses	717,047	665,121	617,536	565,561	751,238	827,034	75,796
Capital Expenditures	0	0	0	6,075	6,100	0	(6,100)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,052,310	1,807,219	1,733,504	1,746,425	1,979,584	2,069,041	89,457
Reimbursements	(1,612,819)	(1,369,513)	(780,189)	0	0	0	0
Total Appropriation	439,491	437,706	953,315	1,746,425	1,979,584	2,069,041	89,457
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	439,491	437,706	953,315	1,746,425	1,979,584	2,069,041	89,457
Sources							
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	1,001,407	953,156	1,046,222	1,803,606	1,979,584	2,069,041	89,457
Other Revenue	0	0	0	32	0	0	0
Total Revenue	1,001,407	953,156	1,046,222	1,803,638	1,979,584	2,069,041	89,457
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	1,001,407	953,156	1,046,222	1,803,638	1,979,584	2,069,041	89,457
Net County Cost	(561,916)	(515,450)	(92,907)	(57,213)	0	0	0
Budgeted Staffing					11	11	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses make up the majority of the Department's expenditures within this budget unit for 2013-14. These expenses are necessary in order to provide employee and applicant pre-placement and in-service medical examinations to the County's approximately 18,000 employees as well as employees of various external agencies. Sources are collected for various pre-placement and in-service medical examinations provided for a fee as detailed in the County's fee ordinance.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements and sources for 2013-14 increased by \$89,457 primarily as a result of anticipated charges for services provided. The CEHW is completely fee based and departments will be billed based on a fee for service.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.2 million fund 9 budgeted regular positions and 2 budgeted limited term positions. There have been no staffing changes in this budget unit.

2013-14 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	Sprvsg Occupational Health Physician
1	Nurse Practitioner II
1	Con Occupational Physician Assistant
1	Licensed Vocational Nurse II
1	Registered Nurse II - Clinic
1	Office Assistant IV
4	Clinic Assistant
11	Total



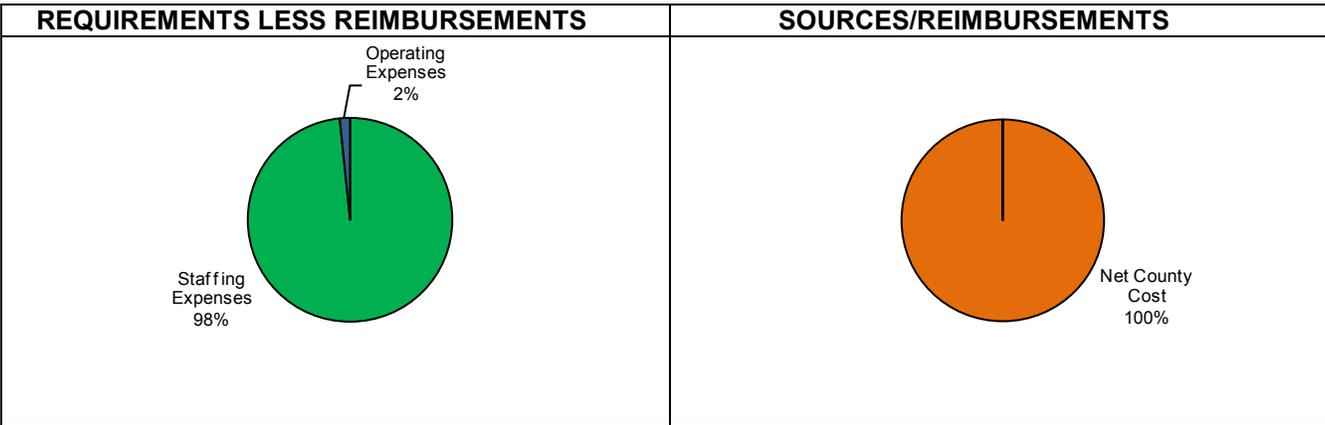
Unemployment Insurance

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 Requirements	\$4,000,500
Total Sources	\$0
Net County Cost	\$4,000,500
Total Staff	0
Funded by Net County Cost	100%

2013-14 ADOPTED BUDGET



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

BUDGET UNIT: AAA UNI
 FUNCTION: General
 ACTIVITY: Personnel

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	3,967,063	3,968,036	4,453,787	2,733,810	3,935,426	3,935,785	359
Operating Expenses	40,624	41,991	49,477	46,253	65,074	64,715	(359)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,007,687	4,010,027	4,503,264	2,780,063	4,000,500	4,000,500	0
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	4,007,687	4,010,027	4,503,264	2,780,063	4,000,500	4,000,500	0
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	4,007,687	4,010,027	4,503,264	2,780,063	4,000,500	4,000,500	0
Sources							
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	4,007,687	4,010,027	4,503,264	2,780,063	4,000,500	4,000,500	0
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses represent the amount available for unemployment claims to be paid during 2013-14. 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.

BUDGET CHANGES AND OPERATIONAL IMPACT

There are no changes in this budget unit.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



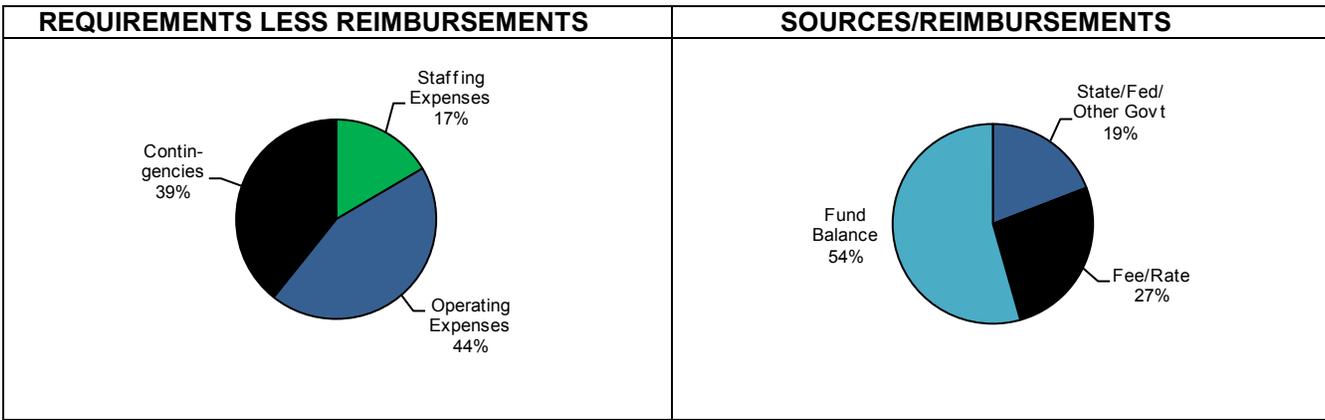
Commuter Services

DESCRIPTION OF MAJOR SERVICES

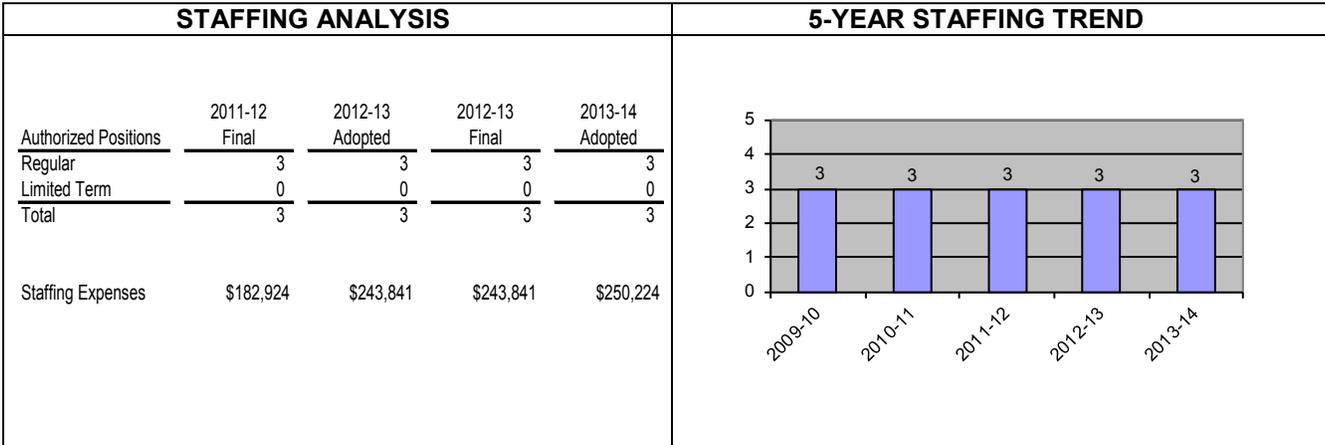
The Commuter Services budget unit was established to account for funds received under AB 2776 to fund mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department 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 Requirements	\$1,516,036
Total Sources	\$693,050
Fund Balance	\$822,986
Use of Fund Balance	\$227,711
Total Staff	3

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Human Resources
 FUND: Commuter Services

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	240,135	245,771	181,024	206,185	243,841	250,224	6,383
Operating Expenses	361,509	240,190	474,017	487,888	533,450	670,537	137,087
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	711,101	595,275	(115,826)
Total Exp Authority	601,644	485,961	655,041	694,073	1,488,392	1,516,036	27,644
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	601,644	485,961	655,041	694,073	1,488,392	1,516,036	27,644
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	601,644	485,961	655,041	694,073	1,488,392	1,516,036	27,644
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	282,957	288,632	275,958	306,639	289,302	289,300	(2)
Fee/Rate	291,370	263,806	374,672	386,066	376,164	400,000	23,836
Other Revenue	7,682	125,286	5,151	5,428	4,000	3,750	(250)
Total Revenue	582,009	677,724	655,781	698,133	669,466	693,050	23,584
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	582,009	677,724	655,781	698,133	669,466	693,050	23,584
				Fund Balance	818,926	822,986	4,060
				Budgeted Staffing	3	3	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses make up the majority of the expenditures within this budget unit for 2013-14. These expenses include charges for operating vanpools and other ride share programs. Sources include payroll deductions from employees participating in the rideshare programs, as well as funds from the Air Quality Management Districts.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements for 2013-14 are rising slightly as a result of escalating rideshare costs due to increased participation. These costs are offset by employee payroll deductions which accounts for the increase in sources for this budget unit.

STAFFING CHANGES AND OPERATIONAL IMPACT

There have been no staffing changes in this budget unit.

2013-14 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 III
3	Total



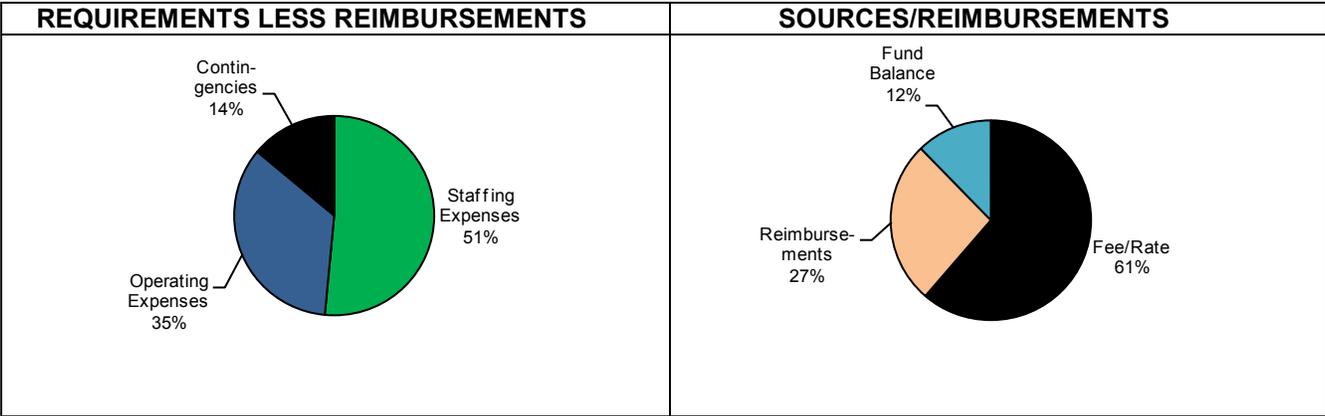
Employee Benefits and Services

DESCRIPTION OF MAJOR SERVICES

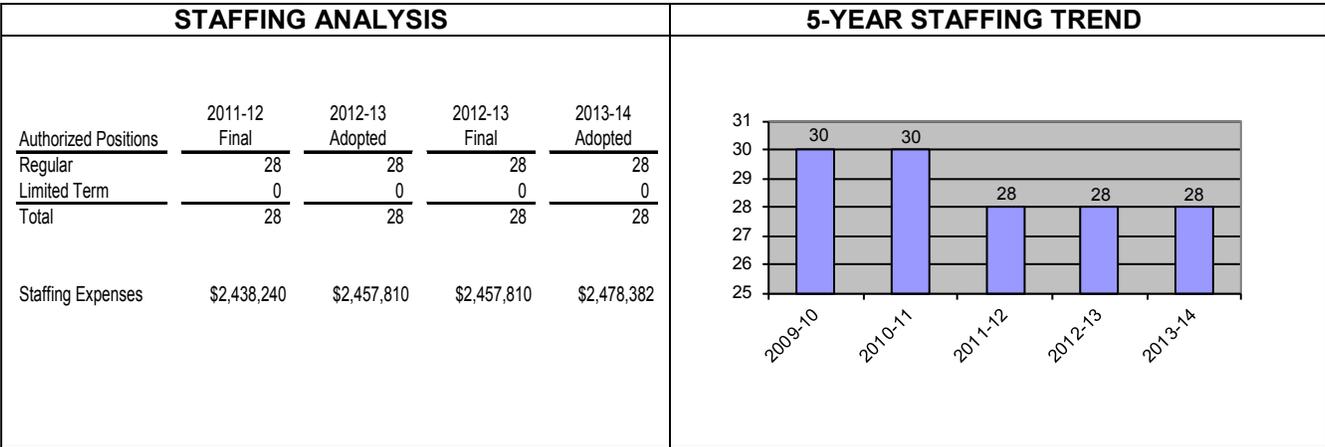
Employee Benefits and Services, under the direction of the Human Resources Department, administers the County's health, dental, vision, life insurance and voluntary retirement plans as well as its integrated leave programs.

