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1853

INTEROFFICE MEMO

County of San Bernardino

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

FROM **WALLY HILL**
County Administrative Officer

TO **THE HONORABLE BOARD OF SUPERVISORS**

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

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

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

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

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

Revised 2003-04 Financing Plan

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

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

INCREASED REVENUE SOURCES

Discretionary Revenue ($1.5 Million Increase)

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

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

Fund Balance ($6.4 Million Increase)

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

Tobacco Settlement Revenue ($9.7 Million Unallocated)

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

ADJUSTMENTS TO LOCAL COST

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

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

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

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

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

VACANT BUDGETED POSITIONS

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

CAO RECOMMENDATIONS

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

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

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

COUNTY OF SAN BERNARDINO RESERVES

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

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

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

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

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

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

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

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

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

** This is included in the Special Districts Budget.

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INTEROFFICE MEMO

County of San Bernardino

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

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

TO **THE HONORABLE BOARD OF SUPERVISORS**

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

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

Components of the financing plan included in this memo are:

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

ANALYSIS OF THE 2003-04 FINANCING PLAN

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

FINANCING AVAILABLE FOR 2003-04 (in millions)

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

Beginning Financial Position - $1.0 million

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

New Discretionary Revenue - $27.2 million

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

NEW DISCRETIONARY REVENUE (in millions)

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

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

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

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

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

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

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

New Prop 172 Revenue - $3.6 million

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

Estimated One Time Money Available - $45.9 million

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

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

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

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

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

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

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

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

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

BASE LINE BUDGET ADJUSTMENTS (in millions)

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

ONGOING COSTS:

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

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

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

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

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

Retirement Rate Adjustments - $14.9 million

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

Gen Workers Comp/Other Insur Costs - $2.7 million

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

Mandated Programs (SB 90 Backfill)- $2.4 million

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

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

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

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

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

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

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

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

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

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

ONE TIME COSTS:

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

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

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

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

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

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

COUNTY POLICIES

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

Budget Finance Policy

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

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

Reserve Policy

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

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

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

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

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

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

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

GENERAL PURPOSE RESERVE

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

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

SPECIFIC PURPOSE RESERVES

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

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

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

LOCAL COST REDUCTION APPROVED FROM 30% COST REDUCTION PLANS

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

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

ISSUES NOT ADDRESSED IN THE FINANCING PLAN

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

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

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

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

CONCLUSION

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

SUMMARY OF FINANCING PLAN (in millions)

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

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

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

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EXHIBIT 1

BEGINNING FINANCIAL POSITION (in millions)

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

EXHIBIT 2

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

SUMMARY OF LOCAL COST REDUCTIONS

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

SUMMARY OF LOCAL COST REDUCTIONS

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

SUMMARY OF POLICY ITEMS
VACANT BUDGETED POSITION RESTORATION

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

SUMMARY OF POLICY ITEMS
VACANT BUDGETED POSITION RESTORATION

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

SUMMARY OF POLICY ITEMS
VACANT BUDGETED POSITION RESTORATION

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

SUMMARY OF POLICY ITEMS
VACANT BUDGETED POSITION RESTORATION

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

SUMMARY OF POLICY ITEMS
WORKLOAD AND PROGRAM CHANGES

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

SUMMARY OF POLICY ITEMS
OTHER AGENCY

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

APPROPRIATIONS SUMMARY

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

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

Countywide Operations

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

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

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

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

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

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

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

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

Capital Projects and Debt Service

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

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

Special Revenue Funds

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

Enterprise Funds

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

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

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

REVENUE SUMMARY

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

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

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

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

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

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

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

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

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

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

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

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

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

BUDGETED STAFFING SUMMARY

Increase from Previous Year

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

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

General Fund

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

Other Funds

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

The decrease in other programs budgeted staffing includes the following:

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

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

BUDGETED STAFFING SUMMARY

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

BUDGETED STAFFING SUMMARY

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

BUDGETED STAFFING SUMMARY

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

BUDGETED STAFFING SUMMARY

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

RESERVES ANALYSIS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LOCAL COST ANALYSIS

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

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

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

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

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

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

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

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

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

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

General Fund Budget Process

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

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

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

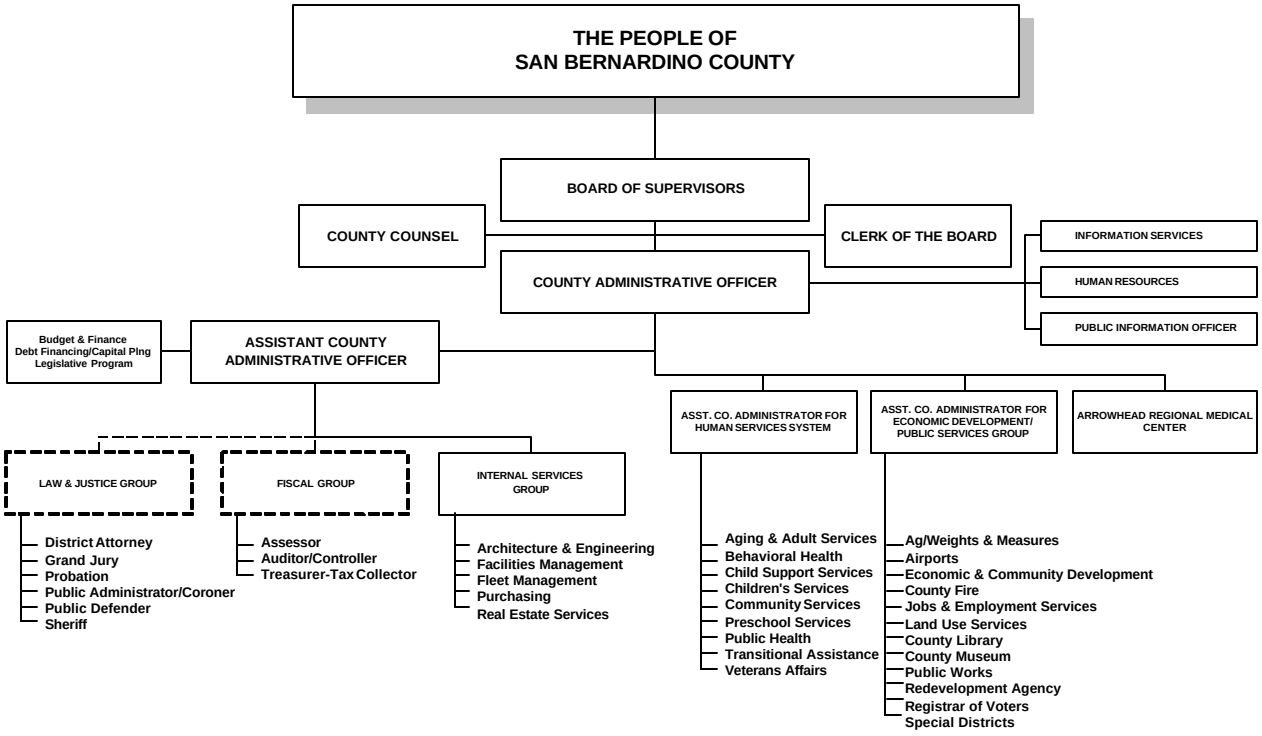
This hearing is to obtain public input on the county budget and fee ordinance changes and to obtain additional Board changes to incorporate into the 2003-04 final budget.

Other Funds Budget Process

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

Proposed Budget Workbook Format

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



Revised February 1, 2002

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

OVERVIEW OF BUDGET

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

DEPARTMENT:
DEPARTMENT HEAD:

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

BUDGET UNIT: BUDGET UNIT NAME (FUND DEPT)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

PROGRAM CHANGES

OTHER CHANGES

IV. VACANT POSITION IMPACT

V. OTHER POLICY ITEMS

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

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

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

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

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

VI. FEE CHANGES

GROUP:
DEPARTMENT:
FUND:

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

FUNCTION:
ACTIVITY:

ANALYSIS OF 2003-04 BUDGET

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

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

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

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

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

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

ANALYSIS OF 2003-04 BUDGET

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

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

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

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

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

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

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

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

Base Year Adjustments

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

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

Mid-Year Adjustments

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

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

Recommended Program Funded Adjustments

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

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

Vacant Position Impact
Summary

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

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

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

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

Vacant Position Impact
Detail

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

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

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

PROPOSED BUDGET DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADMINISTRATIVE/EXECUTIVE GROUP
SUMMARY

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

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

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

OVERVIEW OF BUDGET

DEPARTMENT: BOARD OF SUPERVISORS
BUDGET UNIT: AAA BDF

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

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

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

Vacant Position Impact Summary

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

Vacant Position Impact Detail

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

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

BUDGET UNIT: LEGISLATION (AAA LEG)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

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

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

OVERVIEW OF BUDGET

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

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

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

VI. FEE CHANGES

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

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

FUNCTION: General
ACTIVITY: Legislative & Admin

ANALYSIS OF 2003-04 BUDGET

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

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

FUND: General AAA CBD

ANALYSIS OF 2003-04 BUDGET

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

CLERK OF THE BOARD

Base Year Adjustments

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

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

Recommended Program Funded Adjustments

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

POLICY ITEMS

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

CLERK OF THE BOARD

POLICY DESCRIPTION FORM

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

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

See Attached.

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

CLASSIFICATIONS

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

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

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

CLERK OF THE BOARD

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

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

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

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

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

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

OVERVIEW OF BUDGET

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

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

PROGRAM CHANGES

None.

OTHER CHANGES

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

IV. VACANT POSITION IMPACT

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

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

Vacant Position Restoration Request:

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

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

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

Mid-Year Adjustment

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

COUNTY ADMINISTRATIVE OFFICE

Recommended Program Funded Adjustments

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

Vacant Position Impact Summary

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

Vacant Position Impact Detail

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

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

BUDGET UNIT: LITIGATION (AAA LIT)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

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

Recommended Program Funded Adjustments

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

BUDGET UNIT: JOINT POWERS LEASES (AAA JPL)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

Leases Included in this budget for 2003-04 are:

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

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

COUNTY ADMINISTRATIVE OFFICE

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

BUDGET UNIT: FEDERAL FOREST RESERVES (SFB CAO)

I. GENERAL PROGRAM STATEMENT

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

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

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

Mid-Year Adjustments

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

COUNTY ADMINISTRATIVE OFFICE

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

BUDGET UNIT: MASTER SETTLEMENT AGREEMENT (RSM MSA)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

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

Recommended Program Funded Adjustments

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

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

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Property Mgmt

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Property Mgmt

ANALYSIS OF 2003-04 BUDGET

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

Recommended Program Funded Adjustments

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

OVERVIEW OF BUDGET

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

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

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

PROGRAM CHANGES

None

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Counsel

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Counsel

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

Vacant Position Impact
Summary

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

Vacant Position Impact
Detail

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

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

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN RESOURCES
DIRECTOR: MARCEL TURNER

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

BUDGET UNIT: HUMAN RESOURCES (AAA HRD)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

PROGRAM CHANGES

None.

OTHER CHANGES

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

IV. VACANT POSITION IMPACT

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

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

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

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

Vacant Position Impact Summary

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

Vacant Position Impact Detail

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

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

HUMAN RESOURCES

POLICY DESCRIPTION FORM

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

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

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

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

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

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

CLASSIFICATIONS

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

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

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

REVENUE (specify source)

	Total:	$ 0	$ 0
	LOCAL COST	$ 114,751	$ 118,000

HUMAN RESOURCES

POLICY DESCRIPTION FORM

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

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

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

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

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

CLASSIFICATIONS

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

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

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

HUMAN RESOURCES

POLICY DESCRIPTION FORM

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

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

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

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

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

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

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk II	32,002

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

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

BUDGET UNIT: EMPLOYEE HEALTH AND WELLNESS (AAA OCH)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

PROGRAM CHANGES

None.

OTHER CHANGES

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

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

HUMAN RESOURCES

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

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

BUDGET UNIT: UNEMPLOYMENT INSURANCE (AAA UNI)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET AND WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUND: General AAA RPR

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

BUDGET UNIT: COMMUTER SERVICES (SDF HRD)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET AND WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

HUMAN RESOURCES

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

BUDGET UNIT: EMPLOYEE BENEFITS & SERVICES (SDG HRD)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET AND WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

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

IV. VACANT POSITION IMPACT

None.

IV. OTHER POLICY ITEMS

None.

V. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

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

Recommended Program Funded Adjustments

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

BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

Vacant Position Restoration Request:

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

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

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

HUMAN RESOURCES

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

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

Vacant Position Impact Summary

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

Vacant Position Impact
Detail

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

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

HUMAN RESOURCES

POLICY DESCRIPTION FORM

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

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

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

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

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

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk II	32,002

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

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

BUDGET UNIT: INSURANCE PROGRAMS (ALL ISFs EXCEPT IBP)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

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

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

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

Recommended Program Funded Adjustments

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

OVERVIEW OF BUDGET

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

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

BUDGET UNIT: APPLICATION DEVELOPMENT (AAA SDD)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

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

PROGRAM CHANGES

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

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

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

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

INFORMATION SERVICES

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

Vacant Position Impact Summary

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

Vacant Position Impact
AAA SDD Detail

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

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

BUDGET UNIT: EMERGING TECHNOLOGIES DIVISION (AAA ETD)

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

PROGRAM CHANGES

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

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

OTHER CHANGES

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

IV. VACANT POSITION IMPACT

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

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

Vacant Position Restoration Request:

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

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2003-04 BUDGET

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

INFORMATION SERVICES

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

INFORMATION SERVICES

Vacant Position Impact
Summary

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

Vacant Position Impact
AAA ETD Detail

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

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

INFORMATION SERVICES

POLICY DESCRIPTION FORM

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

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

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

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

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

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Programmer Analyst III	80,996

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

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

BUDGET UNIT: COMPUTER OPERATIONS (IAJ ALL)

I. GENERAL PROGRAM STATEMENT

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

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

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

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

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

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

PROGRAM CHANGES

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

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

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

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

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

Vacant Position Restoration Request:

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: General
ACTIVITY: Computer Operation

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: General
ACTIVITY: Computer Operations

ANALYSIS OF 2003-04 BUDGET

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

INFORMATION SERVICES

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

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

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

Vacant Position Impact
Summary

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

Vacant Position Impact
IAJ ALL Detail

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

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

BUDGET UNIT: NETWORK SERVICES (IAM ALL)

I. GENERAL PROGRAM STATEMENT

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

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

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

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

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

PROGRAM CHANGES

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

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

ANALYSIS OF 2003-04 BUDGET

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

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

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

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

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

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

Recommended Program Funded Adjustments

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

INFORMATION SERVICES

Vacant Position Impact
Summary

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

Vacant Position Impact
IAM ALL Detail

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

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

OVERVIEW OF BUDGET

DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION
BUDGET UNIT: AAA LAF

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

OVERVIEW OF BUDGET

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

I. GENERAL PROGRAM STATEMENT

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

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

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

There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: Education
ACTIVITY: School Administration

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: Education
ACTIVITY: School Administration

ANALYSIS OF 2003-04 BUDGET

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

Base Year Adjustments

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

Recommended Program Funded Adjustments

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

OVERVIEW OF BUDGET

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

I. GENERAL PROGRAM STATEMENT

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

II. BUDGET & WORKLOAD HISTORY

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

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

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

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

FUNCTION: Education
ACTIVITY: School Administration

ANALYSIS OF 2003-04 BUDGET

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

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

FUNCTION: Education
ACTIVITY: School Administration

ANALYSIS OF 2003-04 BUDGET

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

Recommended Program Funding Adjustments

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

CAPITAL IMPROVEMENT PROGRAM
SUMMARY

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

CAPITAL IMPROVEMENT PROGRAM
SUMMARY

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

CAPITAL IMPROVEMENT PROGRAM (CIP)

SUMMARY

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

Table 1

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

Architecture and Engineering Department CIP Projects for 2003-04

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

Table 2

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

Details are provided on the following pages.