Budget at a Glance	
Total Requirements	\$3,543,453
Total Sources	\$2,953,135
Fund Balance	\$590,318
Use of Fund Balance	\$0
Total Staff	28

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	2,248,133	2,490,428	2,419,254	2,375,534	2,457,810	2,478,382	20,572
Operating Expenses	1,699,174	1,714,059	1,743,437	1,516,799	1,632,188	1,663,602	31,414
Capital Expenditures	0	29,299	0	0	0	0	0
Contingencies	0	0	0	0	770,729	671,354	(99,375)
Total Exp Authority	3,947,307	4,233,786	4,162,691	3,892,333	4,860,727	4,813,338	(47,389)
Reimbursements	(949,843)	(1,251,795)	(1,192,760)	(1,262,986)	(1,264,361)	(1,269,885)	(5,524)
Total Appropriation	2,997,464	2,981,991	2,969,931	2,629,347	3,596,366	3,543,453	(52,913)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,997,464	2,981,991	2,969,931	2,629,347	3,596,366	3,543,453	(52,913)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	1,315	13,654	14,419	15,145	0	0	0
Fee/Rate	3,076,088	2,679,292	2,587,225	2,581,807	3,036,135	2,950,135	(86,000)
Other Revenue	17,899	11,104	1,024	66,983	4,500	3,000	(1,500)
Total Revenue	3,095,302	2,704,050	2,602,668	2,663,935	3,040,635	2,953,135	(87,500)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	3,095,302	2,704,050	2,602,668	2,663,935	3,040,635	2,953,135	(87,500)
				Fund Balance	555,731	590,318	34,587
				Budgeted Staffing	28	28	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses are the majority of the Department's expenditures within this budget unit for 2013-14. These expenses are necessary to manage the County employee health, dental, vision, life insurance, voluntary retirement and integrated leave plan benefits. Sources of \$3.0 million primarily represent revenue from Administrative Fees for managing the employee benefit programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements for 2013-14 are decreasing slightly as an offset to the decrease in revenue as a result of reduced administrative overhead received from employee charges and other miscellaneous services.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.5 million fund 28 budgeted regular positions. While there have been no changes in the total number of staff in this budget unit, the Human Resources Benefit Chief was reclassified to a Human Resources Division Chief. This is strictly a title change with no impact to salaries and benefits.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Employee Benefits and Services	28	0	28	27	1	0	28
Total	28	0	28	27	1	0	28

Employee Benefits and Services	
Classification	
1	Human Resources Division Chief
2	Human Resources Analyst II
5	Human Resources Analyst I
3	Staff Analyst II
1	Fiscal Specialist
2	Supervising Office Specialist
11	Office Specialist
1	Executive Secretary I
2	Office Assistant III
28	Total



INFORMATION SERVICES

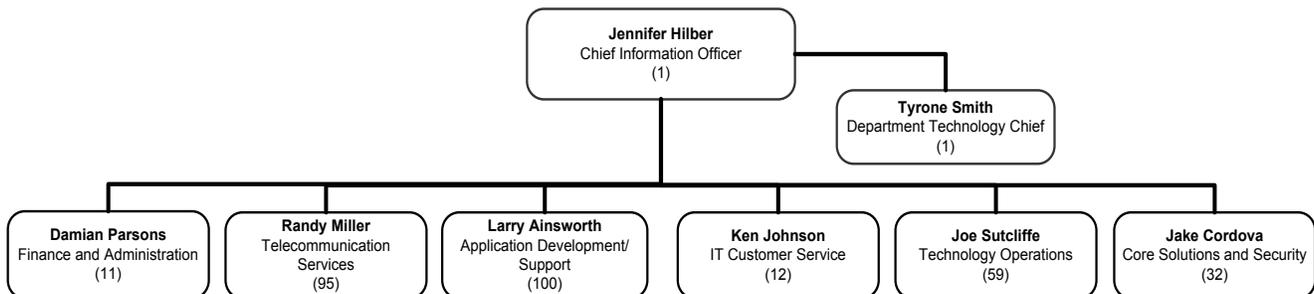
Jennifer Hilber

DEPARTMENT MISSION STATEMENT

The Information Services Department provides contemporary, innovative, secure and accessible technology in computer, media and communication services in the most cost effective manner, enabling departments and agencies to accomplish the mission of San Bernardino County.



ORGANIZATIONAL CHART



2012-13 ACCOMPLISHMENTS

- Implemented virtualization technologies and integrated enterprise level network storage solutions to help reduce cost and waste as well as improve productivity.
- Assisted with implementing the network replacement Request for Proposals (RFP) evaluation to refresh Arrowhead Regional Medical Center’s (ARMC) network data switches throughout the hospital to bring critical network equipment under vendor support and increase the bandwidth of ARMC’s Local Area Network.
- Upgraded existing Mainframe and implemented a Disaster Recovery Mainframe at the High Desert Government Center resulting in increased mainframe performance and a reduction in operating cost.
- Deployed an enterprise Help Desk solution to consolidate several stand-alone internal end-of-life cycle technology support systems to better manage the delivery of Information Technology (IT) services within Information Services Department (ISD) and to its customers.
- Consolidated outdated and unsupported software programs that house the data used to provide customer recurring monthly billing, tracking, work order processing, inventory tracking, and equipment programming.
- Deployed a system upgrade analysis to assess the current Public Safety Radio System and document what is required to upgrade the current system to a supported P25 digital land mobile radio system.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

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

Objective(s): • *Implement information management best-practices that would unify technology platforms and move toward a standardized enterprise approach.*

- Department Strategy:*
- *Unify the County's enterprise telecommunication services over the next seven years by migrating to Voice Over Internet Protocol (VOIP) technology; improving telecommunication functionality and supportability while reducing ongoing support cost.*
 - *Migrate County mobile devices to a new software management platform to enhance security and functionality.*
 - *Leverage the County's enterprise server and disaster recovery infrastructures by expanding platform offerings through the addition of Linux capability; potentially allowing more applications to be run on the enterprise server.*
 - *Implement a new unified Geographic Information System (GIS) infrastructure to standardize GIS services to facilitate information sharing between County departments and provide online interactive maps.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Conversion of 2,899 telephones per year to VOIP (20,297 telephones).	N/A	100%	100%	100%
Migrate 700 mobile devices to new software management platform.	N/A	14%	28%	100%
Run a pilot application on the Linux platform to serve as a test environment for future Linux deployments.	N/A	N/A	N/A	100%
Implementation of new GIS infrastructure.	N/A	N/A	N/A	100%



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Application Development	15,765,937	13,720,515	2,045,422			100
Total General Fund	15,765,937	13,720,515	2,045,422			100
Internal Service Funds						
Computer Operations	24,233,803	22,926,172			(1,307,631)	116
Telecommunication Services	31,213,747	28,307,667			(2,906,080)	95
Total Internal Service Funds	55,447,550	51,233,839			(4,213,711)	211
Total - All Funds	71,213,487	64,954,354	2,045,422	0	(4,213,711)	311

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Application Development	14,882,807	14,885,831	15,177,361	15,330,964	15,765,937
Computer Operations	21,850,420	22,238,931	25,124,719	26,613,632	24,233,803
Telecommunication Services	34,407,015	23,004,788	26,175,241	32,342,199	31,213,747
Total	71,140,242	60,129,550	66,477,321	74,286,795	71,213,487

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Application Development	5,711,543	7,582,884	8,043,518	7,938,173	13,720,515
Computer Operations	22,260,488	21,363,918	19,729,981	22,189,460	22,926,172
Telecommunication Services	34,610,180	26,516,865	21,444,923	28,834,645	28,307,667
Total	62,582,211	55,463,667	49,218,422	58,962,278	64,954,354

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Application Development	9,171,264	7,302,947	7,133,843	7,392,791	2,045,422
Total	9,171,264	7,302,947	7,133,843	7,392,791	2,045,422

5-YEAR NET BUDGET TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Computer Operations	410,068	(875,013)	(5,394,738)	(4,424,172)	(1,307,631)
Telecommunication Services	203,165	3,512,077	(4,730,318)	(3,507,554)	(2,906,080)
Total	613,233	2,637,064	(10,125,056)	(7,931,726)	(4,213,711)

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



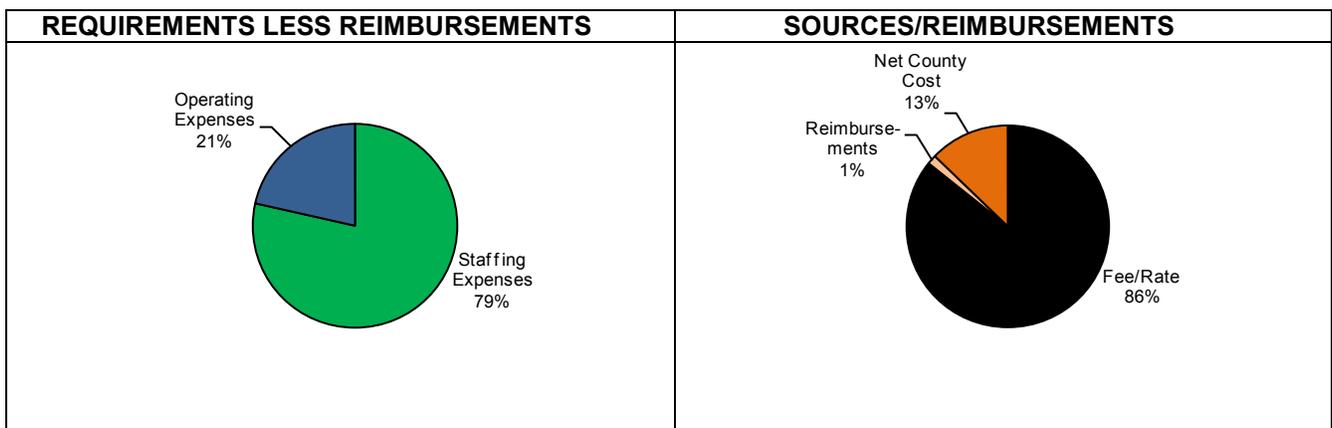
Application Development

DESCRIPTION OF MAJOR SERVICES

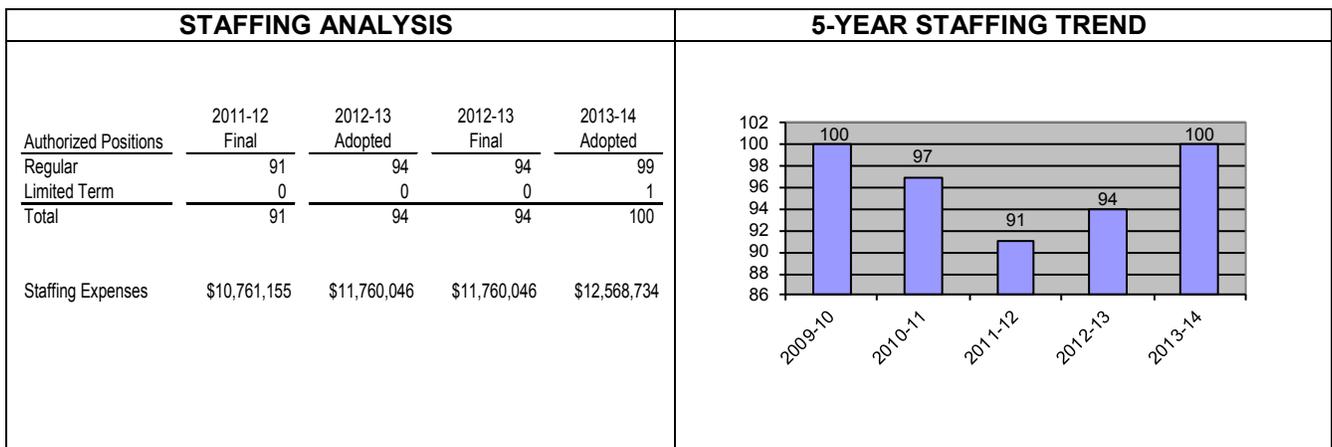
The Application Development division provides support for County departments as they develop, enhance and maintain business applications on a variety of hardware and software platforms. These applications include the County's enterprise accounting, payroll, budget, personnel, document imaging, public 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 Requirements	\$15,765,937
Total Sources	\$13,720,515
Net County Cost	\$2,045,422
Total Staff	100
Funded by Net County Cost	13%

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	11,040,926	10,808,719	10,761,155	11,342,860	11,760,046	12,568,734	808,688
Operating Expenses	1,872,997	2,146,621	2,391,989	3,347,472	3,579,736	3,435,459	(144,277)
Capital Expenditures	7,499	6,856	17,679	16,141	16,142	0	(16,142)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	12,921,422	12,962,196	13,170,823	14,706,473	15,355,924	16,004,193	648,269
Reimbursements	(71,007)	(108,758)	(98,395)	(24,960)	(24,960)	(238,256)	(213,296)
Total Appropriation	12,850,415	12,853,438	13,072,428	14,681,513	15,330,964	15,765,937	434,973
Operating Transfers Out	2,032,392	2,032,392	2,032,392	0	0	0	0
Total Requirements	14,882,807	14,885,830	15,104,820	14,681,513	15,330,964	15,765,937	434,973
Sources							
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	5,704,543	7,568,019	7,977,209	7,059,395	7,938,173	13,720,515	5,782,342
Other Revenue	0	0	0	125,528	0	0	0
Total Revenue	5,704,543	7,568,019	7,977,209	7,184,923	7,938,173	13,720,515	5,782,342
Operating Transfers In	0	14,866	0	0	0	0	0
Total Sources	5,704,543	7,582,885	7,977,209	7,184,923	7,938,173	13,720,515	5,782,342
Net County Cost	9,178,264	7,302,945	7,127,611	7,496,590	7,392,791	2,045,422	(5,347,369)
Budgeted Staffing					94	100	6

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Major expenditures included in the 2013-14 budget represent requirements for staffing. The staff in this budget unit support business systems and applications. Application Development sources are generated from the chargeback of the expenditures for the maintenance, support, and enhancements of computer applications for both County departments and external customers that are not funded by Net County Cost. Computer software and hardware expenditures are critical for the support of all Application Development, Geographical Information System (GIS), and Multi-media work. Internal overhead expenditures are also critical to support all administrative functions provided to these divisions.