CAPITAL IMPROVEMENT PROGRAM
2003-04

Background

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

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

Table 3

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

Short-List Process

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

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

Review of Prior Year (2002-03) CIP Funding

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

Table 4

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

Review of Carryover Projects

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

Table 5

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

Potential Funding Sources for 2003-04

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

Table 6

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

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

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

CAO Administrative Review

CIP projects were categorized as follows:

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

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

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

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

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

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

Table 7

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

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

Table 8

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

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

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

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

Table 9

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

Table 9 (Continued)

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

Proposed CIP Project Highlights

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

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

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

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

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

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

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

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

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

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

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

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

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

Recommendations for continued improvements to the CIP

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

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

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

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

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

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

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

County of
San Bernardino

EXHIBIT A
SHORT LIST PROJECTS
SUMMARY BY PROJECT TYPE

2003-04 CIP
5/13/2003

SUMMARY OF SHORT LIST PROJECTS

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

SUMMARY OF RECOMMENDED PROJECTS (bold)

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

2-1-11

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

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

County of
San Bernardino

EXHIBIT A
SHORT LIST PROJECTS
SUMMARY BY PROJECT TYPE

2003-04 CIP
5/13/2003

AMERICANS w/ DISABILITIES ACT - ADA

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	183	Arch. & Eng.	Various	Countywide	A	ADA improvement program	**$150,000**	-	-
2	1	99	Regional Parks	Mojave River Forks Reg. Park	Summit Valley	A	Renovate restroom & shower bldgs.	$770,000	-	-
2							ADA TOTAL	$920,000	$0	$0
1							**RECOMMENDED PROJECTS TOTAL**	**$150,000**	**$0**	**$0**

DEFERRED MAINTENANCE - HVAC

0							DEFERRED MAINTENANCE - HVAC TOTAL	$0	$0	$0
0							**RECOMMENDED PROJECTS TOTAL**	**$0**	**$0**	**$0**

DEFERRED MAINTENANCE - OTHER

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	198	Facilities Mgmt.	Various	Countywide	DMO	Annual Minor CIP Funding	**$400,000**	-	-
2	1	73	Regional Parks	Calico Ghost Town Reg. Park	Yermo	DMO	Remodel upper town restroom	**$260,000**	-	-
3	1	94	Regional Parks	Mojave Narrows Reg. Park	Victorville	DMO	Design Park Flood Control	**$20,000**	-	**$27,000**
4	2	3	District Attorney	8303 Haven Av.	Rancho Cucamonga	DMO	Paint and carpet offices	$100,000	-	-
5	2	23	Superior Court	8303 Haven Av.	Rancho Cucamonga	DMO	Paint exterior of Courthouse	$215,000	-	-
6	2	56	Superior Court	8303 Haven Av.	Rancho Cucamonga	DMO	Rehabilitate elevator interiors	$80,000	-	-
7	2	125	Facilities Mgmt.	8303 Haven Av.	Rancho Cucamonga	DMO	R/R security gate	$100,000	-	-
8	2	189	Arch. & Eng.	8303 Haven Av.	Rancho Cucamonga	DMO	Additional funding to complete skylights	$180,000	-	-
9	3	126	Facilities Mgmt.	216 & 222 Brookside Av.	Redlands	DMO	Site improvements	$150,000	-	-
10	4	69	Airports	7000 Merrill Av.	Chino	DMO	Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.)	-	-	**$40,000**
11	4	70	Airports	7000 Merrill Av.	Chino	DMO	Dome Hangars 1-4 Rehab (100% Fontana Principal)	-	-	**$50,000**
12	5	135	Facilities Mgmt.	351 N. Arrowhead Av.	San Bernardino	DMO	R/R irrigation system	$200,000	-	-
13	5	137	Facilities Mgmt.	385 N. Arrowhead Av.	San Bernardino	DMO	Convert all exterior lighting to low voltage	$350,000	-	-
13							DEFERRED MAINTENANCE - OTHER TOTAL	$2,055,000	$0	$117,000
5							**RECOMMENDED PROJECTS TOTAL**	**$680,000**	**$0**	**$117,000**

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

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

EXHIBIT A

SHORT LIST PROJECTS

SUMMARY BY PROJECT TYPE

DEFERRED MAINTENANCE - PAVING

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	2	81	Regional Parks	Glen Helen Reg. Park	Devore	DMP	Rehabilitate campground paving	**$225,000**	-	-
2	2	87	Regional Parks	Lake Gregory Reg. Park	Crestline	DMP	Rehabilitate S. beach parking lot	$225,000	-	-
3	5	192	Arch. & Eng.	630 E Rialto Av. & 825 E 3rd St.	San Bernardino	DMP	Pavement Sealcoat	**$60,000**	-	-
3							DEFERRED MAINTENANCE - PAVING TOTAL	$510,000	$0	$0
2							**RECOMMENDED PROJECTS TOTAL**	**$285,000**	**$0**	**$0**

HEALTH/SAFETY - OTHER

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	12	Superior Court	14455 Civic Dr.	Victorville	HSO	Construct employee only access corridor	$1,250,000	-	-
2	1	43	Superior Court	235 E. Mt. View	Barstow	HSO	Install security door	$40,000	-	-
3	1	145	Facilities Mgmt.	6527 White Feather Rd.	Joshua Tree	HSO	R/R existing UST, replace w/ AGST	$150,000	-	-
4	1	181	County Fire	Baker Bl.	Baker	HSO	Construct 8,000 SF fire station	-	-	$1,750,000
5	2	178	Sheriff	18000 W. Institution Rd.	Devore	HSO	Modernize utility feed (Jus. Fac. Res.)	-	**$40,000**	-
6	2	194	Arch. & Eng.	Glen Helen Region	Devore	HSO	Replace deteriorated water system (Ph III)	**$500,000**	-	-
7	3	39	Superior Court	26010 State Hwy 189	Twin Peaks	HSO	Install parking lot lighting	$100,000	-	-
8	3	172	Museum	2022 Orange Tree Ln.	Redlands	HSO	Install fire suppression/sprinkler system	**$200,000**	-	-
9	3	173	Museum	2022 Orange Tree Ln.	Redlands	HSO	Correct code violations & deficiencies	**$275,000**	-	-
10	4	176	Museum	17127 Pomona Rincon R	Chino	HSO	Provide potable water	**$116,000**	-	-
11	5	25	Superior Court	900 E. Gilbert St.	San Bernardino	HSO	Install emergency generator for Juv. Crt. Bldg.	$500,000	-	-
12	5	118	Probation	900 E. Gilbert St.	San Bernardino	HSO	Video security expansion - 15 cameras only	$285,000	-	-
13	5	121	Probation	900 E. Gilbert St.	San Bernardino	HSO	Construct secure access gate (Unit 2 & 3)	$400,000	-	-
14	5	128	Facilities Mgmt.	777 Rialto Av.	San Bernardino	HSO	Upgrade fire alarm system	$155,000	-	-
15	5	129	Facilities Mgmt.	172 W. Third St.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	**$360,000**	-	-
16	5	130	Facilities Mgmt.	351 N. Mt. View Av.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	**$120,000**	-	-
17	5	139	Facilities Mgmt.	200 S. Lena Rd.	San Bernardino	HSO	Upgrade fire alarm system	$290,000	-	-
18	5	143	Facilities Mgmt.	316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl.	San Bernardino & Fontana	HSO	Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k	**$428,000**	-	-
19	5	140	Facilities Mgmt.	655 E. Third St.	San Bernardino	HSO	Upgrade fire alarm system	$390,000	-	-
20	5	141	Facilities Mgmt.	670 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$380,000	-	-
21	5	142	Facilities Mgmt.	900 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$700,000	-	-
22	5	182	ARMC	400 N. Pepper Av.	Colton	HSO	Convert BHD beds to med. Beds (Realignment Funds)	-	**$1,080,000**	-
22							HEALTH/SAFETY - OTHER TOTAL	$6,639,000	$1,120,000	$1,750,000
9							**RECOMMENDED PROJECTS TOTAL**	**$1,999,000**	**$1,120,000**	**$0**

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

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

County of
San Bernardino

EXHIBIT A
SHORT LIST PROJECTS
SUMMARY BY PROJECT TYPE

2003-04 CIP
5/13/2003

HEALTH/SAFETY - PAVING

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	72	Regional Parks	Calico Ghost Town Reg. Park	Yermo	HSP	Rehabilitate parking lot	$700,000	-	-
1							HEALTH/SAFETY - PAVING TOTAL	$700,000	$0	$0
0							**RECOMMENDED PROJECTS TOTAL**	**$0**	**$0**	**$0**

HEALTH/SAFETY - ROOFING

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	188	Arch. & Eng.	Various	Countywide	HSR	Funds for roof restoration	**$390,000**	-	-
2	2	174	Museum	8810 Hemlock Av.	Rancho Cucamonga	HSR	Re-roofing & water damage mitigation	$225,000	-	-
3	2	193	Arch. & Eng.	9500 Etiwanda Av.	Rancho Cucamonga	HSR	Replace deteriorated hypalon roof (Ph III)	$450,000	-	-
4	4	64	Airports	7000 Merrill Av.	Chino	HSR	Repair Cal Aero Bldgs. Roof (100% Fontana Int.)	-	-	**$45,000**
5	5	132	Facilities Mgmt.	630 E. Rialto Av.	San Bernardino	HSR	R/R CDC boiler plant roof	$130,000	-	-
6	5	159	Facilities Mgmt.	777 Rialto Av.	San Bernardino	HSR	R/R roof	$464,000	-	-
7	5	160	Facilities Mgmt.	200 S. Lena Rd.	San Bernardino	HSR	R/R roof	$50,000	-	-
7							HEALTH/SAFETY - ROOFING TOTAL	$1,709,000	$0	$45,000
2							**RECOMMENDED PROJECTS TOTAL**	**$390,000**	**$0**	**$45,000**

OPERATIONAL - PAVING

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	2	27	Superior Court	8303 Haven Av.	Rancho Cucamonga	OP	Construct additional parking capacity (NE lot)	$500,000	-	-
2	3	110	Regional Parks	Yucaipa Reg. Park	Yucaipa	OP	Tent area parking development	$200,000	-	-
2							OPERATIONAL - PAVING TOTAL	$700,000	$0	$0
0							**RECOMMENDED PROJECTS TOTAL**	**$0**	**$0**	**$0**

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

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

EXHIBIT A
SHORT LIST PROJECTS
SUMMARY BY PROJECT TYPE

OPERATIONAL - QUALITY OF LIFE

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	185	Arch. & Eng.	Various	Countywide	OQ	Space planning	$80,000	-	-
2	All	187	Arch. & Eng.	Various	Countywide	OQ	ECD Projects (CDBG funds)	-	-	**$350,000**
3	1	197	Arch. & Eng.	33103 Old Woman Springs Rd.	Lucerne Valley	OQ	1,104 SF Expansion of Library (First District, Library, CDBG, Priv. Donations)	-	-	**$330,000**
4	1	124	Facilities Mgmt.	301 Mt. View	Barstow	OQ	Site improvements	$150,000	-	-
5	1	191	Arch. & Eng.	1111 E. Bailey Av.	Needles	OQ	Remodel office areas in building B & C	$275,000	-	-
6	2	61	Sheriff	18000 W. Institution Rd.	Devore	OQ	R/R dishwasher (Inmate Welfare Fund)	-	-	**$50,000**
7	2	82	Regional Parks	Glen Helen Reg. Park	Devore	OQ	Water playground development	$160,000	-	-
8	2	83	Regional Parks	Glen Helen Reg. Park	Devore	OQ	Install swim area shade cover	$280,000	-	-
9	2	85	Regional Parks	Lake Gregory Reg. Park	Crestline	OQ	Rehab. San Moritz Way	$330,000	-	-
10	3	175	Museum	2022 Orange Tree Ln.	Redlands	OQ	Remodel Exhibit Hall into 15k SF warehse	$1,500,000	-	-
11	4	68	Airports	7000 Merrill Av.	Chino	OQ	Merrill Av. Beautification (100% Fontana Principal)	-	-	**$15,000**
12	4	79	Regional Parks	Cucamonga-Gausti Reg.	Ontario	OQ	South lake restroom development	$620,000	-	-
13	5	6	Auditor-Controller	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 1st Flr. [50% SDW & 50% SDX]	-	**$335,000**	-
14	5	7	Auditor-Controller	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 2nd Flr. (100% Dept.)	-	**$160,000**	-
15	5	114	Coroner	777 Rialto Av.	San Bernardino	OQ	Construct mezzanine in existing warehouse	$350,000	-	-
16	5	144	Facilities Mgmt.	172 W. Third St.	San Bernardino	OQ	Upgrade electrical service	$500,000	-	-
17	5	190	Arch. & Eng.	777 E. Rialto Av.	San Bernardino	OQ	Remodel for ROV, Ag. & Mail Srvcs.	TBD	-	-
17							OPERATIONAL - QUALITY OF LIFE TOTAL	$4,245,000	$495,000	$745,000
6							**RECOMMENDED PROJECTS TOTAL**	**$0**	**$495,000**	**$745,000**

OPERATIONAL - REVENUE

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	66	Airports	21600 Corwin Rd.	Apple Valley	OR	Construct shadeports @ terminal apron (CSA60)	-	-	**$140,000**
2	1	71	Airports	78569 29 Palms Hwy.	Twenty-nine Palms	OR	Construct shadeports (100% Fontana Principal)	-	-	**$140,000**
3	1	95	Regional Parks	Mojave Narrows Reg. Park	Victorville	OR	Design Horseshoe Lake Stabilization & Restoration	**$20,000**	-	$0
4	4	65	Airports	7000 Merrill Av.	Chino	OR	Separate elect. meters @ hangers	$505,000	-	-
4							OPERATIONAL - QUALITY OF LIFE TOTAL	$525,000	$0	$280,000
3							**RECOMMENDED PROJECTS TOTAL**	**$20,000**	**-**	**$280,000**

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

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

County of
San Bernardino

EXHIBIT B
SHORT LIST PROJECTS
SUMMARY BY GEOGRAPHIC LOCATION

2003-04 CIP
5/13/2003

SUMMARY OF SHORT LIST PROJECTS

	Count	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
COUNTYWIDE - ALL DISTRICTS	5	$1,020,000	$0	$350,000
FIRST DISTRICT	14	$3,635,000	$0	$2,387,000
SECOND DISTRICT	16	$3,570,000	$40,000	$50,000
THIRD DISTRICT	6	$2,425,000	$0	$0
FOURTH DISTRICT	7	$1,241,000	$0	$150,000
FIFTH DISTRICT	23	$6,112,000	$1,575,000	$0
SHORT LIST PROJECTS TOTAL	71	$18,003,000	$1,615,000	$2,937,000

SUMMARY OF RECOMMENDED PROJECTS (bold)

	Count	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
COUNTYWIDE - ALL DISTRICTS	**4**	**$940,000**	**$0**	**$350,000**
FIRST DISTRICT	**6**	**$300,000**	**$0**	**$637,000**
SECOND DISTRICT	**4**	**$725,000**	**$40,000**	**$50,000**
THIRD DISTRICT	**2**	**$475,000**	**$0**	**$0**
FOURTH DISTRICT	**5**	**$116,000**	**$0**	**$150,000**
FIFTH DISTRICT	**7**	**$968,000**	**$1,575,000**	**$0**
RECOMMENDED PROJECTS SUB-TOTAL	**28**	**$3,524,000**	**$1,615,000**	**$1,187,000**
GENERAL FUND CIP CARRYOVER FUNDS		**-$24,000**		
RECOMMENDED PROJECTS TOTAL		**$3,500,000**	**$1,615,000**	**$1,187,000**

COUNTYWIDE - ALL DISTRICTS

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	198	Facilities Mgmt.	Various	Countywide	DMO	Annual Minor CIP Funding	**$400,000**	$0	-
2	All	188	Arch. & Eng.	Various	Countywide	HSR	Funds for roof restoration	**$390,000**	$0	-
3	All	183	Arch. & Eng.	Various	Countywide	A	ADA improvement program	**$150,000**	$0	-
4	All	185	Arch. & Eng.	Various	Countywide	OQ	Space planning	$80,000	$0	-
5	All	187	Arch. & Eng.	Various	Countywide	OQ	ECD Projects (CDBG funds)	-	$0	**$350,000**
5							COUNTYWIDE - ALL DISTRICTS TOTAL	$1,020,000	$0	$350,000
4							**RECOMMENDED PROJECTS TOTAL**	**$940,000**	**$0**	**$350,000**

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

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

County of
San Bernardino

EXHIBIT B
SHORT LIST PROJECTS
SUMMARY BY GEOGRAPHIC LOCATION

2003-04 CIP
5/13/2003

FIRST DISTRICT

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	181	County Fire	Baker Bl.	Baker	HSO	Construct 8,000 SF fire station	-	-	$1,750,000
2	1	197	Arch. & Eng.	33103 Old Woman Springs Rd.	Lucerne Valley	OQ	1,104 SF Expansion of Library (First District, Library, CDBG, Priv. Donations)	-	-	**$330,000**
3	1	94	Regional Parks	Mojave Narrows Reg. Park	Victorville	DMO	Design Park Flood Control	**$20,000**	-	**$27,000**
4	1	95	Regional Parks	Mojave Narrows Reg. Park	Victorville	OR	Design Horseshoe Lake Stabilization & Restoration	**$20,000**	-	
5	1	73	Regional Parks	Calico Ghost Town Reg. Park	Yermo	DMO	Remodel upper town restroom	**$260,000**	-	-
6	1	191	Arch. & Eng.	1111 E. Bailey Av.	Needles	OQ	Remodel office areas in building B & C	$275,000	-	-
7	1	12	Superior Court	14455 Civic Dr.	Victorville	HSO	Construct employee only access corridor	$1,250,000	-	-
8	1	43	Superior Court	235 E. Mt. View	Barstow	HSO	Install security door	$40,000	-	-
9	1	66	Airports	21600 Corwin Rd.	Apple Valley	OR	Construct shadeports @ terminal apron (CSA60)	-	-	**$140,000**
10	1	71	Airports	78569 29 Palms Hwy.	Twenty-nine Palms	OR	Construct shadeports (100% Fontana Principal)	-	-	**$140,000**
11	1	72	Regional Parks	Calico Ghost Town Reg. Park	Yermo	HSP	Rehabilitate parking lot	$700,000	-	-
12	1	99	Regional Parks	Mojave River Forks Reg. Park	Summit Valley	A	Renovate restroom & shower bldgs.	$770,000	-	-
13	1	124	Facilities Mgmt.	301 Mt. View	Barstow	OQ	Site improvements	$150,000	-	-
14	1	145	Facilities Mgmt.	6527 White Feather Rd.	Joshua Tree	HSO	R/R existing UST, replace w/ AGST	$150,000	-	-
14							FIRST DISTRICT TOTALS	$3,635,000	$0	$2,387,000
6							**RECOMMENDED PROJECTS TOTAL**	**$300,000**	**$0**	**$637,000**

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

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

EXHIBIT B
SHORT LIST PROJECTS
SUMMARY BY GEOGRAPHIC LOCATION

SECOND DISTRICT

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	2	194	Arch. & Eng.	Glen Helen Region	Devore	HSO	Replace deteriorated water system (Ph III)	**$500,000**	-	-
2	2	23	Superior Court	8303 Haven Av.	Rancho Cucamonga	DMO	Paint exterior of Courthouse	$215,000	-	-
3	2	81	Regional Parks	Glen Helen Reg. Park	Devore	DMP	Rehabilitate campground paving	**$225,000**	-	-
4	2	3	District Attorney	8303 Haven Av.	Rancho Cucamonga	DMO	Paint and carpet offices	$100,000	-	-
5	2	27	Superior Court	8303 Haven Av.	Rancho Cucamonga	OP	Construct additional parking capacity (NE lot)	$500,000	-	-
6	2	56	Superior Court	8303 Haven Av.	Rancho Cucamonga	DMO	Rehabilitate elevator interiors	$80,000	-	-
7	2	61	Sheriff	18000 W. Institution Rd.	Devore	OQ	R/R dishwasher (Inmate Welfare Fund)	-	-	**$50,000**
8	2	82	Regional Parks	Glen Helen Reg. Park	Devore	OQ	Water playground development	$160,000	-	-
9	2	83	Regional Parks	Glen Helen Reg. Park	Devore	OQ	Install swim area shade cover	$280,000	-	-
10	2	85	Regional Parks	Lake Gregory Reg. Park	Crestline	OQ	Rehab. San Moritz Way	$330,000	-	-
11	2	87	Regional Parks	Lake Gregory Reg. Park	Crestline	DMP	Rehabilitate S. beach parking lot	$225,000	-	-
12	2	125	Facilities Mgmt.	8303 Haven Av.	Rancho Cucamonga	DMO	R/R security gate	$100,000	-	-
13	2	174	Museum	8810 Hemlock Av.	Rancho Cucamonga	HSR	Re-roofing & water damage mitigation	$225,000	-	-
14	2	178	Sheriff	18000 W. Institution Rd.	Devore	HSO	Modernize utility feed (Jus. Fac. Res.)	-	**$40,000**	-
15	2	189	Arch. & Eng.	8303 Haven Av.	Rancho Cucamonga	DMO	Additional funding to complete skylights	$180,000	-	-
16	2	193	Arch. & Eng.	9500 Etiwanda Av.	Rancho Cucamonga	HSR	Replace deteriorated hypalon roof (Ph III)	$450,000	-	-
16							SECOND DISTRICT TOTALS	$3,570,000	$40,000	$50,000
4							**RECOMMENDED PROJECTS TOTAL**	**$725,000**	**$40,000**	**$50,000**

THIRD DISTRICT

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	3	172	Museum	2022 Orange Tree Ln.	Redlands	HSO	Install fire suppression/sprinkler system	**$200,000**	-	-
2	3	173	Museum	2022 Orange Tree Ln.	Redlands	HSO	Correct code violations & deficiencies	**$275,000**	-	-
3	3	39	Superior Court	26010 State Hwy 189	Twin Peaks	HSO	Install parking lot lighting	$100,000	-	-
4	3	110	Regional Parks	Yucaipa Reg. Park	Yucaipa	OP	Tent area parking development	$200,000	-	-
5	3	126	Facilities Mgmt.	216 & 222 Brookside Av.	Redlands	DMO	Site improvements	$150,000	-	-
6	3	175	Museum	2022 Orange Tree Ln.	Redlands	OQ	Remodel Exhibit Hall into 15k SF warehse	$1,500,000	-	-
6							THIRD DISTRICT TOTALS	$2,425,000	$0	$0
2							**RECOMMENDED PROJECTS TOTAL**	**$475,000**	**$0**	**$0**

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

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

EXHIBIT B
SHORT LIST PROJECTS
SUMMARY BY GEOGRAPHIC LOCATION

FOURTH DISTRICT

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	4	176	Museum	17127 Pomona Rincon Rd.	Chino	HSO	Provide potable water	**$116,000**	-	-
2	4	65	Airports	7000 Merrill Av.	Chino	OR	Separate elect. meters @ hangers	$505,000	-	-
3	4	64	Airports	7000 Merrill Av.	Chino	HSR	Repair Cal Aero Bldgs. Roof (100% Fontana Int.)	-	-	**$45,000**
4	4	68	Airports	7000 Merrill Av.	Chino	OQ	Merrill Av. Beautification (100% Fontana Principal)	-	-	**$15,000**
5	4	69	Airports	7000 Merrill Av.	Chino	DMO	Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.)	-	-	**$40,000**
6	4	70	Airports	7000 Merrill Av.	Chino	DMO	Dome Hangars 1-4 Rehab (100% Fontana Principal)	-	-	**$50,000**
7	4	79	Regional Parks	Cucamonga-Gausti Reg. Park	Ontario	OQ	South lake restroom development	$620,000	-	-
7							FOURTH DISTRICT TOTALS	$1,241,000	$0	$150,000
5							**RECOMMENDED PROJECTS TOTAL**	**$116,000**	**$0**	**$150,000**

2-1-19

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
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Operational: OP=Paving; OQ=Op's; OR=Revenue

EXHIBIT B
SHORT LIST PROJECTS
SUMMARY BY GEOGRAPHIC LOCATION

FIFTH DISTRICT

Item	District	Log #	Department	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	5	6	Auditor-Controller	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 1st Flr. [50% SDW & 50% SDX]	-	**$335,000**	-
2	5	7	Auditor-Controller	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 2nd Flr. (100% Dept.)	-	**$160,000**	-
3	5	182	ARMC	400 N. Pepper Av.	Colton	HSO	Convert BHD beds to med. Beds (Realignment Funds)	-	**$1,080,000**	-
4	5	143	Facilities Mgmt.	316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl.	San Bernardino & Fontana	HSO	Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k	**$428,000**	-	-
5	5	118	Probation	900 E. Gilbert St.	San Bernardino	HSO	Video security expansion - 15 cameras only	$285,000	-	-
6	5	129	Facilities Mgmt.	172 W. Third St.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	**$360,000**	-	-
7	5	130	Facilities Mgmt.	351 N. Mt. View Av.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	**$120,000**	-	-
8	5	192	Arch. & Eng.	630 E Rialto Av. & 825 E 3rd St.	San Bernardino	DMP	Pavement Sealcoat	**$60,000**	-	-
9	5	159	Facilities Mgmt.	777 Rialto Av.	San Bernardino	HSR	R/R roof	$464,000	-	-
10	5	132	Facilities Mgmt.	630 E. Rialto Av.	San Bernardino	HSR	R/R CDC boiler plant roof	$130,000	-	-
11	5	160	Facilities Mgmt.	200 S. Lena Rd.	San Bernardino	HSR	R/R roof	$50,000	-	-
12	5	141	Facilities Mgmt.	670 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$380,000	-	-
13	5	142	Facilities Mgmt.	900 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$700,000	-	-
14	5	140	Facilities Mgmt.	655 E. Third St.	San Bernardino	HSO	Upgrade fire alarm system	$390,000	-	-
15	5	128	Facilities Mgmt.	777 Rialto Av.	San Bernardino	HSO	Upgrade fire alarm system	$155,000	-	-
16	5	139	Facilities Mgmt.	200 S. Lena Rd.	San Bernardino	HSO	Upgrade fire alarm system	$290,000	-	-
17	5	135	Facilities Mgmt.	351 N. Arrowhead Av.	San Bernardino	DMO	R/R irrigation system	$200,000	-	-
18	5	137	Facilities Mgmt.	385 N. Arrowhead Av.	San Bernardino	DMO	Convert all exterior lighting to low voltage	$350,000	-	-
19	5	144	Facilities Mgmt.	172 W. Third St.	San Bernardino	OQ	Upgrade electrical service	$500,000	-	-
20	5	25	Superior Court	900 E. Gilbert St.	San Bernardino	HSO	Install emergency generator for Juv. Crt. Bldg.	$500,000	-	-
21	5	190	Arch. & Eng.	777 E. Rialto Av.	San Bernardino	OQ	Remodel for ROV, Ag. & Mail Srvcs.	TBD	-	-
22	5	114	Coroner	777 Rialto Av.	San Bernardino	OQ	Construct mezzanine in existing warehouse	$350,000	-	-
23	5	121	Probation	900 E. Gilbert St.	San Bernardino	HSO	Construct secure access gate (Unit 2 & 3)	$400,000	-	-
23							FIFTH DISTRICT TOTALS	$6,112,000	$1,575,000	$0
7							**RECOMMENDED PROJECTS TOTAL**	**$968,000**	**$1,575,000**	**$0**

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Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

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

County of
San Bernardino

EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

2003-04 CIP
5/13/2003

	Count	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
ADA - AMERICANS w/ DISABILITIES ACT	11	$1,900,000	$0	$0
DMH - DEFERRED MAINT. HVAC	15	$2,215,000	$0	$0
DMO - DEFERRED MAINT. OTHER	25	$3,395,000	$0	$90,000
DMP - DEFERRED MAINT. PAVING	13	$2,090,000	$0	$0
HSO - HEALTH/SAFETY OTHER	41	$7,904,000	$1,120,000	$1,750,000
HSP - HEALTH/SAFETY PAVING	4	$700,000	$0	$1,880,000
HSR - HEALTH/SAFETY ROOFING	10	$1,924,000	$0	$45,000
OP - OPERATIONAL PAVING	2	$700,000	$0	$0
OQ - OPERATIONAL QUALITY OF LIFE	62	$279,695,000	$495,000	$745,000
OR - OPERATIONAL REVENUE	15	$1,880,000	$0	$2,140,000
ALL PROJECTS TOTALS	198	$302,403,000	$1,615,000	$6,650,000

AMERICANS w/ DISABILITIES ACT - ADA

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	14	Superior Court	7	Courthouses	Countywide	A	Remodel public service counters	-	-	-
2	All	183	Arch. & Eng.	-	Various	Countywide	A	ADA improvement program	$150,000	-	-
3	1	75	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	A	General town ADA improvements	$350,000	-	-
4	1	99	Regional Parks	3	Mojave River Forks Reg. Park	Summit Valley	A	Renovate restroom & shower bldgs.	$770,000	-	-
5	2	5	Preschool Srvcs.	1	555 W. Maple St.	Ontario	A	Construct new elevator (deleted by Dept. 1/14/03)	-	-	-
6	2	86	Regional Parks	-	Lake Gregory Reg. Park	Crestline	A	South Beach ADA access & fishing dock	$160,000	-	-
7	4	77	Regional Parks	-	Cucamonga-Gausti Reg. Park	Ontario	A	Rehabilitate restrooms	$190,000	-	-
8	4	106	Regional Parks	-	Prado Reg. Park	Chino	A	Rehabilitate restrooms	$255,000	-	-
9	5	19	Superior Court	12	351 N. Arrowhead Av.	San Bernardino	A	Replace/Modify doors from T-wing to Crthse.	$25,000	-	-
10	5	22	Superior Court	15	Excl. RC, Red. & VV	Countywide	A	Remodel public restrooms (ADA)	-	-	-
11	5	166	Facilities Mgmt.	3	222 Hospitality Ln.	San Bernardino	A	Install automatic doors	-	-	-
11								AMERICANS w/ DISABILITIES ACT - TOTAL	$1,900,000	$0	$0

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Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

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

EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

DEFERRED MAINTENANCE HVAC - DMH

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	167	Facilities Mgmt.	4	1111 Bailey St.	Needles	DMH	R/R HVAC (Court & Sheriff's Bldgs.)	-	-	-
2	1	168	Facilities Mgmt.	4	200 E. Buena Vista	Barstow	DMH	R/R HVAC	-	-	-
3	1	169	Facilities Mgmt.	4	14455 Civic Dr.	Victorville	DMH	R/R HVAC equipment & install auto-controls	-	-	-
4	2	26	Superior Court	19	8303 Haven Av.	Rancho Cucamonga	DMH	Repair HVAC System	-	-	-
5	2	150	Facilities Mgmt.	2	9500 Etiwanda Av.	Rancho Cucamonga	DMH	Install energy management control system	-	-	-
6	2	153	Facilities Mgmt.	3	8303 Haven Av.	Rancho Cucamonga	DMH	R/R pneumatic w/ electronic HVAC controls	-	-	-
7	3	154	Facilities Mgmt.	3	477 Summit Bl.	Big Bear Lake	DMH	Replace multi-zone air conditioner	-	-	-
2	3	196	Arch. & Eng.	-	216 Brookside Av.	Redlands	DMH	Additional funding to complete HVAC project	$270,000	-	-
9	5	131	Facilities Mgmt.	1	777 E. Rialto Av.	San Bernardino	DMH	R/R 2 single zone & 4 multi-zone air hdlrs.	$400,000	-	-
10	5	134	Facilities Mgmt.	1	175/157 W. Fifth St.	San Bernardino	DMH	R/R chiller equip. & air balance	$600,000	-	-
11	5	138	Facilities Mgmt.	1	104 E. Fourth St.	San Bernardino	DMH	R/R chiller & cooling tower	$250,000	-	-
12	5	155	Facilities Mgmt.	3	825 E. Third St.	San Bernardino	DMH	R/R HVAC equipment, re-zone & air balance	-	-	-
13	5	156	Facilities Mgmt.	3	351 N. Arrowhead Av.	San Bernardino	DMH	R/R small cooling tower	-	-	-
14	5	164	Facilities Mgmt.	3	351 N. Arrowhead Av.	San Bernardino	DMH	R/R York chiller (apart of Cent. Crthse. Proj.)	-	-	-
15	5	195	Arch. & Eng.	-	670 E. Gilbert St.	San Bernardino	DMH	Additional funding to complete HVAC project	$695,000	-	-
15								DEFERRED MAINTENANCE HVAC TOTAL	$2,215,000	$0	$0