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$12.6 million fund 99 regular budgeted positions and 1 contract budgeted position and are increasing by \$808,688. This increase is a result of transferring 3 business system analyst positions from ISD's Computer Operations budget unit, and adding 2 programmer positions. Additionally, the cost to maintain salaries and benefits for existing staff has increased due to various retirement and risk management costs.

Operating expenses of \$3.4 million are decreasing by \$144,277 due to a reduction to central services as well as a reduction to Application Development charges for GIS. Operating expenses primarily include IT contractor services, computer software, computer hardware, aerial imagery flyover, central services and internal overhead allocations.

Capital expenditures have been eliminated for 2013-14 as the expenditure for Multimedia workstations is no longer needed.

Reimbursements of \$238,256 are increasing by \$213,296 due to a new reimbursement from Department of Behavioral Health to fund 2 new programmer positions.



Sources of \$13.7 million are increasing by \$5.8 million due to the replacement of revenue from charges for Application Development maintenance and support that was previously received in Net County Cost. Revenue consists of Application Development charges, GIS programming, aerial imagery, and Street Network subscription services.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$12.6 million fund 100 budgeted positions of which 99 are regular and 1 is a limited term position. Budgeted staffing has increased by 6 positions with the addition of 3 Business System Analyst positions transferred from ISD’s Computer Operations budget unit and the addition of 2 Programmer positions required for Department of Behavioral Health projects. All new positions are offset with revenue and reimbursements. Additionally, the contract position was approved by the Board of Supervisors on April 9, 2013 (Item No. 52).

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Application Development	86	1	87	74	7	6	87
Geographic Information Systems	9	0	9	9	0	0	9
Multimedia Services	4	0	4	4	0	0	4
Total	99	1	100	87	7	6	100

Application Development	Geographic Information Systems	Multimedia Services
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
4 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	<u>4 Total</u>
48 Programmer Analyst III	1 GIMS Manager	
1 Cont Programmer Analyst III	1 Office Assistant II	
20 Programmer III	1 Programmer Analyst III	
1 Secretary	1 Programmer III	
1 SystemsDev Div Chief	1 Systems Development Team Leader	
7 SystemsDev Team Leader	<u>9 Total</u>	
1 Contract Team Leader		
<u>87 Total</u>		



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.

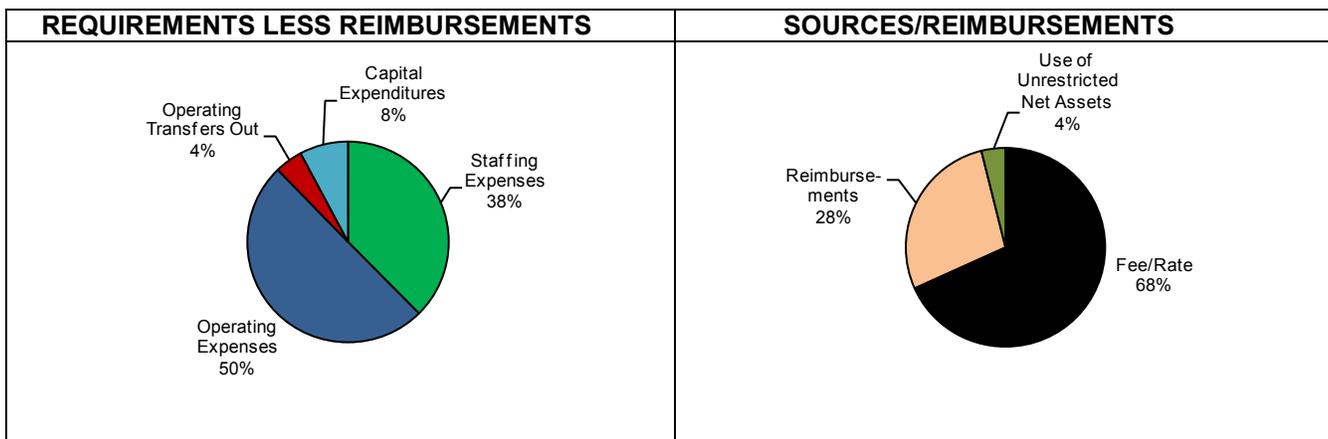
Budget at a Glance	
Total Requirements	\$24,233,803
Total Sources	\$22,926,172
Net Budget	(\$1,307,631)
Estimated Unrestricted Net Assets	\$7,192,444
Use of Unrestricted Net Assets	\$1,307,631
Total Staff	116

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 physical and virtual servers, integrated document imaging infrastructure for digitizing paper records, and print operations for bulk printing functions required by the County.

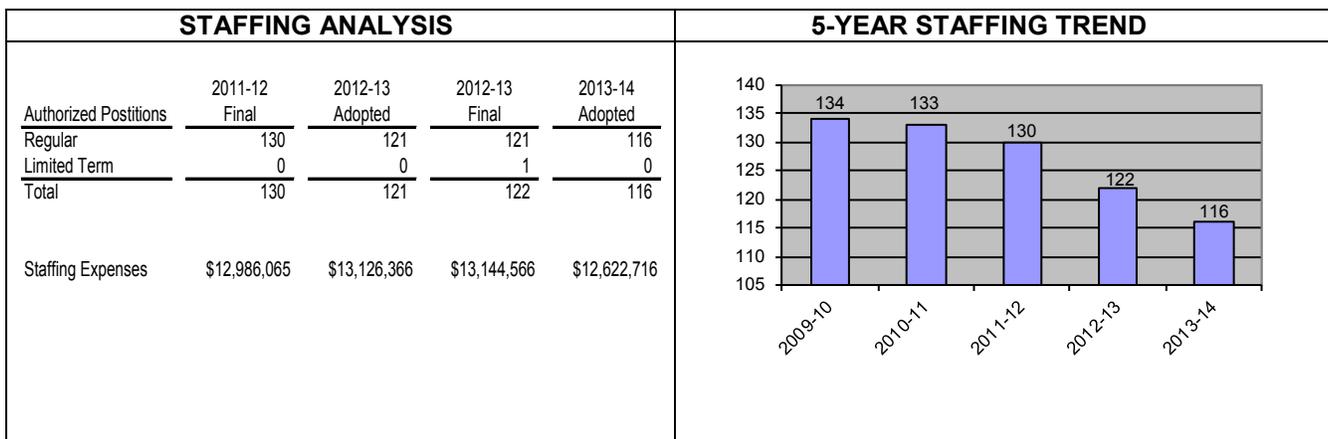
IT Customer Service assists departments in ensuring that their technology and business objectives are achieved. The Division provides a Technology Support Center to handle service requests and problem tickets.

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.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Information Services
FUND: Computer Operations

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	12,220,953	12,505,093	12,902,333	12,575,414	13,144,566	12,622,716	(521,850)
Operating Expenses	13,135,434	12,950,863	16,935,909	15,754,173	18,210,907	16,849,984	(1,360,923)
Capital Expenditures	1,362,084	2,611,459	2,881,538	1,992,759	2,199,844	2,619,844	420,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	26,718,471	28,067,415	32,719,780	30,322,346	33,555,317	32,092,544	(1,462,773)
Reimbursements	(7,534,600)	(7,884,019)	(9,355,319)	(9,906,552)	(11,028,685)	(9,358,741)	1,669,944
Total Appropriation	19,183,871	20,183,396	23,364,461	20,415,794	22,526,632	22,733,803	207,171
Operating Transfers Out	504,530	506,471	1,017,913	584,079	4,087,000	1,500,000	(2,587,000)
Total Requirements	19,688,401	20,689,867	24,382,374	20,999,873	26,613,632	24,233,803	(2,379,829)
Sources							
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	20,963,825	21,363,918	20,701,019	19,077,053	21,615,460	22,926,172	1,310,712
Other Revenue	0	0	0	216,011	574,000	0	(574,000)
Total Revenue	20,963,825	21,363,918	20,701,019	19,293,064	22,189,460	22,926,172	736,712
Operating Transfers In	47,420	0	0	0	0	0	0
Total Sources	21,011,245	21,363,918	20,701,019	19,293,064	22,189,460	22,926,172	736,712
Net Budget	1,322,844	674,051	(3,681,355)	(1,706,809)	(4,424,172)	(1,307,631)	3,116,541
				Budgeted Staffing	122	116	(6)

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses of \$12.6 million fund 116 regular budgeted positions. The net decrease of \$521,850 is due to the deletion of 3 regular positions and 1 extra help position, the transfer of 3 positions to ISD's Application Development budget unit due to a realignment of workload, and the transfer of a Secretary I from ISD's Telecommunication Services budget unit. These decreases were offset by increases in retirement expenses.

Operating expenses of \$16.8 million include costs of computer software, application development support and maintenance charges, equipment maintenance, services provided by Facilities Management, travel and transfers out. The net decrease of \$1.4 million is a result of a decrease in COWCAP charges, application development enhancement charges and internal Admin/Fiscal allocation costs.

Capital expenditures of \$2.6 million include equipment and software purchases. Equipment purchases of \$2.1 million represent \$1.1 million for regular equipment replacement, \$670,000 for data storage growth for County departments and \$400,000 for unplanned requirements. Equipment purchases are increasing by \$545,000 because of the expected need for storage growth for other County departments. Capitalized software purchases of \$495,233 are for the purchase of software licenses and is decreasing by \$125,000 due to a reduction in need.

Reimbursements of \$9.4 million are for internal administrative allocations and intra-fund revenues. The decrease of \$1.7 million is due to the elimination of the space charges reimbursement from Telecommunication Services with the change in processing IT support charges to various County departments through the billing system.

Operating transfers out of \$1.5 million represent the ongoing costs expected for the Data Center Electrical Capital Improvement Project.

Sources of \$22.9 million are comprised of central computer revenues and other information technology services revenue. The increase of \$1.3 million for fee/rate revenue results from billing for services previously reimbursed by County departments and increases in service demand. The decrease of \$574,000 in other revenue is due to a reduction in use of unrestricted net assets.



BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$2.4 million. This is primarily due to a decrease of staffing expenses as a result of position reductions, a decrease of \$1.2 million in COWCAP and the \$2.6 million decrease in operating transfers out from the Data Center Electrical Capital Improvement Project. These decreases are being offset by decreases of approximately \$1.6 million in reimbursements.

Sources are increasing by \$736,712 due to billing for services previously reimbursed by County departments and increases in service demand.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$12.6 million fund 116 budgeted regular positions.

Computer Operations staffing changes:

- Delete 1 Extra Help Information Services Division Chief as it is no longer needed.
- Reclass the Assistant Chief Information Officer to a Department Technology Chief to better align with job duties.
- Delete 3 IT Account Representatives as a result of a departmental reorganization.
- Transfer 1 Secretary I from the Telecommunication Services budget unit to Computer Operations due to a departmental reorganization.
- Transfer 3 Business Systems Analyst III to ISD's Application Development budget unit from Computer Operations due to a departmental reorganization.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Enterprise Processing	20	0	20	18	2	0	20
Customer Service	12	0	12	12	0	0	12
Central Imaging	11	0	11	11	0	0	11
Finance and Administration	13	0	13	12	1	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	29	3	0	32
Total	116	0	116	110	6	0	116

Enterprise Processing	Customer Service	Central Imaging
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Automated Systems Analyst I	1 Automated Systems Analyst I	1 Microfilm Technician
1 Computer Facilities Specialist	2 Business Application Manager	3 Office Assistant II
3 Computer Operations Specialist	5 Help Desk Technician II	1 Office Assistant IV
1 Computer Operations Supervisor	1 Product Management Supervisor	1 Photographic Laboratory Technician
5 Computer Operator III	1 Product Specialist	2 Programmer Analyst III
1 Office Assistant III	1 Systems Development Division Chief	1 Systems Development Team Leader
2 Product Control Supervisor	1 Technology Help Desk Supervisor	2 Systems Support Analyst III
5 Systems Support Analyst III	12 Total	11 Total
1 Systems Support Division Chief		
20 Total		
Finance and Administration	EMACS Support	Enterprise Printing
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Accounting Technician	1 Systems Support Analyst III	1 Computer Operations Specialist
1 Administrative Supervisor I	1 Total	4 Computer Operator III
1 Chief Information Officer		2 Office Assistant II
1 Department of Technology Chief		1 Office Assistant III
1 Executive Secretary II		8 Total
2 Fiscal Assistant		
1 Fiscal Specialist		
1 Information Services Finance Officer		
1 Secretary I		
2 Staff Analyst II		
1 Supervising Accountant II		
13 Total		
Server Management	Core Solutions and Security	
<u>Classification</u>	<u>Classification</u>	
2 Computer Operations Specialist	1 Applications Specialist	
1 IT Technical Assistant II	8 Automated Systems Analyst I	
14 Systems Support Analyst III	2 Automated Systems Analyst II	
2 Systems Support Supervisor	4 Automated Systems Technician	
19 Total	1 Business Systems Analyst II	
	1 Business Systems Analyst III	
	1 Fiscal Specialist	
	1 Information Services Division Chief	
	1 Information Services Security Officer	
	1 Office Assistant III	
	1 Supervising Auto Systems Analyst III	
	1 Systems Support Analyst II	
	7 Systems Support Analyst III	
	1 Systems Support Supervisor	
	1 Teleprocessing Specialist	
	32 Total	



Telecommunication Services

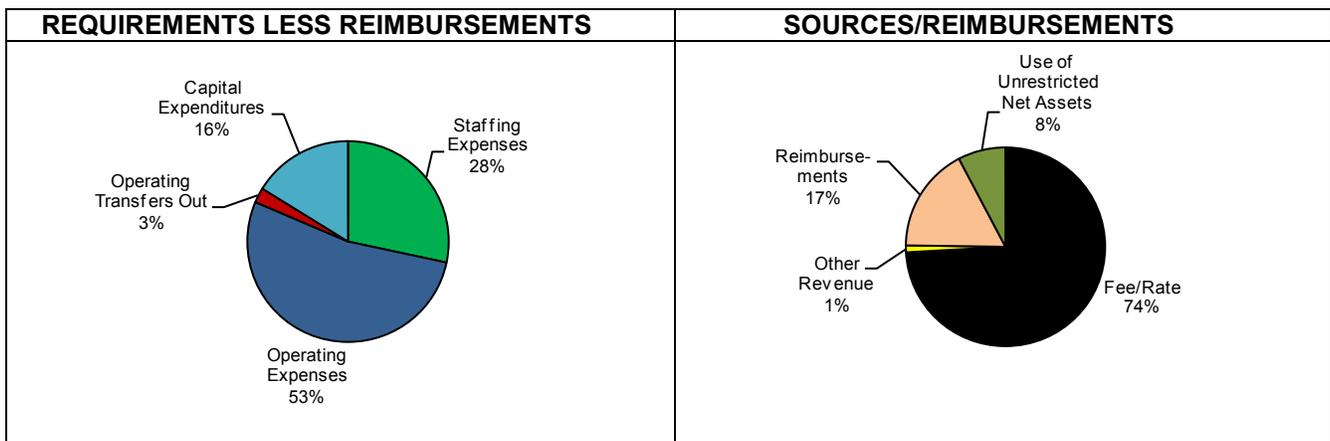
DESCRIPTION OF MAJOR SERVICES

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; and the Wide Area Network (WAN) that securely joins 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.

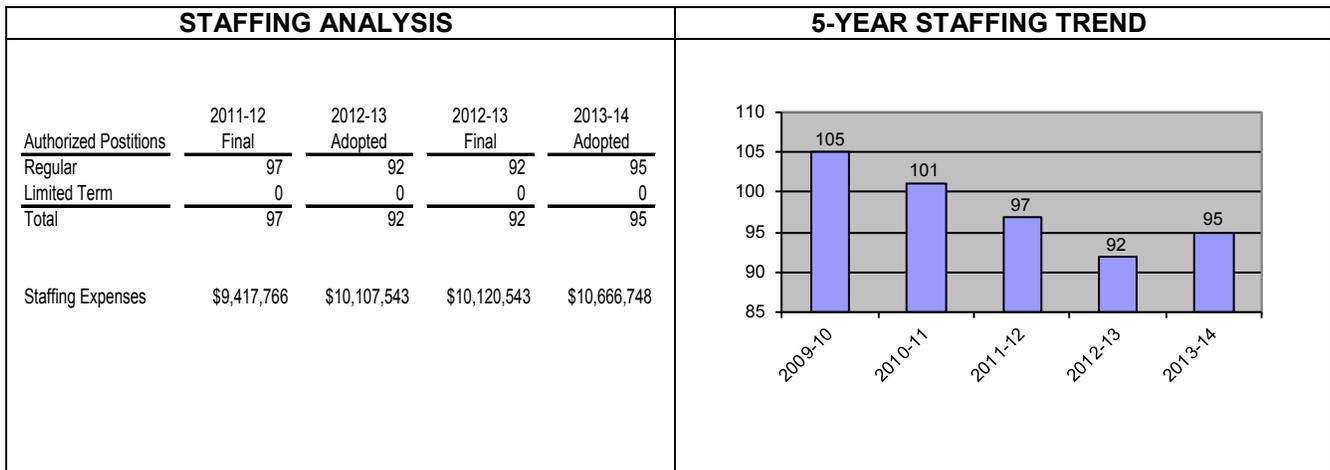
Budget at a Glance

Total Requirements	\$31,213,747
Total Sources	\$28,307,667
Net Budget	(\$2,906,080)
Estimated Unrestricted Net Assets	\$10,073,832
Use of Unrestricted Net Assets	\$2,906,080
Total Staff	95

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Information Services
FUND: Telecommunication Services

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	8,963,900	9,029,473	9,359,269	9,566,422	10,120,543	10,666,748	546,205
Operating Expenses	14,077,777	16,156,961	17,628,456	18,582,267	21,555,231	19,970,119	(1,585,112)
Capital Expenditures	8,784,597	1,490,297	3,458,037	0	5,777,000	6,091,000	314,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	31,826,274	26,676,731	30,445,762	28,148,689	37,452,774	36,727,867	(724,907)
Reimbursements	(2,903,876)	(4,887,323)	(5,417,235)	(5,813,558)	(6,053,982)	(6,414,120)	(360,138)
Total Appropriation	28,922,398	21,789,408	25,028,527	22,335,131	31,398,792	30,313,747	(1,085,045)
Operating Transfers Out	858,877	45,327	1,028,498	205,948	943,407	900,000	(43,407)
Total Requirements	29,781,275	21,834,735	26,057,025	22,541,079	32,342,199	31,213,747	(1,128,452)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	4,495,587	(1)	196,774	0	0	0	0
Fee/Rate	24,235,465	24,433,912	22,978,092	25,699,407	28,417,686	27,890,708	(526,978)
Other Revenue	47,031	62,627	(17,628)	351,500	416,959	416,959	0
Total Revenue	28,778,083	24,496,538	23,157,238	26,050,907	28,834,645	28,307,667	(526,978)
Operating Transfers In	2,032,392	2,032,392	2,032,392	0	0	0	0
Total Financing Sources	30,810,475	26,528,930	25,189,630	26,050,907	28,834,645	28,307,667	(526,978)
Net Budget	1,029,200	4,694,195	(867,395)	3,509,828	(3,507,554)	(2,906,080)	601,474
				Budgeted Staffing	92	95	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses of \$10.7 million are a primary expense for the Department. These expenses fund 95 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 \$20.0 million are the primary expense for the Department and have been reduced by \$1.6 million. These expenses fund telephone and communications related costs.

Capital expenditures of \$6.1 million for the following equipment purchases:

- Radio system enhancement equipment - \$2.8 million, 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.
- Equipment in the event of catastrophic events/unplanned requirements to be expended only as needed - \$400,000.
- Communications installation and maintenance test equipment - \$60,000
- Data center switch enhancement and WAN acceleration equipment - \$400,000.
- Equipment for Contact Center - \$780,000
- Hardware purchase for VOIP - \$400,000
- Equipment replacement - \$500,000

Sources of \$28.3 million include the revenue from 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 2013-14, sources 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.



BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$10.7 million fund 95 regular budgeted positions and are increasing by \$546,205 due to the addition of 5 operations positions and deletion of 2 support positions.

Operating expenses of \$20.0 million primarily fund telephone and communications related costs and services, travel and transfers. These costs are decreasing by \$1.6 million as a result of decreases in application development enhancement charges, decrease in transfers for space charges, and an increase in application development support and maintenance charges.

Reimbursements of \$6.4 million represent payments of administrative costs by individual service departments within the Telecommunication Services budget unit. The \$360,138 increase is due to an increase in administration unit services and supplies reimbursements.

Operating transfers out are decreasing by \$43,407 due to complete repayment of policy item funding for the Disaster Recovery project.

Sources of \$28.3 million includes the following services: telephone, voicemail, toll free 800 numbers, rack space rental, pagers, 800 Megahertz (MHz) radio access/maintenance, mobile data computer access, dispatch console maintenance, communication installation labor, electronic maintenance labor, and WAN service charges. The decrease of \$526,978 is due to an overall reduction in rates.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$10.7 million fund 95 budgeted regular positions. The budget includes the addition of 5 positions due to workload requirements: 1 Network Analyst, 2 Systems Support Analyst IIIs, 1 Equipment Parts Specialist, and 1 Communication Technician I. These additions are offset by the deletion of 1 Fiscal Specialist that is no longer needed and the transfer of 1 Secretary I to Computer Operations as a result of departmental reorganization, resulting in a net increase of 3 positions.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Data and Cabling	14	0	14	14	0	0	14
Radio Access	16	0	16	14	2	0	16
Radio Time and Material	4	0	4	3	0	1	4
Management Services	11	0	11	9	1	1	11
Radio Subscriber Maintenance	6	0	6	6	0	0	6
Transport Operations	8	0	8	6	2	0	8
Telephone Operations	30	0	30	27	1	2	30
Wide Area Network	6	0	6	5	0	1	6
Total	95	0	95	84	6	5	95

Data and Cabling	Radio Access	Radio Time and Material
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Supv Communication Technician	2 Special Projects Leader	3 Communication Technician I
1 Communication Technician III	6 800 Megahertz Analyst	1 Communication Installer
2 Communication Technician II	1 Supv Communication Technician	<u>4 Total</u>
5 Communication Technician I	1 Network Analyst	
5 Communication Installer	1 Telecommunications Engineer	
<u>14 Total</u>	1 Communication Technician III	
	1 Communication Technician II	
	1 Communication Technician I	
	1 Communication Installer	
	1 Office Assistant II	
	<u>16 Total</u>	
Management Services	Radio Subscriber Maintenance	Transport Operations
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Network Services Division Chief	1 Network Services Supervisor	1 Network Services Supervisor
2 Deputy Chief of Network Services	1 800 Megahertz Analyst	2 Network Analyst
1 System Support Analyst III	1 Communication Technician III	1 Supv Communication Technician
1 Staff Analyst II	1 Communication Technician II	2 Communication Technician III
1 Equipment Parts Supervisor	1 Storekeeper	<u>2 Communication Technician II</u>
2 Equipment Parts Specialist II	1 Office Assistant III	<u>8 Total</u>
1 Equipment Parts Specialist I	<u>6 Total</u>	
1 Storekeeper		
1 IT Technical Assistant II		
<u>11 Total</u>		
Telephone Operations	Wide Area Network	
<u>Classification</u>	<u>Classification</u>	
1 Network Services Supervisor	1 Network Services Supervisor	
2 Special Projects Leader	5 System Support Analyst III	
3 Network Analyst	<u>6 Total</u>	
2 Supv Communication Technician		
2 Telecommunications Engineer		
5 Communication Technician III		
2 Communication Technician II		
1 Product Specialist		
6 Telephone Service Specialist		
1 System Support Analyst III		
1 Supervising Office Assistant		
4 Office Assitant II		
<u>30 Total</u>		



PURCHASING

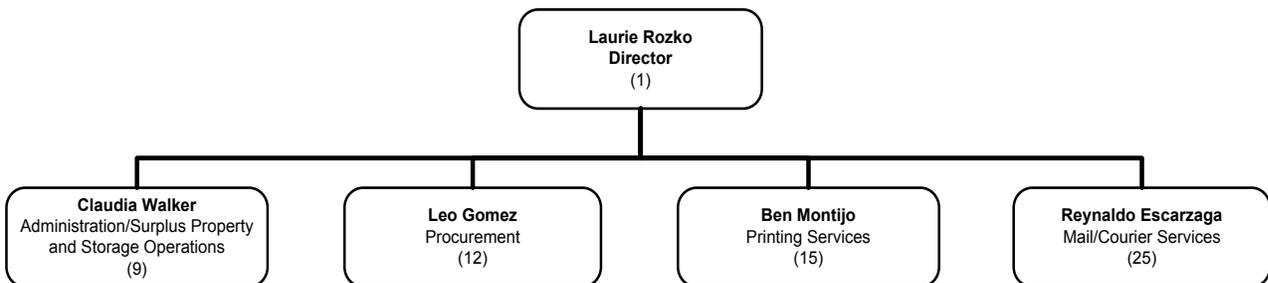
Laurie Rozko

DEPARTMENT MISSION STATEMENT

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



ORGANIZATIONAL CHART



2012-13 ACCOMPLISHMENTS

- Completed phase one implementation of the County's Electronic Procurement Network, ePro. This project enables better contract tracking and compliance, verifies funds prior to order release, and will decrease cycle times and transaction costs.
- Received an "Achievement of Excellence in Procurement" Award from the National Institute for Governmental Purchasing, ranking in the top 10 percent of public agencies nationwide.
- Implemented server architecture upgrades for ePro, in tandem with the Information Services Department, to improve system performance and transaction speed.
- Established a pre-position contract for disaster recovery services, to effect response from a national network of vendors for an emergency or catastrophic event.
- 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, such as the new Countywide document storage contract that will generate significant annual savings.
- Sharpened the Department's focus on support for small and local business initiatives, vendor shows, and training activities that support economic development goals.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

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

- Objective(s):**
- *Review and revise fees, processes and decision-making to ensure a business friendly environment.*
 - *Utilize County programs and resources to maximize job creation.*