DEFERRED MAINTENANCE OTHER - DMO

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	13	Superior Court	6	Courthouses	Countywide	DMO	R/R flooring & paint common areas	$1,200,000	-	-
2	All	44	Superior Court	34	Courthouses	Countywide	DMO	Wash windows	-	-	-
3	All	198	Facilities Mgmt.	-	Various	Countywide	DMO	Annual Minor CIP Funding	$400,000	-	-
4	2	3	District Attorney	3	8303 Haven Av.	Rancho Cucamonga	DMO	Paint and carpet offices	$100,000	-	-
5	2	23	Superior Court	16	8303 Haven Av.	Rancho Cucamonga	DMO	Paint exterior of Courthouse	$215,000	-	-
6	2	56	Superior Court	47	8303 Haven Av.	Rancho Cucamonga	DMO	Rehabilitate elevator interiors	$80,000	-	-
7	2	125	Facilities Mgmt.	1	8303 Haven Av.	Rancho Cucamonga	DMO	R/R security gate	$100,000	-	-
8	2	189	Arch. & Eng.	-	8303 Haven Av.	Rancho Cucamonga	DMO	Additional funding to complete skylights	$180,000	-	-
9	3	107	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	DMO	R/R group picnic shelter structure	$190,000	-	-
10	3	113	Regional Parks	-	Big Morongo Canyon	Morongo Valley	DMO	Restore historic barn	$65,000	-	-
11	3	126	Facilities Mgmt.	1	216 & 222 Brookside Av.	Redlands	DMO	Site improvements	$150,000	-	-
12	4	69	Airports	7	7000 Merrill Av.	Chino	DMO	Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.)	-	-	$40,000
13	4	70	Airports	8	7000 Merrill Av.	Chino	DMO	Dome Hangars 1-4 Rehab (100% Fontana Principal)	-	-	$50,000
14	5	4	District Attorney	4	316 N. Mt. View Av.	San Bernardino	DMO	Paint offices	$25,000	-	-
15	5	16	Superior Court	9	900 E. Gilbert St.	San Bernardino	DMO	Enhance electrical and HVAC systems	$130,000	-	-

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

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EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

DEFERRED MAINTENANCE OTHER - DMO (continued)

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
16	5	24	Superior Court	17	17780 Arrow Bl.	Fontana	DMO	Paint exterior of Courthouse	-	-	-
17	5	33	Superior Court	26	900 E. Gilbert St.	San Bernardino	DMO	Install rain gutters on Juvenile Court Bldg.	$10,000	-	-
18	5	45	Superior Court	35	780 E. Gilbert St.	San Bernardino	DMO	Paint Bldg. #9, 7, & 11	-	-	-
19	5	135	Facilities Mgmt.	-	351 N. Arrowhead Av.	San Bernardino	DMO	R/R irrigation system	$200,000	-	-
20	5	137	Facilities Mgmt.	-	385 N. Arrowhead Av.	San Bernardino	DMO	Convert all exterior lighting to low voltage	$350,000	-	-
21	5	146	Facilities Mgmt.	2	385 N. Arrowhead Av.	San Bernardino	DMO	Rehabilitate Board Chambers & Lobby	-	-	-
22	5	147	Facilities Mgmt.	2	900 E. Gilbert St.	San Bernardino	DMO	CJH - Infrastructure - gas & water lines	-	-	-
23	5	148	Facilities Mgmt.	2	655 E. Third St.	San Bernardino	DMO	Repair 4" 'make-up' water line	-	-	-
24	3	149	Facilities Mgmt.	2	222 Brookside Av.	Redlands	DMO	R/R interior galv. water lines	-	-	-
25	5	158	Facilities Mgmt.	3	2001 W. Agua Mansa Rd.	Colton	DMO	R/R irrigation system	-	-	-
25								DEFERRED MAINTENANCE OTHER TOTAL	$3,395,000	$0	$90,000

DEFERRED MAINTENANCE PAVING - DMP

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	5	192	Arch. & Eng.	-	630 E Rialto Av. & 825 E 3rd St.	San Bernardino	DMP	Pavement Sealcoat	$60,000	-	-
2	1	96	Regional Parks	-	Mojave Narrows Reg. Park	Victorville	DMP	Rehabilitate roadways & parking lots	$475,000	-	-
3	1	98	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	DMP	Rehabilitate roadways & parking lots	$170,000	-	-
4	2	81	Regional Parks	-	Glen Helen Reg. Park	Devore	DMP	Rehabilitate campground paving	$225,000	-	-
5	2	87	Regional Parks	-	Lake Gregory Reg. Park	Crestline	DMP	Rehabilitate S. beach parking lot	$225,000	-	-
6	3	111	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	DMP	Rehabilitate roadways & parking lots	$235,000	-	-
7	3	112	Regional Parks	-	Big Morongo Canyon	Morongo Valley	DMP	Rehabilitate roadways & parking lots	$100,000	-	-
8	4	80	Regional Parks	-	Cucamonga-Gausti Reg. Park	Ontario	DMP	Rehabilitate roadways & parking lots	$220,000	-	-
9	4	103	Regional Parks	-	Prado Reg. Park	Chino	DMP	Rehabilitate roadways & parking lots	$380,000	-	-
10	5	35	Superior Court	28	17780 Arrow Bl.	Fontana	DMP	Repave Courthouse parking lot	-	-	-
11	5	152	Facilities Mgmt.	2	200 S. Lena Rd.	San Bernardino	DMP	Rehabilitate large cracks in parking lot	-	-	-
12	5	161	Facilities Mgmt.	3	777 S. Rialto Av.	San Bernardino	DMP	Rehabilitate parking lot (ISG)	-	-	-
13	5	162	Facilities Mgmt.	3	210 S. Lena Rd.	San Bernardino	DMP	Rehabilitate all paved areas	-	-	-
13								DEFERRED MAINTENANCE PAVING TOTAL	$2,090,000	$0	$0

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Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

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

EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

HEALTH/SAFETY OTHER - HSO

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	5	143	Facilities Mgmt.	1	316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl.	San Bernardino & Fontana	HSO	Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k	$428,000	-	-
2	1	12	Superior Court	5	14455 Civic Dr.	Victorville	HSO	Construct employee only access corridor	$1,250,000	-	-
3	1	43	Superior Court	33	235 E. Mt. View	Barstow	HSO	Install security door	$40,000	-	-
4	1	92	Regional Parks	-	Moabi Reg. Park	Needles	HSO	Remove/replace C Dock	$170,000	-	-
5	1	120	Probation	-	14455 Civic Dr.	Victorville	HSO	Secure sallyport & parking - Canceled	$50,000	-	-
6	1	145	Facilities Mgmt.	1	6527 White Feather Rd.	Joshua Tree	HSO	R/R existing UST, replace w/ AGST	$150,000	-	-
7	1	179	Sheriff	-	1111 Bailey Av.	Needles	HSO	HVAC vent cleaning & modifications	$10,000	-	-
8	1	181	County Fire	-	Baker Bl.	Baker	HSO	Construct 8,000 SF fire station	-	-	$1,750,000
9	2	60	Sheriff	-	18000 W. Institution Rd.	Devore	HSO	Upgrade utility service - Canceled by Dept.	$40,000	-	-
10	2	178	Sheriff	-	18000 W. Institution Rd.	Devore	HSO	Modernize utility feed (Jus. Fac. Res.)	-	$40,000	-
11	2	194	Arch. & Eng.	-	Glen Helen Region	Devore	HSO	Replace deteriorated water system (Ph III)	$500,000	-	-
12	3	39	Superior Court	31	26010 State Hwy 189	Twin Peaks	HSO	Install parking lot lighting	$100,000	-	-
13	3	109	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	HSO	R/R playground equipment	$220,000	-	-
14	3	136	Facilities Mgmt.	1	2028 Orange Tree Ln.	Redlands	HSO	Rehabilitate Assc. Bldgs. (duplicate see #173)	-	-	-
15	3	172	Museum	1	2022 Orange Tree Ln.	Redlands	HSO	Install fire suppression/sprinkler system	$200,000	-	-
16	3	173	Museum	2	2022 Orange Tree Ln.	Redlands	HSO	Correct code violations & deficiencies	$275,000	-	-
17	4	48	Superior Court	38	13260 Central Av.	Chino	HSO	Repair exhaust systems in public restrooms	-	-	-
18	4	176	Museum	4	17127 Pomona Rincon Rd.	Chino	HSO	Provide potable water	$116,000	-	-
19	5	15	Superior Court	8	351 N. Arrowhead Av.	San Bernardino	HSO	Upgrade fire alarm system	$640,000	-	-
20	5	21	Superior Court	14	Courthouses	San Bernardino	HSO	Remodel main entrance to Juvenile Court bldg.	-	-	-
21	5	25	Superior Court	18	900 E. Gilbert St.	San Bernardino	HSO	Install emergency generator for Juv. Crt. Bldg.	$500,000	-	-
22	5	36	Superior Court	29a	900 E. Gilbert St.	San Bernardino	HSO	Remove play area equipment @ Juv. Crt. Bldg.	$10,000	-	-
23	5	46	Superior Court	36	17780 Arrow Bl.	Fontana	HSO	Repair exhaust systems in public restrooms	-	-	-
24	5	118	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Video security expansion - 15 cameras only	$285,000	-	-
25	5	121	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Construct secure access gate (Unit 2 & 3)	$400,000	-	-
26	5	122	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Law enforcement security gate - Canceled	-	-	-
27	5	123	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Kuiper Youth Center - Canceled	-	-	-
28	5	128	Facilities Mgmt.	1	777 Rialto Av.	San Bernardino	HSO	Upgrade fire alarm system	$155,000	-	-
29	5	129	Facilities Mgmt.	1	172 W. Third St.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	$360,000	-	-
30	5	130	Facilities Mgmt.	1	351 N. Mt. View Av.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	$120,000	-	-
31	5	139	Facilities Mgmt.	1	200 S. Lena Rd.	San Bernardino	HSO	Upgrade fire alarm system	$290,000	-	-
32	5	140	Facilities Mgmt.	1	655 E. Third St.	San Bernardino	HSO	Upgrade fire alarm system	$390,000	-	-
33	5	141	Facilities Mgmt.	1	670 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$380,000	-	-
34	5	142	Facilities Mgmt.	1	900 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$700,000	-	-
35	5	151	Facilities Mgmt.	2	900 E. Gilbert St.	San Bernardino	HSO	Construct new maint. shop (by N. Warehouse)	-	-	-

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

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

EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

HEALTH/SAFETY OTHER - HSO (continued)

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
36	5	163	Facilities Mgmt.	3	172 W. Third St.	San Bernardino	HSO	Abate asbestos in basement	-	-	-
37	5	165	Facilities Mgmt.	3	351 N. Mt. View Av.	San Bernardino	HSO	Abate all asbestos	-	-	-
38	5	170	Facilities Mgmt.	4	351 N. Mt. View Av.	San Bernardino	HSO	Repair stairway separation	-	-	-
39	5	171	Facilities Mgmt.	4	655 E. Third St.	San Bernardino	HSO	Modernize emg. power auto-transfer switch	-	-	-
40	5	177	Sheriff	-	1771 Miro Wy.	Rialto	HSO	Modify area to accommodate dispatch consoles	$125,000	-	-
41	5	182	ARMC	-	400 N. Pepper Av.	Colton	HSO	Convert BHD beds to med. Beds (Realignment Funds)	-	$1,080,000	-
41								HEALTH/SAFETY OTHER TOTAL	$7,904,000	$1,120,000	$1,750,000

HEALTH/SAFETY PAVING - HSP

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	67	Airports	5	711 Airport Rd.	Needles	HSP	Resurface RWY 11-29 &TWY (90%FAA+10% Fon. Int.)	-	-	$1,600,000
2	1	72	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	HSP	Rehabilitate parking lot	$700,000	-	-
3	4	63	Airports	1	7000 Merrill Av.	Chino	HSP	Relocate RWY 3-21 threshold (90% FAA+10% Fon. Int.)	-	-	$280,000
4	5	119	Probation	-	900 E. Gilbert St.	San Bernardino	HSP	R/R rec. area asphalt (Unit 2 & 3) - Canceled	-	-	-
4								HEALTH/SAFETY PAVING TOTAL	$700,000	$0	$1,880,000

HEALTH/SAFETY ROOFING - HSR

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	188	Arch. & Eng.	-	Various	Countywide	HSR	Funds for roof restoration	$390,000	-	-
2	2	174	Museum	3	8810 Hemlock Av.	Rancho Cucamonga	HSR	Re-roofing & water damage mitigation	$225,000	-	-
3	2	193	Arch. & Eng.	-	9500 Etiwanda Av.	Rancho Cucamonga	HSR	Replace deteriorated hypalon roof (Ph III)	$450,000	-	-
4	4	64	Airports	2	7000 Merrill Av.	Chino	HSR	Repair Cal Aero Bldgs. Roof (100% Fontana Int.)	-	-	$45,000
5	5	127	Facilities Mgmt.	1	351 N. Arrowhead Av.	San Bernardino	HSR	Remove cooling tower equip. @ T-wing	$150,000	-	-
6	5	132	Facilities Mgmt.	1	630 E. Rialto Av.	San Bernardino	HSR	R/R CDC boiler plant roof	$130,000	-	-
7	5	133	Facilities Mgmt.	1	210 N. Lena Rd.	San Bernardino	HSR	R/R Bldg. #7 Roof	$65,000	-	-
8	5	157	Facilities Mgmt.	3	601 N. E St.	San Bernardino	HSR	R/R roof	-	-	-
9	5	159	Facilities Mgmt.	3	777 Rialto Av.	San Bernardino	HSR	R/R roof	$464,000	-	-
10	5	160	Facilities Mgmt.	3	200 S. Lena Rd.	San Bernardino	HSR	R/R roof	$50,000	-	-
10								HEALTH/SAFETY ROOFING TOTAL	$1,924,000	$0	$45,000

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

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

EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

OPERATIONAL - PAVING

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	2	27	Superior Court	20	8303 Haven Av.	Rancho Cucamonga	OP	Construct additional parking capacity (NE lot)	$500,000	-	-
2	3	110	Regional Parks	2	Yucaipa Reg. Park	Yucaipa	OP	Tent area parking development	$200,000	-	-
2								OPERATIONAL - PAVING TOTAL	$700,000	$0	$0

OPERATIONAL - QUALITY OF LIFE - OQ

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	17	Superior Court	10	Courthouses	Countywide	OQ	Remodel Crtrm. Clerks' desk - ergonomics	-	-	-
2	All	20	Superior Court	13	Various	Countywide	OQ	Refinish/Replace hallway benches	-	-	-
3	All	31	Superior Court	24	Courthouses	Countywide	OQ	Modernize exterior & interior signage	-	-	-
4	All	32	Superior Court	25	Courthouses	Countywide	OQ	Replace laminates in Courtrooms	-	-	-
5	All	185	Arch. & Eng.	-	Various	Countywide	OQ	Space planning	$80,000	-	-
6	All	187	Arch. & Eng.	-	Various	Countywide	OQ	ECD Projects (CDBG funds)	-	-	$350,000
7	1	40	Superior Court	32a	6527 Whitefeather Rd.	Joshua Tree	OQ	Construct additional office space	-	-	-
8	1	41	Superior Court	32b	6527 Whitefeather Rd.	Joshua Tree	OQ	Construct Crtrm., chamb. & jury delib.	$1,250,000	-	-
9	1	42	Superior Court	32c	6527 Whitefeather Rd.	Joshua Tree	OQ	Expand parking lot if new courtroom added	-	-	-
10	1	54	Superior Court	45	14455 Civic Dr.	Victorville	OQ	Correct parking lot drainage (NW area)	-	-	-
11	1	58	Superior Court	49	14455 Civic Dr.	Victorville	OQ	Remove hallway planter box	$10,000	-	-
12	1	73	Regional Parks	1	Calico Ghost Town Reg. Park	Yermo	DMO	Remodel upper town restroom	$260,000	-	-
13	1	90	Regional Parks	-	Moabi Reg. Park	Needles	OQ	Marina channel rehab & bridge development	$670,000	-	-
14	1	91	Regional Parks	-	Moabi Reg. Park	Needles	OQ	Recreation facility development (Bldg. & pool)	$540,000	-	-
15	1	93	Regional Parks	-	Moabi Reg. Park	Needles	OQ	SCADA System	$40,000	-	-
16	1	101	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	OQ	Playground development	$220,000	-	-
17	1	124	Facilities Mgmt.	1	301 Mt. View	Barstow	OQ	Site improvements	$150,000	-	-
18	1	191	Arch. & Eng.	-	1111 E. Bailey Av.	Needles	OQ	Remodel office areas in building B & C	$275,000	-	-
19	1	197	Arch. & Eng.	-	33103 Old Woman Springs Rd.	Lucerne Valley	OQ	1,104 SF Expansion of Library (First District, Library, CDBG	-	-	$330,000
20	2	57	Superior Court	48	8303 Haven Av.	Rancho Cucamonga	OQ	Tint windows	$10,000	-	-
21	2	59	Superior Court	50	8303 Haven Av.	Rancho Cucamonga	OQ	Remove Wall Dividers	$30,000	-	-
22	2	61	Sheriff	-	18000 W. Institution Rd.	Devore	OQ	R/R dishwasher (Inmate Welfare Fund)	-	-	$50,000
23	2	62	Sheriff	-	9500 Etiwanda Av.	Rancho Cucamonga	OQ	Upgrade tube delivery system	$40,000	-	-
24	2	82	Regional Parks	-	Glen Helen Reg. Park	Devore	OQ	Water playground development	$160,000	-	-
25	2	83	Regional Parks	5	Glen Helen Reg. Park	Devore	OQ	Install swim area shade cover	$280,000	-	-
26	2	84	Regional Parks	-	Glen Helen Reg. Park	Devore	OQ	Construct parking expansion	$450,000	-	-
27	2	85	Regional Parks	-	Lake Gregory Reg. Park	Crestline	OQ	Rehab. San Moritz Way	$330,000	-	-

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EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

OPERATIONAL - QUALITY OF LIFE - OQ (continued)

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other funding
28	2	89	Regional Parks	-	Lake Gregory Reg. Park	Crestline	OQ	Renovate fitness trail	$255,000	-	-
29	3	34	Superior Court	27	216 Brookside Av.	Redlands	OQ	Construct new 25,000 SF Courthouse Facility	$6,500,000	-	-
30	3	38	Superior Court	30	477 Summit Bl.	Big Bear Lake	OQ	Install security glass @ Clerk's office counter	$940,000	-	-
31	3	55	Superior Court	46	26010 State Hwy 189	Twin Peaks	OQ	Construct Attorney/Client conference room	$50,000	-	-
32	3	108	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	OQ	SCADA System	$110,000	-	-
33	3	175	Museum	3	2022 Orange Tree Ln.	Redlands	OQ	Remodel Exhibit Hall into 15k SF warehse	$1,500,000	-	-
34	4	2	District Attorney	2	13260 Central Av.	Chino	OQ	Remodel proposed expansion space	$100,000	-	-
35	4	47	Superior Court	37	13260 Central Av.	Chino	OQ	Construct new elevator at north end of bldg.	-	-	-
36	4	49	Superior Court	39	13260 Central Av.	Chino	OQ	Install awning @ patio	-	-	-
37	4	68	Airports	6	7000 Merrill Av.	Chino	OQ	Merrill Av. Beautification (100% Fontana Principal)	-	-	$15,000
38	4	78	Regional Parks	-	Cucamonga-Gausti Reg. Park	Ontario	OQ	Replace group picnic shelters 1 & 2	$340,000	-	-
39	4	79	Regional Parks	4	Cucamonga-Gausti Reg. Park	Ontario	OQ	South lake restroom development	$620,000	-	-
40	4	102	Regional Parks	-	Prado Reg. Park	Chino	OQ	Park entry gate building expansion	$320,000	-	-
41	4	105	Regional Parks	-	Prado Reg. Park	Chino	OQ	SCADA System	$60,000	-	-
42	5	1	District Attorney	1	780 E. Gilbert St.	San Bernardino	OQ	Relocate Juvenile offices from trailers	$205,000	-	-
43	5	6	Auditor-Controller	1	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 1st Flr. [50% SDW & 50% SDX]	-	$335,000	-
44	5	7	Auditor-Controller	2	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 2nd Flr. (100% Dept.)	-	$160,000	-
45	5	8	Superior Court	1	351 N. Arrowhead Av.	San Bernardino	OQ	Construct of new Courthouse	$250,000,000	-	-
46	5	9	Superior Court	2	900 E. Gilbert St.	San Bernardino	OQ	Fund EIR for a new Juvenile Court complex	$150,000	-	-
47	5	10	Superior Court	3	900 E. Gilbert St.	San Bernardino	OQ	Construct new Juvenile Court complex	$11,000,000	-	-
48	5	11	Superior Court	4	17780 Arrow Bl.	Fontana	OQ	Remodel extng. office into Court and Chamb.	$400,000	-	-
49	5	18	Superior Court	11	900 E. Gilbert St.	San Bernardino	OQ	Remodel bench area in Depts. J-1, J-2, J-3	$200,000	-	-
50	5	28	Superior Court	21	351 N. Arrowhead Av.	San Bernardino	OQ	Construct additional elevator - Annex Bldg.	$1,000,000	-	-
51	5	29	Superior Court	22	351 N. Arrowhead Av.	San Bernardino	OQ	Construct awning @ T-wing entrances	-	-	-
52	5	30	Superior Court	23	351 N. Arrowhead Av.	San Bernardino	OQ	Install AC for T-wing entrance vestibule	-	-	-
53	5	37	Superior Court	29b	900 E. Gilbert St.	San Bernardino	OQ	Construct patio, awning & seating @ play area	-	-	-
54	5	114	Coroner	1	777 Rialto Av.	San Bernardino	OQ	Construct mezzanine in existing warehouse	$350,000	-	-
55	5	115	Coroner	2	175 S. Lena Rd.	San Bernardino	OQ	Construct morgue facility expansion	-	-	-
56	5	116	Coroner	3	175 S. Lena Rd.	San Bernardino	OQ	Construct office & parking expansion	-	-	-
57	5	117	Coroner	4	175 S. Lena Rd.	San Bernardino	OQ	Construct WV morgue facility	-	-	-
58	5	144	Facilities Mgmt.	-	172 W. Third St.	San Bernardino	OQ	Upgrade electrical service	$500,000	-	-
59	5	180	Registrar of Voters	-	777 E. Rialto Av.	San Bernardino	OQ	Modular furniture	$150,000	-	-
60	5	184	Arch. & Eng.	-	385 N. Arrowhead Av.	San Bernardino	OQ	A&E dept. planning and programming budget	$150,000	-	-
61	5	186	Arch. & Eng.	-	780 E. Gilbert St.	San Bernardino	OQ	ARMC trlrs. To CJH for DA (duplicate see #1)	-	-	-
62	5	190	Arch. & Eng.	-	777 E. Rialto Av.	San Bernardino	OQ	Remodel for ROV, Ag. & Mail Srvcs.	TBD	-	-
62								OPERATIONAL - QUALITY OF LIFE TOTAL	$279,695,000	$495,000	$745,000

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
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County of
San Bernardino

EXHIBIT C
ALL SUBMITTALS
SUMMARY BY PROJECT TYPE

2003-04 CIP
5/13/2003

OPERATIONAL - REVENUE - OR

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	50	Superior Court	41	14455 Civic Dr.	Victorville	OR	Install headboard @ rear wall in Jury Boxes	-	-	-
2	1	53	Superior Court	44	14455 Civic Dr.	Victorville	OR	Repair restroom laminate	-	-	-
3	1	66	Airports	4	21600 Corwin Rd.	Apple Valley	OR	Construct shadeports @ terminal apron (CSA60)	-	-	$140,000
4	1	71	Airports	9	78569 29 Palms Hwy.	Twenty-nine Palms	OR	Construct shadeports (100% Fontana Principal)	-	-	$140,000
5	1	74	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	OR	Improve I-15 signage	$260,000	-	-
6	1	76	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	OR	Campground "O" improvements	$320,000	-	-
7	1	94	Regional Parks	-	Mojave Narrows Reg. Park	Victorville	DMO	Design Park Flood Control	$20,000	-	$680,000
8	1	95	Regional Parks	-	Mojave Narrows Reg. Park	Victorville	OR	Design Horseshoe Lake Stabilization & Restoration	$20,000	-	$1,180,000
9	1	97	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	OR	Equestrian area shower development	$110,000	-	-
10	1	100	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	OR	Develop equestrian area w/ RV hook-ups & corral	$160,000	-	-
11	2	51	Superior Court	42	13260 Central Av.	Chino	OR	Install headboard @ rear wall in Jury Boxes	-	-	-
12	2	88	Regional Parks	-	Lake Gregory Reg. Park	Crestline	OR	SCADA System	$40,000	-	-
13	4	65	Airports	3	7000 Merrill Av.	Chino	OR	Separate elect. meters @ hangers	$505,000	-	-
14	4	104	Regional Parks	-	Prado Reg. Park	Chino	OR	Improve domestic water system	$445,000	-	-
15	5	52	Superior Court	43	17780 Arrow Bl.	Fontana	OR	Install headboard @ rear wall in Jury Boxes	-	-	-
15								OPERATIONAL - REVENUE TOTAL	$1,880,000	$0	$2,140,000

2-1-28

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
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Operational: OP=Paving; OQ=OP's; OR=Revenue

EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

	Count	Gen. Fund - Local Cost	Gen. Fund Other	Other Funding
COUNTYWIDE - ALL DISTRICTS	12	$2,220,000	$0	$350,000
FIRST DISTRICT	39	$8,440,000	$0	$3,987,000
SECOND DISTRICT	28	$4,265,000	$40,000	$50,000
THIRD DISTRICT	19	$11,105,000	$0	$0
FOURTH DISTRICT	20	$3,551,000	$0	$430,000
FIFTH DISTRICT	79	$272,492,000	$1,575,000	$0
ALL PROJECTS TOTALS	197	$302,073,000	$1,615,000	$4,817,000

COUNTYWIDE - ALL DISTRICTS

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	All	14	Superior Court	7	Courthouses	Countywide	A	Remodel public service counters	-	-	-
2	All	183	Arch. & Eng.	-	Various	Countywide	A	ADA improvement program	$150,000	-	-
3	All	13	Superior Court	6	Courthouses	Countywide	DMO	R/R flooring & paint common areas	$1,200,000	-	-
4	All	44	Superior Court	34	Courthouses	Countywide	DMO	Wash windows	-	-	-
5	All	198	Facilities Mgmt.	-	Various	Countywide	DMO	Annual Minor CIP Funding	$400,000	-	-
6	All	188	Arch. & Eng.	-	Various	Countywide	HSR	Funds for roof restoration	$390,000	-	-
7	All	17	Superior Court	10	Courthouses	Countywide	OQ	Remodel Crtrm. Clerks' desk - ergonomics	-	-	-
8	All	20	Superior Court	13	Various	Countywide	OQ	Refinish/Replace hallway benches	-	-	-
9	All	31	Superior Court	24	Courthouses	Countywide	OQ	Modernize exterior & interior signage	-	-	-
10	All	32	Superior Court	25	Courthouses	Countywide	OQ	Replace laminates in Courtrooms	-	-	-
11	All	185	Arch. & Eng.	-	Various	Countywide	OQ	Space planning	$80,000	-	-
12	All	187	Arch. & Eng.	-	Various	Countywide	OQ	ECD Projects (CDBG funds)	-	-	$350,000
12								COUNTYWIDE - ALL DISTRICTS TOTAL	$2,220,000	$0	$350,000

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

EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

FIRST DISTRICT

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	1	75	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	A	General town ADA improvements	$350,000	-	-
2	1	99	Regional Parks	3	Mojave River Forks Reg. Park	Summit Valley	A	Renovate restroom & shower bldgs.	$770,000	-	-
3	1	167	Facilities Mgmt.	4	1111 Bailey St.	Needles	DMH	R/R HVAC (Court & Sheriff's Bldgs.)	-	-	-
4	1	168	Facilities Mgmt.	4	200 E. Buena Vista	Barstow	DMH	R/R HVAC	-	-	-
5	1	169	Facilities Mgmt.	4	14455 Civic Dr.	Victorville	DMH	R/R HVAC equipment & install auto-controls	-	-	-
6	1	94	Regional Parks	-	Mojave Narrows Reg. Park	Victorville	DMO	Design Park Flood Control	$20,000	-	$27,000
7	1	96	Regional Parks	-	Mojave Narrows Reg. Park	Victorville	DMP	Rehabilitate roadways & parking lots	$475,000	-	-
8	1	98	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	DMP	Rehabilitate roadways & parking lots	$170,000	-	-
9	1	12	Superior Court	5	14455 Civic Dr.	Victorville	HSO	Construct employee only access corridor	$1,250,000	-	-
10	1	43	Superior Court	33	235 E. Mt. View	Barstow	HSO	Install security door	$40,000	-	-
11	1	92	Regional Parks	-	Moabi Reg. Park	Needles	HSO	Remove/replace C Dock	$170,000	-	-
12	1	120	Probation	-	14455 Civic Dr.	Victorville	HSO	Secure sallyport & parking - Canceled	$50,000	-	-
13	1	145	Facilities Mgmt.	1	6527 White Feather Rd.	Joshua Tree	HSO	R/R existing UST, replace w/ AGST	$150,000	-	-
14	1	179	Sheriff	-	1111 Bailey Av.	Needles	HSO	HVAC vent cleaning & modifications	$10,000	-	-
15	1	181	County Fire	-	Baker Bl.	Baker	HSO	Construct 8,000 SF fire station	-	-	$1,750,000
16	1	67	Airports	5	711 Airport Rd.	Needles	HSP	Resurface RWY 11-29 &TWY (90%FAA+10% Fon. Int.)	-	-	$1,600,000
17	1	72	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	HSP	Rehabilitate parking lot	$700,000	-	-
18	1	40	Superior Court	32a	6527 Whitefeather Rd.	Joshua Tree	OQ	Construct additional office space	-	-	-
19	1	41	Superior Court	32b	6527 Whitefeather Rd.	Joshua Tree	OQ	Construct Crtrm., chamb. & jury delib.	$1,250,000	-	-
20	1	42	Superior Court	32c	6527 Whitefeather Rd.	Joshua Tree	OQ	Expand parking lot if new courtroom added	-	-	-
21	1	54	Superior Court	45	14455 Civic Dr.	Victorville	OQ	Correct parking lot drainage (NW area)	-	-	-
22	1	58	Superior Court	49	14455 Civic Dr.	Victorville	OQ	Remove hallway planter box	$10,000	-	-
23	1	73	Regional Parks	1	Calico Ghost Town Reg. Park	Yermo	DMO	Remodel upper town restroom	$260,000	-	-
24	1	90	Regional Parks	-	Moabi Reg. Park	Needles	OQ	Marina channel rehab & bridge development	$670,000	-	-
25	1	91	Regional Parks	-	Moabi Reg. Park	Needles	OQ	Recreation facility development (Bldg. & pool)	$540,000	-	-
26	1	93	Regional Parks	-	Moabi Reg. Park	Needles	OQ	SCADA System	$40,000	-	-
27	1	101	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	OQ	Playground development	$220,000	-	-
28	1	124	Facilities Mgmt.	1	301 Mt. View	Barstow	OQ	Site improvements	$150,000	-	-
29	1	191	Arch. & Eng.	-	1111 E. Bailey Av.	Needles	OQ	Remodel office areas in building B & C	$275,000	-	-
30	1	197	Arch. & Eng.	-	33103 Old Woman Springs Rd.	Lucerne Valley	OQ	1,104 SF Expansion of Library (First District, Library, CDBG, Priv. Donations)	-	-	$330,000