Department Strategy:

- *Improve overall satisfaction with the level of service, personal assistance, response time, access to information, training, supplier events, and bidding opportunities provided to vendors.*
- *Participate in vendor activities that correlate to business success and economic development, including: 1) "How to do business with the County" presentations; 2) Vendor/buyer meetings; 3) Pre-bid meetings, job walks and bid openings; 4) Vendor shows or demonstrations; and 5) Small business fairs, economic development activities, Chamber of Commerce meetings, or tradeshow.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Average supplier satisfaction on 100% scale.	N/A	N/A	87%	80%
Number of scheduled vendor meetings and events.	N/A	N/A	373	600

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

- Objective(s):**
- *Eliminate silos and consolidate and centralize administrative functions, including financial management and oversight.*

Department Strategy:

- *Create operational efficiencies and cost savings through countywide purchases and programs.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Number of new bids or contracts that aggregate countywide demand to achieve better volume pricing	N/A	N/A	3	5

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

- Objective(s):**
- *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy:

- *Improve cycle time from the receipt of requisition to issuance of purchase order or contract.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Percentage reduction in average purchasing cycle time for Open Market Purchase Orders up to \$100,000.	N/A	N/A	40%	5%



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Purchasing	2,067,102	557,076	1,510,026			20
Total General Fund	2,067,102	557,076	1,510,026			20
Internal Service Funds						
Printing Services	3,779,471	3,876,640			97,169	15
Surplus Property and Storage Operations	370,581	375,000			4,419	2
Mail/Courier Services	6,947,787	6,705,583			(242,204)	25
Total Internal Service Funds	11,097,839	10,957,223			(140,616)	42
Total - All Funds	13,164,941	11,514,299	1,510,026		(140,616)	62

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Purchasing	1,350,519	1,301,517	1,308,823	2,091,145	2,067,102
Printing Services	4,607,561	4,220,738	3,837,528	3,804,878	3,779,471
Surplus Property and Storage Operations	265,654	403,885	363,796	373,942	370,581
Mail/Courier Services	6,892,716	6,321,743	6,646,394	6,921,187	6,947,787
Total	13,116,450	12,247,883	12,156,541	13,191,152	13,164,941

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Purchasing	431,428	413,692	500,198	928,168	557,076
Printing Services	4,033,168	4,669,935	3,756,976	3,720,329	3,876,640
Surplus Property and Storage Operations	286,870	253,411	271,856	269,266	375,000
Mail/Courier Services	6,887,926	6,186,936	6,495,026	6,772,587	6,705,583
Total	11,639,392	11,523,974	11,024,056	11,690,350	11,514,299

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Purchasing	919,091	887,825	808,625	1,162,977	1,510,026
Total	919,091	887,825	808,625	1,162,977	1,510,026

5-YEAR NET BUDGET TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Printing Services	(574,393)	449,197	(80,552)	(84,549)	97,169
Surplus Property and Storage Operations	21,216	(150,474)	(91,940)	(104,676)	4,419
Mail/Courier Services	(4,790)	(134,807)	(151,368)	(148,600)	(242,204)
Total	(557,967)	163,916	(323,860)	(337,825)	(140,616)

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



Purchasing

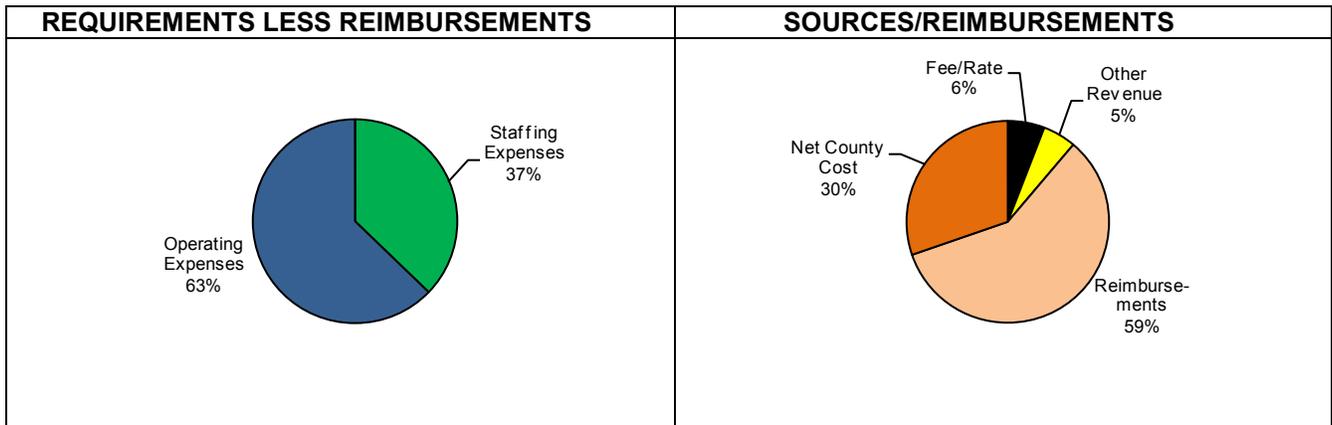
DESCRIPTION OF MAJOR SERVICES

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.

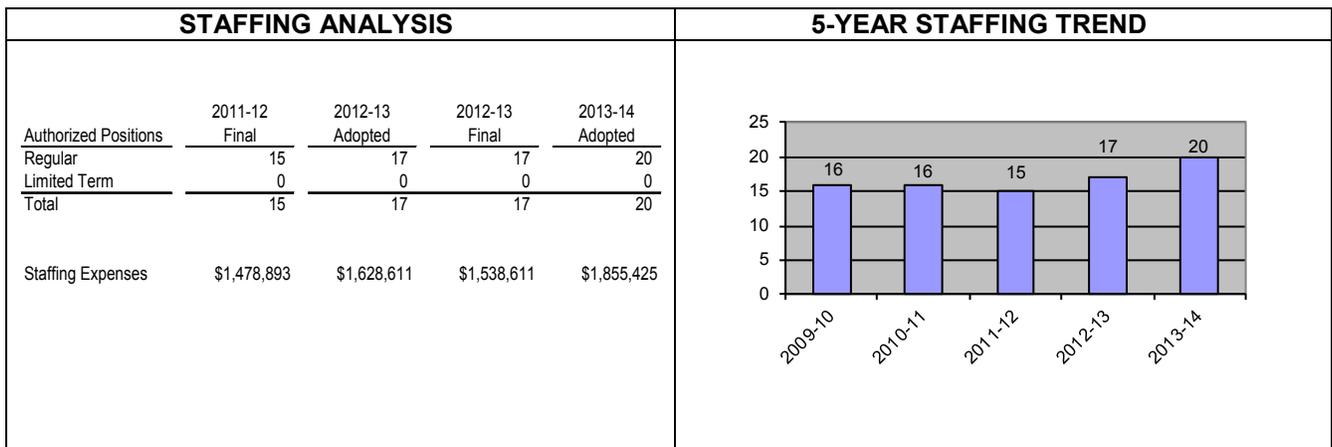
Budget at a Glance	
Total Requirements	\$2,067,102
Total Sources	\$557,076
Net County Cost	\$1,510,026
Total Staff	20
Funded by Net County Cost	30%

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.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,474,553	1,497,693	1,415,613	1,536,384	1,538,611	1,855,425	316,814
Operating Expenses	2,653,542	2,635,555	2,768,865	3,342,386	3,346,281	3,128,524	(217,757)
Capital Expenditures	13,319	216,937	162,829	56,775	65,210	0	(65,210)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,141,414	4,350,185	4,347,307	4,935,545	4,950,102	4,983,949	33,847
Reimbursements	(2,803,918)	(3,048,672)	(3,074,099)	(2,896,068)	(2,858,957)	(2,916,847)	(57,890)
Total Appropriation	1,337,496	1,301,513	1,273,208	2,039,477	2,091,145	2,067,102	(24,043)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,337,496	1,301,513	1,273,208	2,039,477	2,091,145	2,067,102	(24,043)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	255	0	0	0	0	0
Fee/Rate	320,480	293,606	305,248	339,995	370,982	292,492	(78,490)
Other Revenue	110,949	119,827	181,799	664,862	557,186	264,584	(292,602)
Total Revenue	431,429	413,688	487,047	1,004,857	928,168	557,076	(371,092)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	431,429	413,688	487,047	1,004,857	928,168	557,076	(371,092)
Net County Cost	906,067	887,825	786,161	1,034,620	1,162,977	1,510,026	347,049
				Budgeted Staffing	17	20	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit for 2013-14. Major expenditures include approximately \$2.6 million in expenses for the countywide office supply program and equivalent reimbursements from user departments.

Sources of \$557,076 include \$292,492 from the service charge for administering the County office supply program and consolidated billing, as well as \$264,584 from various rebate agreements associated with Countywide procurement programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements are decreasing by \$24,023 and include increases in staffing expenses, reductions in capitalized software, and reductions in reimbursements associated with the elimination of one position which was partially funded by the department's various internal services funds. Overall sources are decreasing by \$371,092 due to the elimination of one-time pass through revenue associated with the transition to a new vendor for countywide records management.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.9 million fund 20 budgeted regular positions and also includes funding for two reclassification requests currently under review in Human Resources. To meet workload requirements and enhance service delivery to County departments, the following staffing changes are requested and result in a net increase of three budgeted positions:

Additions

- 1 Staff Analyst I for contracts administration and analysis.
- 1 Staff Analyst II for budgetary and policy work.
- 2 Buyer II positions to manage workload and assist with product trials, program implementation, and aggregation of demand.
- 1 Buyer III position to be assigned to the medical center, focusing on contracting and complex service procurements.



Deletions

- 1 Business Systems Analyst III which is vacant due to the incumbent having been transferred to a vacancy in another department in order to allocate the funding to procurement. The Department will be utilizing the Information Services Department for systems support on an as-needed basis
- 1 Accounting Technician which was added in 2012-13 but not filled in order to fund a new staff analyst position.

Reclassifications

The Department has requested that Human Resources review 1 filled Staff Analyst II position and 1 filled Administrative Supervisor I position for consideration of reclassification. These positions have undertaken higher level duties related to functional configurations and processes for the electronic procurement system, and broad administrative management responsibilities across Purchasing divisions, respectively. While funding of \$38,840 has been included in this budget, the Department will present a recommended classification action for Board approval when the study has been completed by Human Resources.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Director	1	0	1	1	0	0	1
Administration	7	0	7	5	0	2	7
Procurement	12	0	12	9	0	3	12
Total	20	0	20	15	0	5	20

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 Administrative Supervisor I	3 Buyer III
	2 Staff Analyst II	6 Buyer II
	1 Accounting Technician	1 Staff Analyst I
	1 Fiscal Assistant	1 Office Specialist
	1 Office Assistant	12 Total
	7 Total	



Printing Services

DESCRIPTION OF MAJOR SERVICES

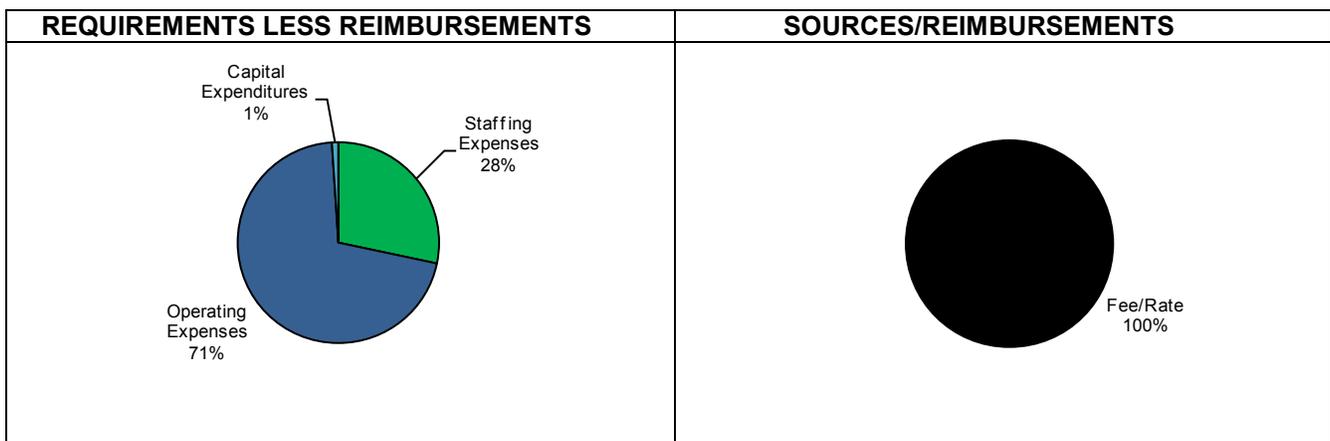
Printing Services designs, prints, and finishes high quality print production materials using the latest technology, and operates three locations for Quick Copy services.

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 of the following fiscal year.