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EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

FIRST DISTRICT (continued)

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
31	1	50	Superior Court	41	14455 Civic Dr.	Victorville	OR	Install headboard @ rear wall in Jury Boxes	-	-	-
32	1	53	Superior Court	44	14455 Civic Dr.	Victorville	OR	Repair restroom laminate	-	-	-
33	1	66	Airports	4	21600 Corwin Rd.	Apple Valley	OR	Construct shadeports @ terminal apron (CSA60)	-	-	$140,000
34	1	71	Airports	9	78569 29 Palms Hwy.	Twenty-nine Palms	OR	Construct shadeports (100% Fontana Principal)	-	-	$140,000
35	1	74	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	OR	Improve I-15 signage	$260,000	-	-
36	1	76	Regional Parks	-	Calico Ghost Town Reg. Park	Yermo	OR	Campground "O" improvements	$320,000	-	-
37	1	95	Regional Parks	-	Mojave Narrows Reg. Park	Victorville	OR	Design Horseshoe Lake Stabilization & Restoration	$20,000	-	$0
38	1	97	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	OR	Equestrian area shower development	$110,000	-	-
39	1	100	Regional Parks	-	Mojave River Forks Reg. Park	Summit Valley	OR	Develop equestrian area w/ RV hook-ups & corral	$160,000	-	-
39								FIRST DISTRICT TOTAL	$8,440,000	$0	$3,987,000

SECOND DISTRICT

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	2	5	Preschool Srvcs.	1	555 W. Maple St.	Ontario	A	Construct new elevator (deleted by Dept. 1/14/03)	-	-	-
2	2	86	Regional Parks	-	Lake Gregory Reg. Park	Crestline	A	South Beach ADA access & fishing dock	$160,000	-	-
3	2	26	Superior Court	19	8303 Haven Av.	Rancho Cucamonga	DMH	Repair HVAC System	-	-	-
4	2	150	Facilities Mgmt.	2	9500 Etiwanda Av.	Rancho Cucamonga	DMH	Install energy management control system	-	-	-
5	2	153	Facilities Mgmt.	3	8303 Haven Av.	Rancho Cucamonga	DMH	R/R pneumatic w/ electronic HVAC controls	-	-	-
6	2	3	District Attorney	3	8303 Haven Av.	Rancho Cucamonga	DMO	Paint and carpet offices	$100,000	-	-
7	2	23	Superior Court	16	8303 Haven Av.	Rancho Cucamonga	DMO	Paint exterior of Courthouse	$215,000	-	-
8	2	56	Superior Court	47	8303 Haven Av.	Rancho Cucamonga	DMO	Rehabilitate elevator interiors	$80,000	-	-
9	2	125	Facilities Mgmt.	1	8303 Haven Av.	Rancho Cucamonga	DMO	R/R security gate	$100,000	-	-
10	2	189	Arch. & Eng.	-	8303 Haven Av.	Rancho Cucamonga	DMO	Additional funding to complete skylights	$180,000	-	-
11	2	81	Regional Parks	-	Glen Helen Reg. Park	Devore	DMP	Rehabilitate campground paving	$225,000	-	-
12	2	87	Regional Parks	-	Lake Gregory Reg. Park	Crestline	DMP	Rehabilitate S. beach parking lot	$225,000	-	-
13	2	60	Sheriff	-	18000 W. Institution Rd.	Devore	HSO	Upgrade utility service - Canceled by Dept.	$40,000	-	-
14	2	178	Sheriff	-	18000 W. Institution Rd.	Devore	HSO	Modernize utility feed (Jus. Fac. Res.)	-	$40,000	-
15	2	194	Arch. & Eng.	-	Glen Helen Region	Devore	HSO	Replace deteriorated water system (Ph III)	$500,000	-	-
16	2	174	Museum	3	8810 Hemlock Av.	Rancho Cucamonga	HSR	Re-roofing & water damage mitigation	$225,000	-	-
17	2	193	Arch. & Eng.	-	9500 Etiwanda Av.	Rancho Cucamonga	HSR	Replace deteriorated hypalon roof (Ph III)	$450,000	-	-
18	2	27	Superior Court	20	8303 Haven Av.	Rancho Cucamonga	OP	Construct additional parking capacity (NE lot)	$500,000	-	-
19	2	57	Superior Court	48	8303 Haven Av.	Rancho Cucamonga	OQ	Tint windows	$10,000	-	-
20	2	59	Superior Court	50	8303 Haven Av.	Rancho Cucamonga	OQ	Remove Wall Dividers	$30,000	-	-
21	2	61	Sheriff	-	18000 W. Institution Rd.	Devore	OQ	R/R dishwasher (Inmate Welfare Fund)	-	-	$50,000
22	2	62	Sheriff	-	9500 Etiwanda Av.	Rancho Cucamonga	OQ	Upgrade tube delivery system	$40,000	-	-

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EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

SECOND DISTRICT (Continued)

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
23	2	82	Regional Parks	-	Glen Helen Reg. Park	Devore	OQ	Water playground development	$160,000	-	-
24	2	83	Regional Parks	5	Glen Helen Reg. Park	Devore	OQ	Install swim area shade cover	$280,000	-	-
25	2	84	Regional Parks	-	Glen Helen Reg. Park	Devore	OQ	Construct parking expansion	$450,000	-	-
26	2	89	Regional Parks	-	Lake Gregory Reg. Park	Crestline	OQ	Renovate fitness trail	$255,000	-	-
27	2	51	Superior Court	42	13260 Central Av.	Chino	OR	Install headboard @ rear wall in Jury Boxes	-	-	-
28	2	88	Regional Parks	-	Lake Gregory Reg. Park	Crestline	OR	SCADA System	$40,000	-	-
28								SECOND DISTRICT TOTAL	$4,265,000	$40,000	$50,000

THIRD DISTRICT

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	3	154	Facilities Mgmt.	3	477 Summit Bl.	Big Bear Lake	DMH	Replace multi-zone air conditioner	-	-	-
2	3	196	Arch. & Eng.	-	216 Brookside Av.	Redlands	DMH	Additional funding to complete HVAC project	$270,000	-	-
3	3	107	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	DMO	R/R group picnic shelter structure	$190,000	-	-
4	3	113	Regional Parks	-	Big Morongo Canyon	Morongo Valley	DMO	Restore historic barn	$65,000	-	-
5	3	126	Facilities Mgmt.	1	216 & 222 Brookside Av.	Redlands	DMO	Site improvements	$150,000	-	-
6	3	149	Facilities Mgmt.	2	222 Brookside Av.	Redlands	DMO	R/R interior galv. water lines	-	-	-
7	3	111	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	DMP	Rehabilitate roadways & parking lots	$235,000	-	-
8	3	112	Regional Parks	-	Big Morongo Canyon	Morongo Valley	DMP	Rehabilitate roadways & parking lots	$100,000	-	-
9	3	39	Superior Court	31	26010 State Hwy 189	Twin Peaks	HSO	Install parking lot lighting	$100,000	-	-
10	3	109	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	HSO	R/R playground equipment	$220,000	-	-
11	3	136	Facilities Mgmt.	1	2028 Orange Tree Ln.	Redlands	HSO	Rehabilitate Assc. Bldgs. (duplicate see #173)	-	-	-
12	3	172	Museum	1	2022 Orange Tree Ln.	Redlands	HSO	Install fire suppression/sprinkler system	$200,000	-	-
13	3	173	Museum	2	2022 Orange Tree Ln.	Redlands	HSO	Correct code violations & deficiencies	$275,000	-	-
14	3	110	Regional Parks	2	Yucaipa Reg. Park	Yucaipa	OP	Tent area parking development	$200,000	-	-
15	3	34	Superior Court	27	216 Brookside Av.	Redlands	OQ	Construct new 25,000 SF Courthouse Facility	$6,500,000	-	-
16	3	38	Superior Court	30	477 Summit Bl.	Big Bear Lake	OQ	Install security glass @ Clerk's office counter	$940,000	-	-
17	3	55	Superior Court	46	26010 State Hwy 189	Twin Peaks	OQ	Construct Attorney/Client conference room	$50,000	-	-
18	3	108	Regional Parks	-	Yucaipa Reg. Park	Yucaipa	OQ	SCADA System	$110,000	-	-
19	3	175	Museum	3	2022 Orange Tree Ln.	Redlands	OQ	Remodel Exhibit Hall into 15k SF warehse	$1,500,000	-	-
19								THIRD DISTRICT TOTAL	$11,105,000	$0	$0

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EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

FOURTH DISTRICT

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	4	77	Regional Parks	-	Cucamonga-Gausti Reg. Park	Ontario	A	Rehabilitate restrooms	$190,000	-	-
2	4	106	Regional Parks	-	Prado Reg. Park	Chino	A	Rehabilitate restrooms	$255,000	-	-
3	4	69	Airports	7	7000 Merrill Av.	Chino	DMO	Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.)	-	-	$40,000
4	4	70	Airports	8	7000 Merrill Av.	Chino	DMO	Dome Hangars 1-4 Rehab (100% Fontana Principal)	-	-	$50,000
5	4	80	Regional Parks	-	Cucamonga-Gausti Reg. Park	Ontario	DMP	Rehabilitate roadways & parking lots	$220,000	-	-
6	4	103	Regional Parks	-	Prado Reg. Park	Chino	DMP	Rehabilitate roadways & parking lots	$380,000	-	-
7	4	48	Superior Court	38	13260 Central Av.	Chino	HSO	Repair exhaust systems in public restrooms	-	-	-
8	4	176	Museum	4	17127 Pomona Rincon Rd.	Chino	HSO	Provide potable water	$116,000	-	-
9	4	63	Airports	1	7000 Merrill Av.	Chino	HSP	Relocate RWY 3-21 threshold (90% FAA+10% Fon. Int.)	-	-	$280,000
10	4	64	Airports	2	7000 Merrill Av.	Chino	HSR	Repair Cal Aero Bldgs. Roof (100% Fontana Int.)	-	-	$45,000
11	4	2	District Attorney	2	13260 Central Av.	Chino	OQ	Remodel proposed expansion space	$100,000	-	-
12	4	47	Superior Court	37	13260 Central Av.	Chino	OQ	Construct new elevator at north end of bldg.	-	-	-
13	4	49	Superior Court	39	13260 Central Av.	Chino	OQ	Install awning @ patio	-	-	-
14	4	68	Airports	6	7000 Merrill Av.	Chino	OQ	Merrill Av. Beautification (100% Fontana Principal)	-	-	$15,000
15	4	78	Regional Parks	-	Cucamonga-Gausti Reg. Park	Ontario	OQ	Replace group picnic shelters 1 & 2	$340,000	-	-
16	4	79	Regional Parks	4	Cucamonga-Gausti Reg. Park	Ontario	OQ	South lake restroom development	$620,000	-	-
17	4	102	Regional Parks	-	Prado Reg. Park	Chino	OQ	Park entry gate building expansion	$320,000	-	-
18	4	105	Regional Parks	-	Prado Reg. Park	Chino	OQ	SCADA System	$60,000	-	-
19	4	65	Airports	3	7000 Merrill Av.	Chino	OR	Separate elect. meters @ hangers	$505,000	-	-
20	4	104	Regional Parks	-	Prado Reg. Park	Chino	OR	Improve domestic water system	$445,000	-	-
20								FOURTH DISTRICT TOTAL	$3,551,000	$0	$430,000

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EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

FIFTH DISTRICT

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
1	5	19	Superior Court	12	351 N. Arrowhead Av.	San Bernardino	A	Replace/Modify doors from T-wing to Crthse.	$25,000	-	-
2	5	22	Superior Court	15	Excl. RC, Red. & VV	Countywide	A	Remodel public restrooms (ADA)	-	-	-
3	5	166	Facilities Mgmt.	3	222 Hospitality Ln.	San Bernardino	A	Install automatic doors	-	-	-
4	5	138	Facilities Mgmt.	1	104 E. Fourth St.	San Bernardino	DMH	R/R chiller & cooling tower	$250,000	-	-
5	5	131	Facilities Mgmt.	1	777 E. Rialto Av.	San Bernardino	DMH	R/R 2 single zone & 4 multi-zone air hdlrs.	$400,000	-	-
6	5	134	Facilities Mgmt.	1	175/157 W. Fifth St.	San Bernardino	DMH	R/R chiller equip. & air balance	$600,000	-	-
7	5	155	Facilities Mgmt.	3	825 E. Third St.	San Bernardino	DMH	R/R HVAC equipment, re-zone & air balance	-	-	-
8	5	156	Facilities Mgmt.	3	351 N. Arrowhead Av.	San Bernardino	DMH	R/R small cooling tower	-	-	-
9	5	164	Facilities Mgmt.	3	351 N. Arrowhead Av.	San Bernardino	DMH	R/R York chiller (apart of Cent. Crthse. Proj.)	-	-	-
10	5	195	Arch. & Eng.	-	670 E. Gilbert St.	San Bernardino	DMH	Additional funding to complete HVAC project	$695,000	-	-
11	5	4	District Attorney	4	316 N. Mt. View Av.	San Bernardino	DMO	Paint offices	$25,000	-	-
12	5	16	Superior Court	9	900 E. Gilbert St.	San Bernardino	DMO	Enhance electrical and HVAC systems	$130,000	-	-
13	5	24	Superior Court	17	17780 Arrow Bl.	Fontana	DMO	Paint exterior of Courthouse	-	-	-
14	5	33	Superior Court	26	900 E. Gilbert St.	San Bernardino	DMO	Install rain gutters on Juvenile Court Bldg.	$10,000	-	-
15	5	45	Superior Court	35	780 E. Gilbert St.	San Bernardino	DMO	Paint Bldg. #9, 7, & 11	-	-	-
16	5	135	Facilities Mgmt.	-	351 N. Arrowhead Av.	San Bernardino	DMO	R/R irrigation system	$200,000	-	-
17	5	137	Facilities Mgmt.	-	385 N. Arrowhead Av.	San Bernardino	DMO	Convert all exterior lighting to low voltage	$350,000	-	-
18	5	146	Facilities Mgmt.	2	385 N. Arrowhead Av.	San Bernardino	DMO	Rehabilitate Board Chambers & Lobby	-	-	-
19	5	147	Facilities Mgmt.	2	900 E. Gilbert St.	San Bernardino	DMO	CJH - Infrastructure - gas & water lines	-	-	-
20	5	148	Facilities Mgmt.	2	655 E. Third St.	San Bernardino	DMO	Repair 4" 'make-up' water line	-	-	-
21	5	158	Facilities Mgmt.	3	2001 W. Agua Mansa Rd	Colton	DMO	R/R irrigation system	-	-	-
22	5	35	Superior Court	28	17780 Arrow Bl.	Fontana	DMP	Repave Courthouse parking lot	-	-	-
23	5	152	Facilities Mgmt.	2	200 S. Lena Rd.	San Bernardino	DMP	Rehabilitate large cracks in parking lot	-	-	-
24	5	161	Facilities Mgmt.	3	777 S. Rialto Av.	San Bernardino	DMP	Rehabilitate parking lot (ISG)	-	-	-
25	5	162	Facilities Mgmt.	3	210 S. Lena Rd.	San Bernardino	DMP	Rehabilitate all paved areas	-	-	-
26	5	192	Arch. & Eng.	-	630 E Rialto Av. & 825 E 3rd St.	San Bernardino	DMP	Pavement Sealcoat	$60,000	-	-
27	5	15	Superior Court	8	351 N. Arrowhead Av.	San Bernardino	HSO	Upgrade fire alarm system	$640,000	-	-
28	5	21	Superior Court	14	Courthouses	San Bernardino	HSO	Remodel main entrance to Juvenile Court bldg.	-	-	-
29	5	25	Superior Court	18	900 E. Gilbert St.	San Bernardino	HSO	Install emergency generator for Juv. Crt. Bldg.	$500,000	-	-
30	5	36	Superior Court	29a	900 E. Gilbert St.	San Bernardino	HSO	Remove play area equipment @ Juv. Crt. Bldg.	$10,000	-	-

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EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

FIFTH DISTRICT (continued)

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
31	5	46	Superior Court	36	17780 Arrow Bl.	Fontana	HSO	Repair exhaust systems in public restrooms	-	-	-
32	5	118	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Video security expansion - 15 cameras only	$285,000	-	-
33	5	121	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Construct secure access gate (Unit 2 & 3)	$400,000	-	-
34	5	122	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Law enforcement security gate - Canceled	-	-	-
35	5	123	Probation	-	900 E. Gilbert St.	San Bernardino	HSO	Kuiper Youth Center - Canceled	-	-	-
36	5	128	Facilities Mgmt.	1	777 Rialto Av.	San Bernardino	HSO	Upgrade fire alarm system	$155,000	-	-
37	5	129	Facilities Mgmt.	1	172 W. Third St.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	$360,000	-	-
38	5	130	Facilities Mgmt.	1	351 N. Mt. View Av.	San Bernardino	HSO	Upgrade fire alarm system (Ph I)	$120,000	-	-
39	5	139	Facilities Mgmt.	1	200 S. Lena Rd.	San Bernardino	HSO	Upgrade fire alarm system	$290,000	-	-
40	5	140	Facilities Mgmt.	1	655 E. Third St.	San Bernardino	HSO	Upgrade fire alarm system	$390,000	-	-
41	5	141	Facilities Mgmt.	1	670 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$380,000	-	-
42	5	142	Facilities Mgmt.	1	900 E. Gilbert St.	San Bernardino	HSO	Upgrade fire alarm system	$700,000	-	-
43	5	143	Facilities Mgmt.	1	316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl.	San Bernardino & Fontana	HSO	Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k	$428,000	-	-
44	5	151	Facilities Mgmt.	2	900 E. Gilbert St.	San Bernardino	HSO	Construct new maint. shop (by N. Warehouse)	-	-	-
45	5	163	Facilities Mgmt.	3	172 W. Third St.	San Bernardino	HSO	Abate asbestos in basement	-	-	-
46	5	165	Facilities Mgmt.	3	351 N. Mt. View Av.	San Bernardino	HSO	Abate all asbestos	-	-	-
47	5	170	Facilities Mgmt.	4	351 N. Mt. View Av.	San Bernardino	HSO	Repair stairway separation	-	-	-
48	5	171	Facilities Mgmt.	4	655 E. Third St.	San Bernardino	HSO	Modernize emg. power auto-transfer switch	-	-	-
49	5	177	Sheriff	-	1771 Miro Wy.	Rialto	HSO	Modify area to accommodate dispatch consoles	$125,000	-	-
50	5	182	ARMC	-	400 N. Pepper Av.	Colton	HSO	Convert BHD beds to med. Beds (Realignment Funds)	-	$1,080,000	-
51	5	119	Probation	-	900 E. Gilbert St.	San Bernardino	HSP	R/R rec. area asphalt (Unit 2 & 3) - Canceled	-	-	-
52	5	127	Facilities Mgmt.	1	351 N. Arrowhead Av.	San Bernardino	HSR	Remove cooling tower equip. @ T-wing	$150,000	-	-
53	5	132	Facilities Mgmt.	1	630 E. Rialto Av.	San Bernardino	HSR	R/R CDC boiler plant roof	$130,000	-	-
54	5	133	Facilities Mgmt.	1	210 N. Lena Rd.	San Bernardino	HSR	R/R Bldg. #7 Roof	$65,000	-	-
55	5	157	Facilities Mgmt.	3	601 N. E St.	San Bernardino	HSR	R/R roof	-	-	-
56	5	159	Facilities Mgmt.	3	777 Rialto Av.	San Bernardino	HSR	R/R roof	$464,000	-	-
57	5	160	Facilities Mgmt.	3	200 S. Lena Rd.	San Bernardino	HSR	R/R roof	$50,000	-	-
58	5	1	District Attorney	1	780 E. Gilbert St.	San Bernardino	OQ	Relocate Juvenile offices from trailers	$205,000	-	-
59	5	6	Auditor-Controller	1	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 1st Flr. [50% SDW & 50% SDX]	-	$335,000	-
60	5	7	Auditor-Controller	2	222 W. Hospitality Ln	San Bernardino	OQ	Remodel 2nd Flr. (100% Dept.)	-	$160,000	-

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EXHIBIT D
ALL SUBMITTALS
SUMMARY BY GEOGRAPHIC LOCATION

FIFTH DISTRICT (continued)

Item	District	Log #	Department	Priority	Site	City	Project Type	Description	Gen. Fund - Local Cost	Gen. Fund - Other	Other Funding
61	5	8	Superior Court	1	351 N. Arrowhead Av.	San Bernardino	OQ	Construct of new Courthouse	$250,000,000	-	-
62	5	9	Superior Court	2	900 E. Gilbert St.	San Bernardino	OQ	Fund EIR for a new Juvenile Court complex	$150,000	-	-
63	5	10	Superior Court	3	900 E. Gilbert St.	San Bernardino	OQ	Construct new Juvenile Court complex	$11,000,000	-	-
64	5	11	Superior Court	4	17780 Arrow Bl.	Fontana	OQ	Remodel extng. office into Court and Chamb.	$400,000	-	-
65	5	18	Superior Court	11	900 E. Gilbert St.	San Bernardino	OQ	Remodel bench area in Depts. J-1, J-2, J-3	$200,000	-	-
66	5	28	Superior Court	21	351 N. Arrowhead Av.	San Bernardino	OQ	Construct additional elevator - Annex Bldg.	$1,000,000	-	-
67	5	29	Superior Court	22	351 N. Arrowhead Av.	San Bernardino	OQ	Construct awning @ T-wing entrances	-	-	-
68	5	30	Superior Court	23	351 N. Arrowhead Av.	San Bernardino	OQ	Install AC for T-wing entrance vestibule	-	-	-
69	5	37	Superior Court	29b	900 E. Gilbert St.	San Bernardino	OQ	Construct patio, awning & seating @ play area	-	-	-
70	5	114	Coroner	1	777 Rialto Av.	San Bernardino	OQ	Construct mezzanine in existing warehouse	$350,000	-	-
71	5	115	Coroner	2	175 S. Lena Rd.	San Bernardino	OQ	Construct morgue facility expansion	-	-	-
72	5	116	Coroner	3	175 S. Lena Rd.	San Bernardino	OQ	Construct office & parking expansion	-	-	-
73	5	117	Coroner	4	175 S. Lena Rd.	San Bernardino	OQ	Construct WV morgue facility	-	-	-
74	5	144	Facilities Mgmt.	-	172 W. Third St.	San Bernardino	OQ	Upgrade electrical service	$500,000	-	-
75	5	180	Registrar of Voters	-	777 E. Rialto Av.	San Bernardino	OQ	Modular furniture	$150,000	-	-
76	5	184	Arch. & Eng.	-	385 N. Arrowhead Av.	San Bernardino	OQ	A&E dept. planning and programming budget	$150,000	-	-
77	5	186	Arch. & Eng.	-	780 E. Gilbert St.	San Bernardino	OQ	ARMC trlrs. To CJH for DA (duplicate see #1)	-	-	-
78	5	190	Arch. & Eng.	-	777 E. Rialto Av.	San Bernardino	OQ	Remodel for ROV, Ag. & Mail Srvcs.	TBD	-	-
79	5	52	Superior Court	43	17780 Arrow Bl.	Fontana	OR	Install headboard @ rear wall in Jury Boxes	-	-	-
79								FIFTH DISTRICT TOTAL	$272,492,000	$1,575,000	$0

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

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

County of San Bernardino
Period Ending 3/31/03

EXHIBIT E
GENERAL FUND CARRYOVER PROJECTS SUMMARY

2003-04 CIP
5/19/2003

	Proj.	FY 02/03 ADJUSTED BUDGET	FY 02/03 EXPENDITURES	CARRYOVER BALANCE
CARRYOVER FROM PRIOR FISCAL YEARS	23	$9,630,587	$4,976,931	$4,653,656
2002-03 NEW PROJECTS	14	$4,441,500	$30,460	$4,411,040
2002-03 ONE-TIME FUNDING PROJECTS	7	$2,230,000	$22,748	$2,207,252
2002-03 MID-YEAR INSERT PROJECTS	1	$350,000	$35,000	$315,000
TOTAL CARRYOVER FUND CJV	45	$16,652,087	$5,065,139	$11,586,948
TOTAL CARRYOVER FUND CJS	1	$10,921,056	$2,500,000	$8,421,056
TOTAL CARRYOVER FUNDS CJV & CJS	46	$27,573,143	$7,565,139	$20,008,004

CARRYOVER FROM PRIOR FISCAL YEARS

Item	DEPARTMENT	SITE	CITY	Dist	Proj #	PROJECT	COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Various Departments	Various Sites	County Wide	All	90680	Site Assessment & Remediation	Monitoring water at 2 sites, preparing mitigation plan	$854,974	$170,000	$684,974
2	Various Departments	TBD	County Wide	All	00240	ADA Compliance	Construction in progress	$248,651	$210,317	$38,334
3	Reg. Parks - Moabi RP	Park Moabi Rd.	Needles	1	00810	Park Moabi Water Rights Purchase	Pending water rights issues	$247,750	$0	$247,750
4	Facilities Management	777 E. Rialto Av.	San Bernardino	5	10130	Building Fire System Repair	Pending Risk Mgt. Approval	$36,263	$0	$36,263
5	Public Health	19777 Shelter Wy.	Devore	2	00750	Devore Animal Shelter Expansion	Pending bids	$881,234	$226,195	$655,039
6	Regional Parks	24171 Lake Dr.	Crestline	2	10470	Lake Gregory Dam Valve Replacement	Design PO issued	$156,960	$33,553	$123,407
7	Sheriff	9500 Etiwanda Av.	Rancho Cucamonga	2	20110	WVDC Hypalon Roof Replacement	Design contract issued	$221,602	$73,840	$147,762
8	County Building	477 Summit Bl.	Big Bear	3	20120	Big Bear L&J Center Remodel	Pending bids	$184,063	$38,359	$145,704
9	Reg. Parks - Yucaipa RP	33900 Oak Glen Rd.	Yucaipa	3	20140	Yucaipa RP Irrigation Pumps Replacement	Construction in progress	$259,588	$199,546	$60,042
10	Government Center	385 N. Arrowhead Av.	San Bernardino	5	20765	CGC Security & Parking Improvements	Construction in progress	$613,000	$375,233	$237,767
11	Museum	2024 Orange Tree Ln.	Redlands	3	20580	Redlands Museum Chiller Replacement	Construction in progress	$904,000	$869,616	$34,384
12	Central Detention Ctr	630 E. Rialto Av.	San Bernardino	5	20590	CDC HVAC Controls Replacement	Construction in progress	$897,087	$667,674	$229,413
13	Information Services	670 E. Gilbert St.	San Bernardino	5	20600	IS Bldg. - Basement HVAC Replacement	Construction in progress	$502,225	$357,169	$145,056
14	County Building	17830 Arrow Bl.	Fontana	2	20610	Fontana Complex Chiller Replacement	Construction in progress	$1,297,318	$38,024	$1,259,294
15	Road	Mt. View Av. (South)	San Bernardino	5	20135	Mt. View Av. Rehabilitation	Pending bids	$55,119	$600	$54,519
16		Interstate 10/Pepper Av.	Colton	5	20530	Valley Bl. Realignment	Consultant PO issued	$105,680	$51,414	$54,266
17	Various	Various Sites	Countywide	All	20680	Space Studies/Requests	Consultant contracts issued	$867,618	$877,682	-$10,064
18	Architecture & Eng.	Glen Helen	Devore	2	20690	Devore Water System Replacement	Construction in progress	$721,487	$655,109	$66,378
19	Board of Supervisors	385 N. Arrowhead Av.	San Bernardino	5	20775	Board Chamber Improvements	To be completed by Fac Mgmt	$56,000	$973	$55,027
20	Facilities Mgmt	6527 White Feather Rd.	Joshua Tree	1	20795	Morongo Complex HVAC Upgrade		$172,000	$0	$172,000
21	Museum	2024 Orange Tree Ln.	Redlands	3	20800	Museum Office Space Addition	Consultant PO issued	$117,968	$35,370	$82,598
22	Board Chambers	385 N. Arrowhead Av.	San Bernardino	5	20810	Board Chamber Recarpet	To be completed by Fac Mgmt	$40,000	$0	$40,000
23	Sheriff	2419 Euclid Av.	Upland	2	20820	Sheriff Modular Office Trailers	Construction in progress	$190,000	$96,257	$93,743
23							SUB-TOTALS	$9,630,587	$4,976,931	$4,653,656

County of San Bernardino
Period Ending 3/31/03

EXHIBIT E
GENERAL FUND CARRYOVER PROJECTS SUMMARY

2003-04 CIP
5/19/2003

2002-03 NEW PROJECTS

Item	DEPARTMENT	SITE	CITY	Dist	Proj #	PROJECT	COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Architecture & Eng.	TBD	Countywide	All	30000	ADA Improvements @ Various Sites		$150,000	$0	$150,000
2	Architecture & Eng.	TBD	Countywide	All	30010	Foam Roof Restoration @ Various Sites	Awaiting consultant proposals	$100,000	$1,082	$98,918
3	Courts	14455 Civic Dr.	Victorville	1	30040	Courthouse Parking Lot	Pending bids	$517,000	$16,442	$500,558
4	Courts	14455 Civic Dr.	Victorville	1	30060	Juvenile Court Sallyport	Awaiting consultant proposals	$135,000	$2,439	$132,561
5	Sheriff	9500 Etiwanda Av.	Rancho Cucamonga	2	30080	WVDC Hypalon Roof Replacement - Ph II	Pending bids	$400,000	$459	$399,541
6	District Attorney	8303 Haven Av.	Rancho Cucamonga	2	30090	District Attorney Remodel - 4th Flr.		$27,000	$0	$27,000
7	Public Health	13260 Central Av.	Chino	4	30110	Public Health Remodel		$100,000	$0	$100,000
8	Courts	13260 Central Av.	Chino	4	30120	Remove/Replace Air Handlers & Controls		$500,000	$3,780	$496,220
9	Sheriff	630 E. Rialto Av.	San Bernardino	5	30150	Remove/Replace HVAC - Ph II	Awaiting consultant proposals	$0	$0	$0
10	Behavioral Health	700 E. Gilbert St.	San Bernardino	5	30170	Campus Grounds Improvements		$770,000	$0	$770,000
11	Behavioral Health	700 E. Gilbert St.	San Bernardino	5	30200	Campus Parking Lot & Roads Improvements		$375,000	$0	$375,000
12	Information Services	670 E. Gilbert St.	San Bernardino	5	30220	North Parking Lot Rehabilitation	Pending bids	$50,000	$2,278	$47,722
13	Probation	900 E. Gilbert St.	San Bernardino	5	30250	HVAC, Controls & Electrical Repairs		$876,500	$3,980	$872,520
14	Probation	900 E. Gilbert St.	San Bernardino	5	30260	R/R Perris Hill Water Storage Tank		$441,000	$0	$441,000
14							SUB-TOTALS	$4,441,500	$30,460	$4,411,040