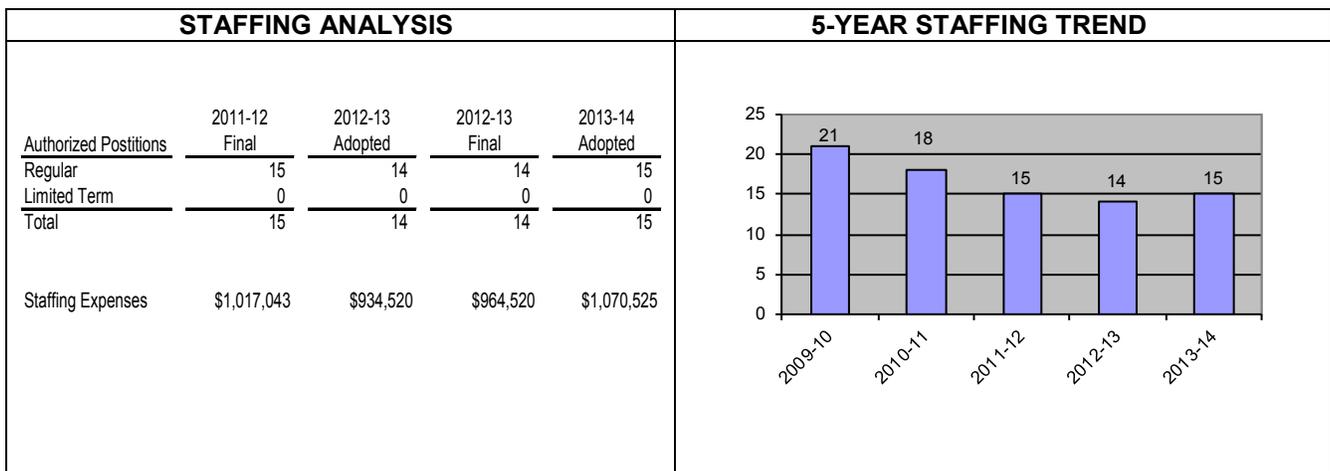
Budget at a Glance

Total Requirements	\$3,779,471
Total Sources	\$3,876,640
Net Budget	\$97,169
Estimated Unrestricted Net Assets	\$2,084,298
Use of Unrestricted Net Assets	\$0
Total Staff	15

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,123,607	1,070,388	983,869	960,731	964,520	1,070,525	106,005
Operating Expenses	3,241,560	3,081,818	2,677,276	2,771,795	2,775,358	2,669,946	(105,412)
Capital Expenditures	0	67,632	19,997	52,501	65,000	39,000	(26,000)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,365,167	4,219,838	3,681,142	3,785,028	3,804,878	3,779,471	(25,407)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	4,365,167	4,219,838	3,681,142	3,785,028	3,804,878	3,779,471	(25,407)
Operating Transfers Out	0	0	27,000	0	0	0	0
Total Requirements	4,365,167	4,219,838	3,708,142	3,785,028	3,804,878	3,779,471	(25,407)
Sources							
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	4,485,828	4,451,608	4,187,887	4,232,556	3,690,329	3,876,640	186,311
Other Revenue	0	54	0	(617,928)	30,000	0	(30,000)
Total Revenue	4,485,828	4,451,662	4,187,887	3,614,628	3,720,329	3,876,640	156,311
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	4,485,828	4,451,662	4,187,887	3,614,628	3,720,329	3,876,640	156,311
Net Budget	120,661	231,824	479,745	(170,400)	(84,549)	97,169	181,718
				Budgeted Staffing	14	15	1

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses of \$2.7 million fund the costs of materials, outside printing services, lease costs for production copiers and purchases of equipment.

Expenses are charged to County departments and outside agencies through the rates that the Department prepares annually. For 2013-14, the Department has kept rates unchanged versus the prior year, but a rate study will be conducted to determine the rates to be charged to adequately fund operations.

In 2013-14 the Division anticipates \$39,000 in capital expenditures, a decrease of \$26,000 from the prior year. This will fund the purchase of replacement computer equipment for the graphic designer team as well as enhance the Division's networked storage infrastructure.

Sources of \$3.9 million represents projected revenue from rates charged to departments for black and white copies, color copies, graphic design services and outside printing services.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements are anticipated to remain flat versus the prior year, decreasing slightly by \$25,407. An increase of \$106,005 in staffing expenses is primarily due to budgeted staffing increasing by one position, a reclassification of an existing filled position, as well as incremental increases in retirement costs. Operating expenses are decreasing by \$105,412 as a result of budgeting to more closely match the current workload.

Sources are increasing by \$156,311 to more closely match the current revenue trends as well as anticipated increases in revenue workload due to the addition of the Graphic Designer position.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.1 million fund 15 budgeted regular positions.

Changes within the 2013-14 Budget include the addition of 1 Graphic Designer I position. The position and incumbent will be transferred from the Economic Development Agency (EDA) to Printing Services to handle increasing workload within the Printing Division and allow EDA to reduce budgeted staffing based on reductions in the need for a full-time graphic designer position.

In addition, a reclassification is requested for a Bindery Equipment Operator to a Reproduction Equipment Operator I to reflect duties performed and also give the Division more flexibility when assigning work.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Printing Services Manager	1	0	1	1	0	0	1
Graphic Arts	4	0	4	4	0	0	4
Quick Copy and Print Shop	10	0	10	10	0	0	10
Total	15	0	15	15	0	0	15

Printing Services Manager		Graphic Arts		Quick Copy and Print Shop	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Printing Services Manager	3	Graphic Designer I	8	Reproduction Equipment Operator I
1	Total	1	Graphic Designer II	2	Reproduction Equipment Operator II
		4	Total	10	Total



Surplus Property and Storage Operations

DESCRIPTION OF MAJOR SERVICES

Surplus Property and Storage Operations manage 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

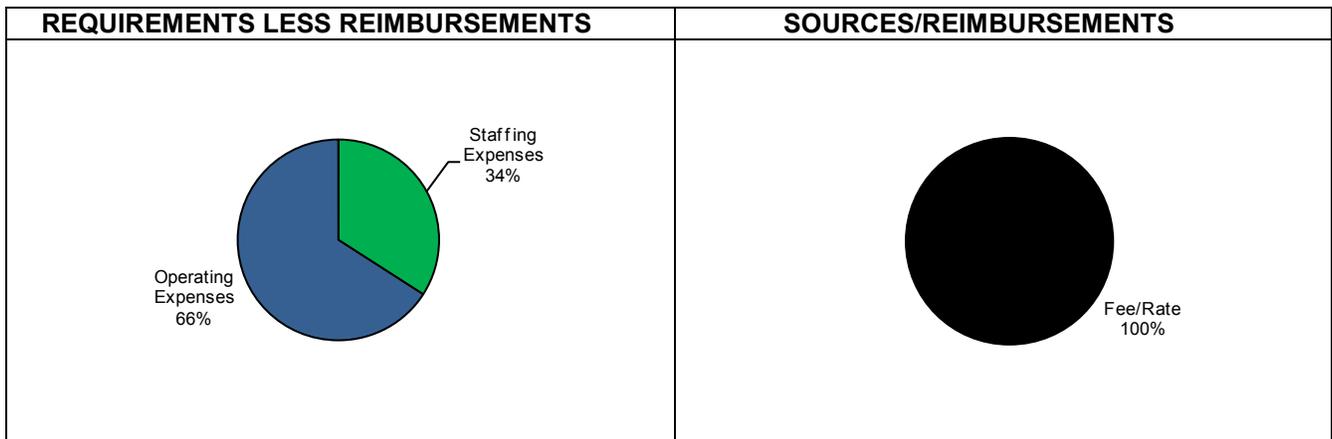
Total Requirements	\$370,581
Total Sources	\$375,000
Net Budget	\$4,419
Estimated Unrestricted Net Assets	\$94,052
Use of Unrestricted Net Assets	\$0
Total Staff	2

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.

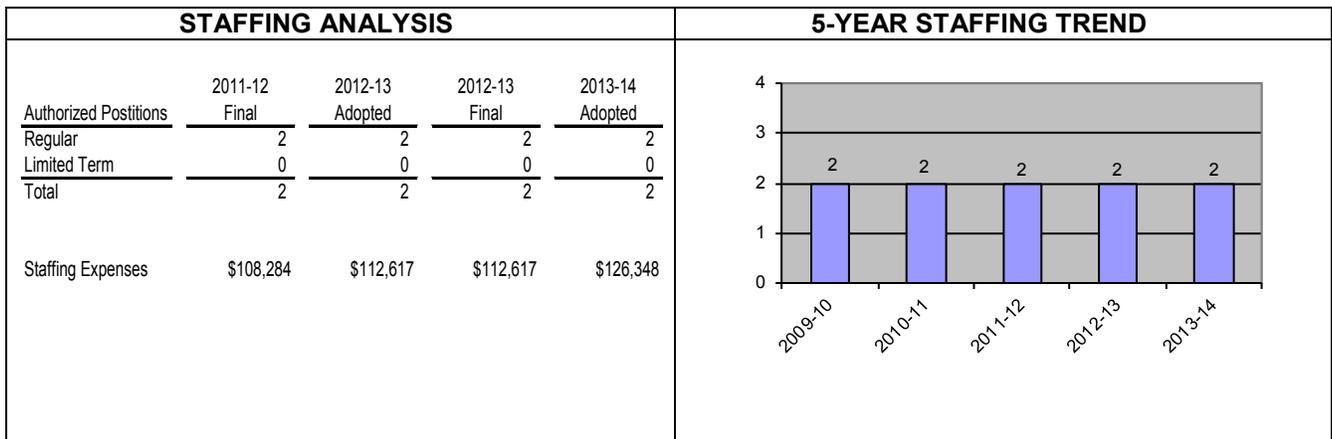
On February 26, 2013, (Item No. 42), the Board approved changes to the rate structure. The hard drive wiping and the per-item handling rates were eliminated, the storage rate was increased, and a 0.5% rate will be assessed on encumbrances of commodities frequently received at Surplus Property.

This rate change addresses the projected overspending of unrestricted net assets. However, plans for any significant discretionary expenditures will be monitored closely and perhaps delayed until this budget unit is adequately funded.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	98,737	102,719	107,184	111,814	112,617	126,348	13,731
Operating Expenses	143,947	301,165	244,293	242,209	261,325	244,233	(17,092)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Sources							
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	333,042	360,903	332,148	352,031	268,045	375,000	106,955
Other Revenue	(489)	0	0	15,120	1,221	0	(1,221)
Total Revenue	332,553	360,903	332,148	367,151	269,266	375,000	105,734
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	332,553	360,903	332,148	367,151	269,266	375,000	105,734
Net Budget	89,869	(42,981)	(19,329)	13,128	(104,676)	4,419	109,095
				Budgeted Staffing	2	2	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Overall requirements of \$370,581 consists primarily of operating expenses which includes COWCAP, insurance charges, facilities charges, professional services, and transfers for a share of services provided by administrative staff budgeted in Purchasing's general fund budget unit. Sources of \$375,000 include auction revenue, revenue from the new rates, and proceeds from recycling with outside vendors. It also includes reimbursement from Human Services for the participation of Community-Based Organizations in the Surplus Property program.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements of \$370,581 are flat versus the prior year due to slight increases in staffing expenses which are offset by slight reductions in operating expenses. Overall sources are anticipated to increase by \$105,734 based on recent changes in surplus rates. On February 26, 2013 (Item No. 42), the Board approved a change to the rate structure of Surplus Property. Storage rates increased from \$0.33 per cubic foot to \$0.38 per cubic foot. In addition, the computer hard drive certification rate and the per-item handling rate were eliminated. In place of the previous handling rate structure, a new rate of 0.5% was established and will be assessed on encumbrances of the types of commodities that are most frequently received at the Surplus Division for recycling, auction or other disposal. These rate adjustments are anticipated to result in an increase of \$106,955 in revenue and ensure the long term financial sustainability of the Division.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$126,348 fund two budgeted regular positions. No staffing changes are planned at this time. The current staffing levels are able to manage the workload with careful planning for staff absences.

2013-14 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 ten courier routes, six postage meter stations and a certified mail post.

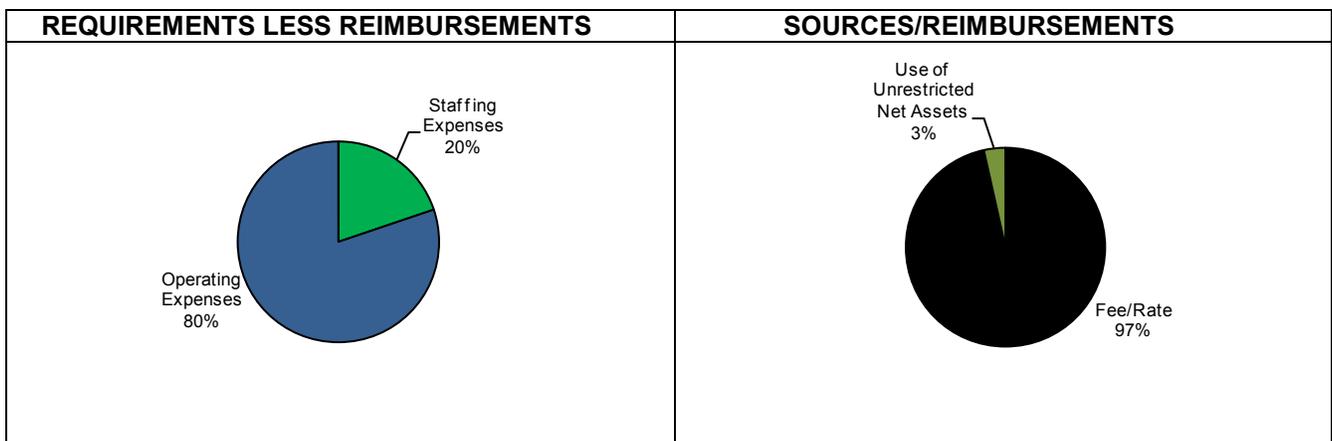
As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates.

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.

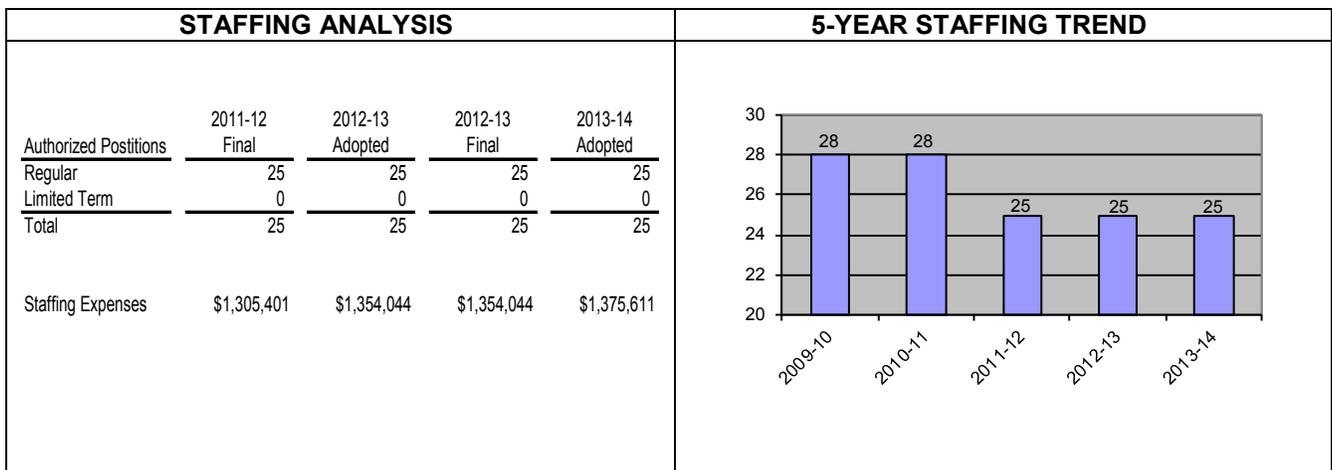
Budget at a Glance

Total Requirements	\$6,947,787
Total Sources	\$6,705,583
Net Budget	(\$242,204)
Estimated Unrestricted Net Assets	\$1,276,732
Use of Unrestricted Net Assets	\$242,204
Total Staff	25

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,306,725	1,317,875	1,223,699	1,233,422	1,354,044	1,375,611	21,567
Operating Expenses	5,017,325	4,951,443	5,132,730	5,286,485	5,502,543	5,572,176	69,633
Capital Expenditures	0	10,727	0	63,586	64,600	0	(64,600)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	6,324,050	6,280,045	6,356,429	6,583,493	6,921,187	6,947,787	26,600
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	6,324,050	6,280,045	6,356,429	6,583,493	6,921,187	6,947,787	26,600
Operating Transfers Out	0	40,000	0	0	0	0	0
Total Requirements	6,324,050	6,320,045	6,356,429	6,583,493	6,921,187	6,947,787	26,600
Sources							
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	6,358,703	6,279,024	6,323,760	6,340,040	6,752,587	6,705,583	(47,004)
Other Revenue	0	0	0	19,448	20,000	0	(20,000)
Total Revenue	6,358,703	6,279,024	6,323,760	6,359,488	6,772,587	6,705,583	(67,004)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	6,358,703	6,279,024	6,323,760	6,359,488	6,772,587	6,705,583	(67,004)
Net Budget	34,653	(41,021)	(32,669)	(224,005)	(148,600)	(242,204)	(93,604)
				Budgeted Staffing	25	25	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses represent the majority of this budget unit's expenditures totaling nearly \$5.6 million. The single largest expenditure (approximately \$4.5 million) within this budget unit is postage which the Department expends on behalf of County departments and gets reimbursed through Board approved rates.

Sources totaling \$6.7 million represents payments from departments for mail handling and mail delivery for direct postage costs and the rate charged to provide services.

BUDGET CHANGES AND OPERATIONAL IMPACT

Increases in requirements totaling \$26,600 include increasing postage costs from the USPS and increased vendor costs to provide services.

Sources are level with the previous year, decreasing by only \$67,004 or 1%. During calendar year 2013 the Department plans to conduct a rate study to ensure that the current rate structure adequately funds the Division's operation and maintains the recommended level of unrestricted net assets.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.4 million fund 25 budgeted regular positions. There are no staffing changes included in the 2013-14 Budget. The current staffing levels are able to manage the workload with careful planning for staff absences.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
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	1	Mail Services Supervisor	1	Mail Services Supervisor
1	Total	2	Mail Processor III	1	Mail Processor III
		17	Mail Processor II	2	Mail Processor II
		20	Total	4	Total



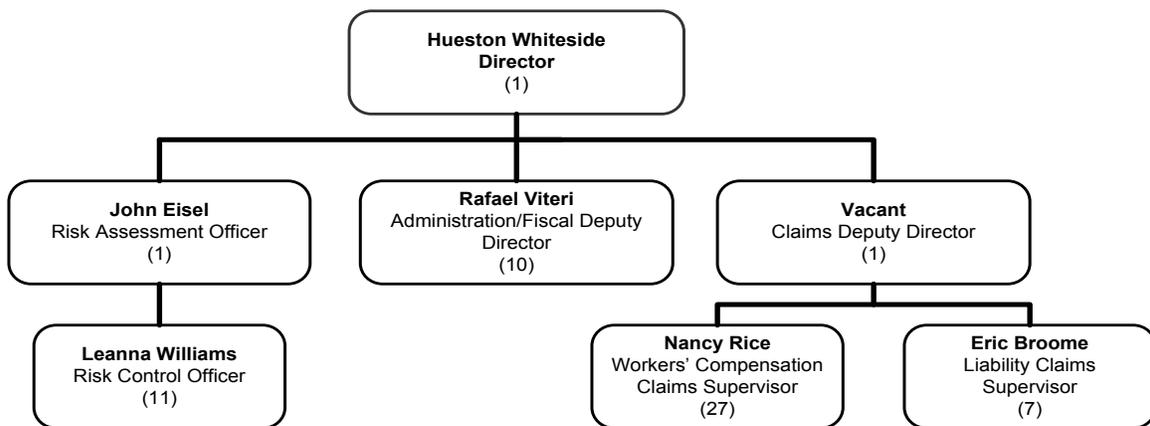
RISK MANAGEMENT Hueston Whiteside

DEPARTMENT MISSION STATEMENT

Risk Management seeks to minimize the frequency and severity of financial loss to the County through an 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



2012-13 ACCOMPLISHMENTS

- Adjusted all liability and workers' compensation claims and their resultant liabilities have been adjusted to reflect reserves for the life of the claim. This adjustment enables the County to see incurred losses today and into the future for loss modeling and funding purposes.
- Enhanced the County's Workers' Compensation insurance program to reflect the healthy status of reserve funding and appropriately account for catastrophic events. The new program will insure that in the event a catastrophic loss the County's assets will be protected all while saving the County over \$250,000 per year in premiums.
- Completed a major digitizing effort which reduces waste, lowers cost and improves document retrieval efficiency. This effort will provide dividends into the future as less storage space will be required and instant retrieval of vital documents and insurance policies will improve information flow and speed the rate at which losses are recovered.
- Completed the final stages of the Department's virtual classroom and the deployment of online "live" training to employees and supervisors. This training modality allows County employees and supervisors to attend live training while at their home base. Interactive computer input allows the instant administration of questions, answers and examinations from remote locations while achieving the retention rate of live training. This modality saves the County from unproductive travel time and travel related expense while increasing convenience and participation.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

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

Objective(s): • *Live within our means, fully funding basic operating systems, liabilities and reserves, while forming capital to strategically invest in the future.*

Department Strategy: • *Minimize the total cost of risk, through insurance purchasing, risk retention and risk transfer.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Cost of risk as a percent of County budget. Target less than 2%.	1.8%	<2%	1.9%	<2%

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Develop consistent messaging for the organization.*
• *Ensure that employees know that they and their work are valued.*

Department Strategy: • *Provide formal training courses and informal consultation targeting safety, loss control, and risk transfer needs as identified by departments.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Percentage increase in number of people who are trained (2,168 baseline).	14%	15%	18%	25%



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
Internal Service Funds						
Operations	6,362,438	6,362,438			0	58
Insurance Programs	93,832,429	65,504,055			(28,328,374)	0
Total Internal Service Funds	100,194,867	71,866,493			(28,328,374)	58

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Operations	6,597,156	5,869,647	5,847,272	6,382,955	6,362,438
Insurance Programs	66,040,123	67,582,150	73,666,148	93,526,031	93,832,429
Total	72,637,279	73,451,797	79,513,420	99,908,986	100,194,867

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Operations	6,570,156	5,816,912	5,794,537	6,357,955	6,362,438
Insurance Programs	68,127,100	62,912,172	67,269,962	68,436,912	65,504,055
Total	74,697,256	68,729,084	73,064,499	74,794,867	71,866,493

5-YEAR NET BUDGET TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Operations	(27,000)	(52,735)	(52,735)	(25,000)	0
Insurance Programs	2,086,977	(4,669,978)	(6,396,186)	(25,089,119)	(28,328,374)
Total	2,059,977	(4,722,713)	(6,448,921)	(25,114,119)	(28,328,374)

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



Operations

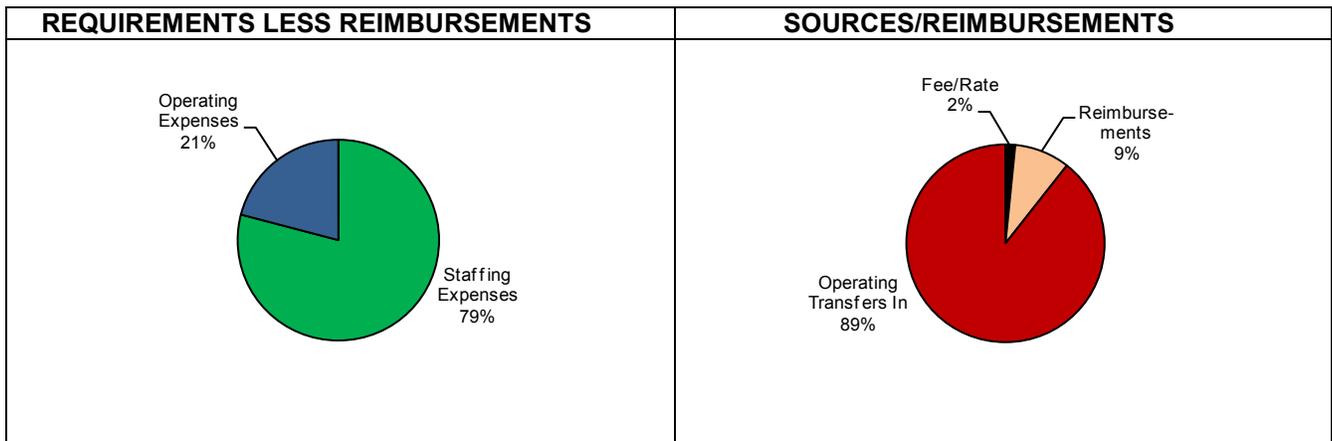
DESCRIPTION OF MAJOR SERVICES

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

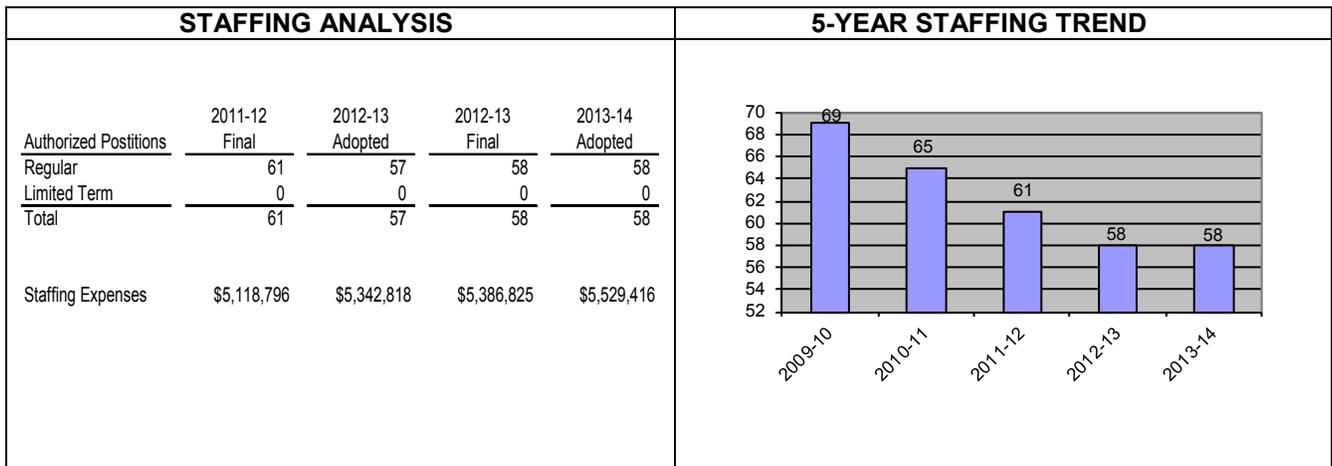
Budget at a Glance

Total Requirements	\$6,362,438
Total Sources	\$6,362,438
Net Budget	\$0
Estimated Unrestricted Net Assets	\$1,596,726
Use of Unrestricted Net Assets	\$0
Total Staff	58

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Risk Management
FUND: Operations

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	5,383,835	5,243,193	5,118,796	5,078,130	5,386,825	5,529,416	142,591
Operating Expenses	1,131,401	1,160,681	1,323,224	1,547,328	1,592,696	1,461,645	(131,051)
Capital Expenditures	31,500	35,822	52,735	0	25,000	0	(25,000)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	6,546,736	6,439,696	6,494,755	6,625,458	7,004,521	6,991,061	(13,460)
Reimbursements	(664,636)	(570,052)	(634,025)	(621,566)	(621,566)	(628,623)	(7,057)
Total Appropriation	5,882,100	5,869,644	5,860,730	6,003,892	6,382,955	6,362,438	(20,517)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	5,882,100	5,869,644	5,860,730	6,003,892	6,382,955	6,362,438	(20,517)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	29	0	0	0	0	0	0
Fee/Rate	97,610	125,214	106,155	106,961	110,000	110,000	0
Other Revenue	(334,872)	(12,133)	(197,608)	(477,354)	20,000	25,000	5,000
Total Revenue	(237,233)	113,081	(91,453)	(370,393)	130,000	135,000	5,000
Operating Transfers In	6,516,493	6,238,507	5,920,689	6,183,948	6,227,955	6,227,438	(517)
Total Sources	6,279,260	6,351,588	5,829,236	5,813,555	6,357,955	6,362,438	4,483
Net Budget	397,160	481,944	(31,494)	(190,337)	(25,000)	0	25,000
				Budgeted Staffing	58	58	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Staffing expenses of \$5.5 million make up the majority of the Department's expenditures within this budget unit for 2013-14. These expenses fund 58 budgeted positions and are necessary to administer the County's insurance programs.

Sources of \$6.4 million are 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.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$20,517 based primarily on the increase in salaries and benefits which is offset by the decrease of the COWCAP allocation.

Sources are increasing by \$4,483 primarily due to lower operating transfers in from the insurance funds. This also includes unchanged administrative fee revenue from the Emergency Medical Services Program of \$110,000 and an expected increased level of interest revenue.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$5.5 million fund 58 budgeted regular positions.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	13	0	13	12	1	0	13
Liability Claims	7	0	7	6	1	0	7
Risk Control	11	0	11	10	1	0	11
Worker's Compensation Claims	27	0	27	25	2	0	27
Total	58	0	58	53	5	0	58

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



Insurance Programs

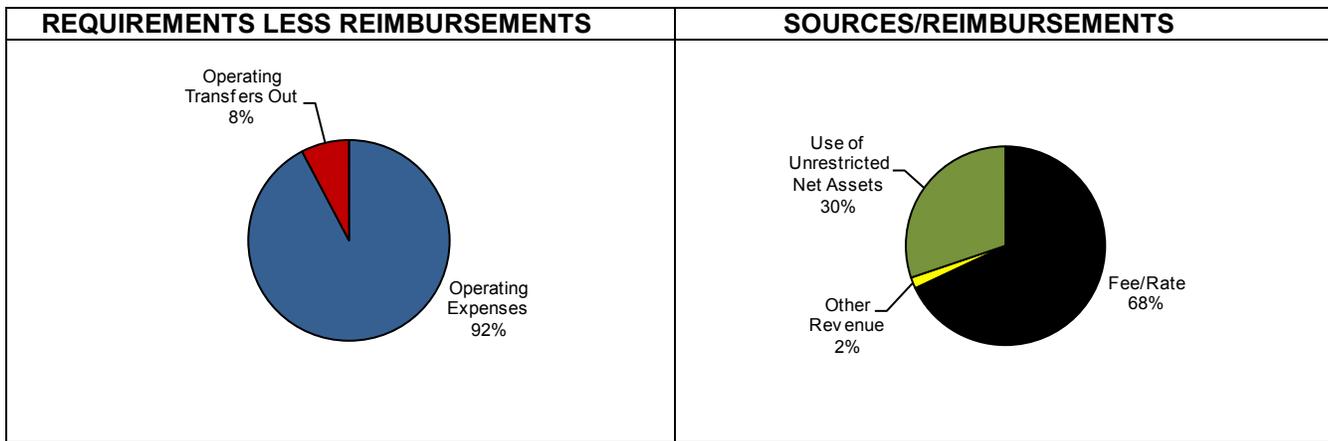
DESCRIPTION OF MAJOR SERVICES

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 financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each is billed for 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 Requirements	\$93,832,429
Total Sources	\$65,504,055
Net Budget	(\$28,328,374)
Estimated Unrestricted Net Assets	\$42,250,406
Use of Unrestricted Net Assets	\$28,328,374
Total Staff	0

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

2013-14 ADOPTED BUDGET



ADMINISTRATION ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Risk Management
FUND: Insurance Programs

BUDGET UNIT: Various
FUNCTION: General
ACTIVITY: Insurance Programs

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	58,310,699	60,568,396	67,173,901	62,512,745	86,362,176	86,604,991	242,815
Capital Expenditures	0	0	9,110	7,457	8,527	0	(8,527)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	58,310,699	60,568,396	67,183,011	62,520,202	86,370,703	86,604,991	234,288
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	58,310,699	60,568,396	67,183,011	62,520,202	86,370,703	86,604,991	234,288
Operating Transfers Out	7,114,024	6,558,844	6,235,825	7,059,078	7,155,328	7,227,438	72,110
Total Requirements	65,424,723	67,127,240	73,418,836	69,579,280	93,526,031	93,832,429	306,398
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	16,875	0	0	0	0	0	0
Fee/Rate	67,247,750	58,486,072	67,268,843	68,078,017	62,878,000	63,796,500	918,500
Other Revenue	4,721,680	3,415,163	2,334,747	(57,645,393)	5,440,750	1,707,555	(3,733,195)
Total Revenue	71,986,305	61,901,235	69,603,590	10,432,624	68,318,750	65,504,055	(2,814,695)
Operating Transfers In	1,778	0	0	0	118,162	0	(118,162)
Total Sources	71,988,083	61,901,235	69,603,590	10,432,624	68,436,912	65,504,055	(2,932,857)
Net Budget	6,563,360	(5,226,005)	(3,815,246)	(59,146,656)	(25,089,119)	(28,328,374)	(3,239,255)
Budgeted Staffing					0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses of \$86.6 million include judgment and settlement costs, medical treatment and expenses, temporary disability and loss earnings, property insurance, and legal defense services.

Operating transfers out of \$7.2 million include \$6.2 million in funding to the Operations budget unit and \$1.0 million in reimbursements to departments for claims costs.

Sources of \$65.5 million include \$63.6 million in insurance premiums collected from user departments.

Net Budget of (\$28,328,374) results from a five-year spend-down plan which began in 2009-10 for the Workers' Compensation self-insurance fund. This program is currently over-funded, and the department has been charging a reduced rate to gradually bring down the excess reserves and prevent large premium fluctuations from year to year. For updated information, please refer to Page 82 of the budget book (Discretionary General Funding section).

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$306,398 due to increases in operating transfers out for administration expenses and due to ongoing costly settlements and increased liability claim experience. Additionally, there are increased medical claims costs in workers' compensation and premiums for excess insurance are also expected to increase.

Sources are decreasing by \$2.9 million due primarily to less insurance recoveries and anticipated interest revenue.

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

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Local Agency Formation Commission	288,274	0	288,274			0
Total General Fund	288,274	0	288,274			0

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Local Agency Formation Commission	344,637	344,637	311,213	301,000	288,274
Total	344,637	344,637	311,213	301,000	288,274

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Local Agency Formation Commission	0	0	0	0	0
Total	0	0	0	0	0

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Local Agency Formation Commission	344,637	344,637	311,213	301,000	288,274
Total	344,637	344,637	311,213	301,000	288,274

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:

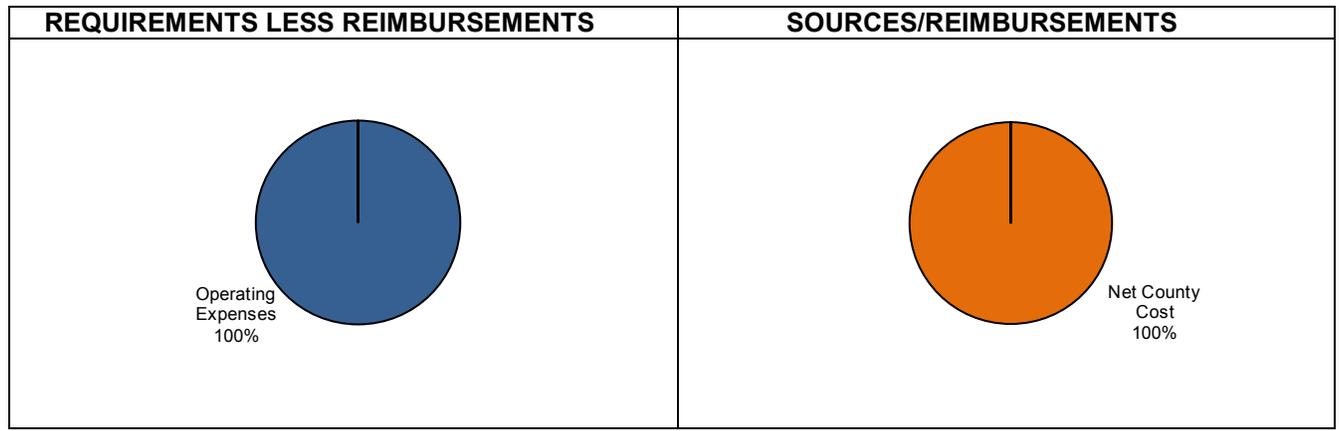
Budget at a Glance	
Total Requirements	\$288,274
Total Sources	\$0
Net County Cost	\$288,274
Total Staff	0
Funded by Net County Cost	100%

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.



2013-14 ADOPTED BUDGET



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	333,805	344,637	311,213	301,000	301,000	288,274	(12,726)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	333,805	344,637	311,213	301,000	301,000	288,274	(12,726)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	333,805	344,637	311,213	301,000	301,000	288,274	(12,726)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	333,805	344,637	311,213	301,000	301,000	288,274	(12,726)
Sources							
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	333,805	344,637	311,213	301,000	301,000	288,274	(12,726)
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 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.

BUDGET CHANGES AND OPERATIONAL IMPACT

The County's mandated contribution for 2013-14 is \$288,274 resulting in additional Net County Cost savings from the prior year.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



COUNTY SCHOOLS Gary Thomas

SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
County Schools	3,159,104	0	3,159,104			0
Total General Fund	3,159,104	0	3,159,104			0

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Schools	2,876,738	2,897,138	3,176,324	3,085,995	3,159,104
Total	2,876,738	2,897,138	3,176,324	3,085,995	3,159,104

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Schools	0	0	0	0	0
Total	0	0	0	0	0

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
County Schools	2,876,738	2,897,138	3,176,324	3,085,995	3,159,104
Total	2,876,738	2,897,138	3,176,324	3,085,995	3,159,104



County Schools

DESCRIPTION OF MAJOR SERVICES

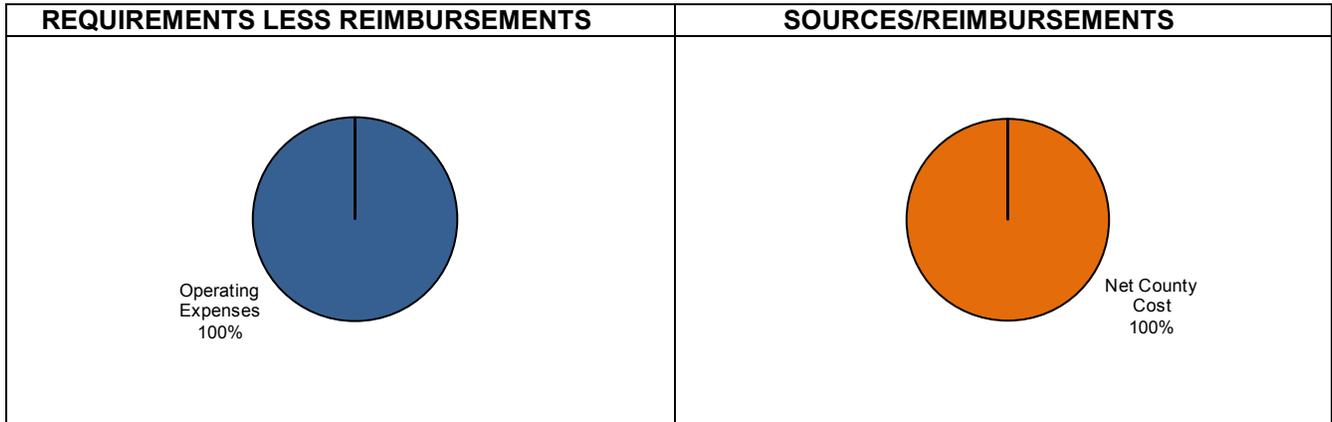
This budget unit represents the County's total legal and contractual obligations to contribute to the costs of the Superintendent of Schools and District Financial Services, known collectively as the San Bernardino County Superintendent of Schools. San Bernardino County Superintendent of Schools is one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

Budget at a Glance	
Total Requirements	\$3,159,104
Total Sources	\$0
Net County Cost	\$3,159,104
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.

2013-14 ADOPTED BUDGET



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: County Schools
 FUND: General

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	2,876,737	2,897,138	3,086,460	2,814,938	3,085,995	3,159,104	73,109
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,876,737	2,897,138	3,086,460	2,814,938	3,085,995	3,159,104	73,109
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	2,876,737	2,897,138	3,086,460	2,814,938	3,085,995	3,159,104	73,109
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,876,737	2,897,138	3,086,460	2,814,938	3,085,995	3,159,104	73,109
Sources							
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	2,876,737	2,897,138	3,086,460	2,814,938	3,085,995	3,159,104	73,109
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Major expenditures include payments to the Superintendent of Schools for housing costs of \$553,528, data processing of \$553,628, communications of \$539,629, property insurance of \$58,309, utilities of \$408,719 and a reimbursement for staffing of \$904,010. These payments are mandated responsibilities of the County by Title I of the California Education Code.

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14, requirements are increasing by \$73,109 primarily due to anticipated increases in mandated payments based on contractual escalation provisions.

STAFFING CHANGES AND OPERATIONAL IMPACT

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



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