2002-03 ONE-TIME FUNDING PROJECTS

Item	DEPARTMENT	SITE	CITY	Dist	Proj #	PROJECT	COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Facilities Management	1111 Bailey Av.	Needles	1	30270	Parking Lot & Road Rehabilitation		$110,000	$0	$110,000
2	Architecture & Eng.	Glen Helen	Devore	2	30280	Devore Water System Replacement - Ph II	Awaiting consultant proposals	$1,500,000	$3,699	$1,496,301
3	Courts	216 Brookside Av.	Redlands	3	30290	Remove /Replace HVAC System		$0	$0	$0
4	Parks	800 N. Archibald Av.	Ontario	4	30300	Remove /Replace Pool Filtration System	Awaiting consultant proposals	$470,000	$649	$469,351
5	Facilities Management	157-175 W. Fifth St.	San Bernardino	5	30310	Parking Lot Rehabilitation	Consultant PO issued	$80,000	$9,700	$70,300
6	Facilities Management	670 E. Gilbert St	San Bernardino	5	30320	Remove/Replace 1st & 2nd Flr. HVAC System		$0	$0	$0
7	Architecture & Eng.	Third St. Facilities	San Bernardino	5	30330	Parking Lot & Road Rehabilitation	Consultant PO issued	$70,000	$8,700	$61,300
7							SUB-TOTALS	$2,230,000	$22,748	$2,207,252

2002-03 MID-YEAR INSERT PROJECTS

Item	DEPARTMENT	SITE	CITY	Dist	Proj #	PROJECT	COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	District Attorney	Various Sites	Countywide	All	30640	Remodel Offices	Construction in progress	350,000	35,000	$315,000
1							SUB-TOTALS	$350,000	$35,000	$315,000

FUND CJS PROJECT

Item	DEPARTMENT	ADDRESS	CITY	Dist	Proj #	PROJECT	FUNDING SOURCE - COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Probation		Apple Valley	1	10740	High Desert Juvenile Detention Facility	Construction in progress	$10,921,056	2,500,000	$8,421,056
1							SUB-TOTALS	$10,921,056	$2,500,000	$8,421,056

County of San Bernardino
Period Ending 3/31/03

EXHIBIT E
GENERAL FUND CARRYOVER PROJECTS SUMMARY

2003-04 CIP
5/13/2003

2002-03 COMPLETED PROJECTS

Item	DEPARTMENT	SITE	CITY	Dist	Proj #	PROJECT	COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Facilities Management	175 W. Fifth St.	San Bernardino	5	50100	Design & Construct 1-Hr. Corridors		$80,914	$0	$80,914
2	Probation	9478 Etiwanda Av.	Rancho Cucamonga	2	60314	West Valley Juvenile Hall - Ph II		$3,900,000	$1,475,000	$2,425,000
3	Probation	900 E. Gilbert St.	San Bernardino	5	00060	Surveillance Cameras for Units 12 & 13		$19,524	$15,536	$3,988
4	Regional Parks	3666 Ghost Town Rd.	Yermo	1	10270	Calico RP Lower Restroom Renovation		$40,947	$20,802	$20,145
5	Regional Parks	16700 S. Euclid Av.	Chino	4	10190	Prado Reg. Park Restroom Rehabilitation		$297,984	$304,658	-$6,674
6	Facilities Management	8303 Haven Av.	Rancho Cucamonga	2	10220	Lobby Skylight Replacement		$35,003	$41,878	-$6,875
7	Architecture & Eng.	385 N. Arrowhead Av.	San Bernardino	5	10951	CGC 3rd & 4th Flr. Remodel		$14,974	$23,423	-$8,449
8	Library	1111 Bailey Av.	Needles	1	20050	Library Roof Repair		$120,187	$122,520	-$2,333
9	Architecture & Eng.	301 E. Mt. View	Barstow	1	20060	Office Bldg. Remodel		$95,311	$91,987	$3,324
10	Museum	Yorba Slaughter	Chino	4	20150	Post Office Rehabilitation		$31,768	$4,516	$27,252
11	Architecture & Eng.	825 E. Third St.	San Bernardino	5	20210	Partial Roof Replacement		$78,757	$74,201	$4,556
12	Architecture & Eng.	172 W. Third St.	San Bernardino	5	20195	North Parking Lot Sealcoat & Restripe		$140,188	$140,188	$0
13	Sheriff	18000 W. Institution Rd.	Devore	2	20780	GHRC Lighting Replacement	Construction in progress	$160,000	$160,000	$0
14	Sheriff	630 E. Rialto Av.	San Bernardino	5	20785	CDC Lighting Replacement	Construction in progress	$215,000	$215,000	$0
15	Sheriff	9478 Etiwanda Av.	San Bernardino	2	20830	WVDC Lighting Replacement	Construction in progress	$891,000	$891,000	$0
16	Facilities Management	Various Sites	Countywide	All	30030	Minor CIP Projects	Completed by Fac Mgmt	$400,000	$400,000	$0
17	District Attorney	14440 Civic Dr.	Victorville	1	30070	Office Remodel		$26,000	$27,135	-$1,135
18	Museum	35308 Panorama Dr.	Yucaipa	3	30100	Mousely Museum Security Improvements	Funds transferred to project 30130	$6,500	$3,637	$2,863
19	Museum	2001 W. Aqua Mansa Rd	Colton	5	30130	Aqua Mansa Museum Security Impr.		$54,500	$54,000	$500
20	District Attorney	316 N. Mt. View Av.	San Bernardino	5	20170	Remove/Replace HVAC System		$677,050	$686,887	-$9,837
20								$7,285,607	$4,752,368	$2,533,239

County of San Bernardino
Period Ending 3/31/03

EXHIBIT F
REIMBURSABLE CARRYOVER PROJECTS SUMMARY

2003-04 CIP
5/13/2003

	Proj.	FY 02/03 ADJUSTED BUDGET	FY 02/03 EXPENDITURES	CARRYOVER BALANCE
CARRYOVER FROM PRIOR FISCAL YEARS	22	$27,704,438	$8,473,647	$18,567,735
2002-03 NEW PROJECTS	5	$11,700,000	$161,613	$10,439,748
2002-03 MID-YEAR INSERT PROJECTS	5	$3,077,531	$1,498,644	$1,578,887
SUB-TOTAL FUND CJV	32	$42,481,969	$10,133,904	$30,586,370
FUND CJS PROJECT	1	$19,329,640	$8,800,000	$10,529,640
TOTAL REIMBURSABLE CARRYOVER FUNDS CJV & CJS	33	$61,811,609	$18,933,904	$41,116,010

FUND CJV
CARRYOVER FROM PRIOR FISCAL YEARS

Item	DEPARTMENT	ADDRESS	CITY	Dist	Proj #	PROJECT	FUNDING SOURCE - COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Behavioral Health	700 E. Gilbert St.	San Bernardino	5	90660	Phoenix Clinic	MLH & DPA - Construction in Progress	$5,060,863	$3,997,807	$400,000
2	Architecture & Eng.	780 E. Gilbert St.	San Bernardino	5	90330	CMC Demolition & Site Reuse	MCR - In progress	$137,850	$119,453	$18,397
3	Superior Courts	15505 Civic Dr.	Victorville	1	00490	Courtrooms Expansion	CTC - Construction in progress	$240,000	$190,000	$50,000
4	Architecture & Eng.	351 N. Arrowhead Av.	San Bernardino	5	10830	Courthouse Seismic Retrofit	CTC, FEMA & St. Grant	$12,195,001	$1,253,554	$10,941,447
5	Architecture & Eng.	385 N. Arrowhead Av.	San Bernardino	5	00781	Board Chambers Video Upgrade	ISD - Awaiting direction from IS	$16,505	$0	$16,505
6	Probation	900 E. Gilbert St.	San Bernardino	5	10230	CJH Improvements	JFR - Construction in progress	$1,017,797	$860,811	$156,986
7	Probation	900 E. Gilbert St.	San Bernardino	5	10235	CJH Tents & Classrooms	Justice Facilities Reserve	$207,125	$47,272	$159,853
8	Probation	900 E. Gilbert St.	San Bernardino	5	10120	Juvenile Dependency Court	JFR & DPA - Pending bids	$4,768,619	$41,480	$4,727,139
9	Probation	900 E. Gilbert St.	San Bernardino	5	90720	Ward 'B' Remodel - RYEF	PROB - Construction in progress	$938,884	$891,302	$47,582
10	Public Health	351 N. Mt. View Av.	San Bernardino	5	90780	Public Health Remodel	PHL - On hold by dept	$168,385	$961	$167,424
11	Sheriff	17780 Arrow Bl.	Fontana	5	10700	Station Expansion	SHR - Construction in progress	$720,537	$275,883	$444,654
12	District Attorney	222 Brookside Av.	Redlands	3	10980	DA Office Relocation	DAT - On hold by dept	$40,000	$38	$39,962
13	Architecture & Eng.	400 N. Pepper Av.	Colton	5	20040	ARMC - 3rd Flr. Nursing Unit Remodel	MCR - On hold by dept	$0	$0	$0
14	Architecture & Eng.	400 N. Pepper Av.	Colton	5	20045	ARMC - Emergency Room Remodel	On hold by dept	$237,816	$0	$237,816
15	ISD	Butterfield	Chino Hills	4	20200	Chino Hills 800 Mhz Radio Tower	ISD	$250,000	$1,170	$248,830
16	Registrar of Voters	777 E. Rialto Av.	San Bernardino	5	20755	ROV Improvements	ROV - Project approved 1-29-02	$99,033	$91,033	$8,000
17	Sheriff	9500 Etiwanda Av.	Rancho Cucamonga	2	20290	WVDC Recreation Yard Improvements	SHR - Project approved 10-4-01	$217,379	$191,757	$25,622
18	Sheriff	630 E. Rialto Av.	San Bernardino	5	20655	CDC Employee Parking Lot Improvements	SHR - On hold by dept	$98,777	$8,928	$89,849
19	Sheriff	630 E. Rialto Av.	San Bernardino	5	20665	CDC Security Monitoring System	SHR - Consultant contract awarded	$691,788	$58,554	$633,234
20	Sheriff	18000 W. Institution Rd.	Devore	2	20740	GHRC Loading Dock Extension	SHR - On hold by dept	$55,824	$11,104	$44,720
21	Library	41930 Garstin Dr.	Big Bear	3	20185	Exterior Siding Replacement	LIB - Consultant contract awarded	$96,319	$6,974	$89,345
22	Airports	7000 Merrill Av.	Chino	4	20335	Hanger Replacement	IBP - Construction in progress	$445,936	$425,566	$20,370
22							SUB-TOTALS	$27,704,438	$8,473,647	$18,567,735

2002-03 NEW PROJECTS

Item	DEPARTMENT	ADDRESS	CITY	Dist	Proj #	PROJECT	FUNDING SOURCE - COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Auditor/Controller	222 W. Hospitality Ln.	San Bernardino	5	30140	4th Flr. Remodel	ACR - Construction in progress	$314,000	$127,178	$186,822
2	Treasurer/Tax Collector	172 W. Third St.	San Bernardino	5	30160	Office Area Remodel	TTX - Consultant contract awarded	$230,000	$15,074	$214,926
3	Information Services	670 E. Gilbert St.	San Bernardino	5	30220	North Parking Lot Rehabilitation	ISD - Consultant contract awarded	$50,000	$18,000	$32,000
4	Behavioral Health	700 E. Gilbert St.	San Bernardino	5	30230	Construct 50,000SF Administration Bldg.	MLH - On hold by dept	$9,006,000	$0	$9,006,000
5	Behavioral Health	760 E. Gilbert St.	San Bernardino	5	30240	Bldg. H Asbestos Abatement & Remodel	MLH - Consultant RFP issued	$2,100,000	$1,361	$1,000,000
5							SUB-TOTALS	$11,700,000	$161,613	$10,439,748

County of San Bernardino
Period Ending 3/31/03

EXHIBIT F
REIMBURSABLE CARRYOVER PROJECTS SUMMARY

2003-04 CIP
5/13/2003

2002-03 MID-YEAR INSERT PROJECTS

Item	DEPARTMENT	ADDRESS	CITY	Dist	Proj #	PROJECT	FUNDING SOURCE - COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Sheriff	1771 Miro Wy.	Rialto	5	20790	Sheriff & Cnty. Fire Facilities Expansion	CFD & SHR - Construction in progress	$931,000	$824,254	$106,746
2	Sheriff	18000 W. Institution Rd.	Devore	2	30380	Max. Security Recreation Yard Expansion	SHR - Pending bids	$974,125	$77,368	$896,757
3	ECD	2024 Orange Tree Ln.	Redlands	3	30390	Design Hall of Paleontology	ECD - Consultant contract awarded	$469,406	$250,743	$218,663
4	Parks	Park Moabi Rd.	Needles	1	30510	Remove/Replace Fuel Tank	PARK - Construction in progress	$353,000	$311,279	$41,721
5	District Attorney	Various Sites	Countywide	ALL	30640	Office Remodel		$350,000	$35,000	$315,000
5							SUB-TOTALS	$3,077,531	$1,498,644	$1,578,887

FUND CJS PROJECT

Item	DEPARTMENT	ADDRESS	CITY	Dist	Proj #	PROJECT	FUNDING SOURCE - COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	Probation		Apple Valley	1	10740	High Desert Juvenile Detention Center	St. Grant - Construction in progress	19,329,640	8,800,000	10,529,640

FUND CJV
2002-03 COMPLETED PROJECTS

Item	DEPARTMENT	ADDRESS	CITY	Dist	Proj #	PROJECT	FUNDING SOURCE - COMMENTS	FY 02/03 Adj. Budget	FY 02/03 Expenditure	Carryover Balance
1	ECD	65430 Winter Rd.	Joshua Tree	3	10320	Copper Mt. Comm. Ctr. Emg. Generator	ECD	6,266	415	5,851
2	ECD	Fifth St.	Daggett	1	10500	Daggett Street Improvements	ECD	9,136	9,136	-
3	ECD	Lenwood park	Lenwood	1	10580	Lenwood-Grandview ADA Playground	ECD	87,598	48,405	39,193
4	Library	15001 Wakit Rd.	Apple Valley	1	90240	Apple Valley Library	ECD	369,440	65,749	303,691
5	Museum	2024 Orange Tree Ln.	Redlands	3	00820	Museum Trailer Relov=cation	MUS	-	-	-
6	Probation	9500 Etiwanda Av.	Rancho Cucamonga	5	60314	Juvenile Hall Dorms	St./COP/Local Match	5,401,343	1,677,988	3,723,355
7	Public Defender	235 E. Mt. View	Barstow	1	10850	Move	PBD - Funds trans. to Proj. #20060	-	-	-
8	Public Defender	780 E. Gilbert St.	San Bernardino	5	10960	Bldg. 5 Remodel	PBD	22,116	-	22,116
9	ECD	Foothill Bl. & Redwood	Fontana	5	90190	W. Fontana Senior Housing Complex	ECD - Redevelopment	6,394	-	6,394
10	Sheriff	18000 W. Institution Rd.	Devore	2	00740	GHRC Admin. Bldg. Expansion & Remodel	SHR	156,621	91,733	64,888
11	Sheriff	18000 W. Institution Rd.	Devore	2	90750	GHWC Max. Security Housing Expansion	St./BOC	11,432	17,020	(5,588)
12	Behavioral Health	780 E. Gilbert St.	San Bernardino	5	20160	Independent Electrical Feed	Funds trns to proj 30400	201,631	123,243	78,388
13	ECD	4131 N. Third Av.	San Bernardino	2	20450	Newmark ES Parking Lot Improvements	MLH - Funds trans. to Proj. #30400	21,627	-	21,627
14	Parks	36600 Ghost Town Rd.	Yermo	1	20560	Calico GT Fire Damage Replacement	IBP	93,072	31,057	62,015
15	Sheriff	18000 W. Institution Rd.	Devore	2	20640	Sheriff's Training & Learning Center		5,338	7,947	(2,609)
16	ECD	18422 Bear Valley Rd.	Victorville	1	20660	Victorville Baseball fields	ECD	189,343	189,343	-
17	ISD	Butterfield	Chino Hills	4	20205	Chino Hills 800 Mhz Radio Tower	ISD	34,368	34,368	-
18	ISD	670 E. GILBERT ST.	San Bernardino	5	10150	IS PDU & UPS Upgrades	ISD	119,695	85,693	34,002
19	Assessor & Courts	172 W. Third St.	San Bernardino	5	20725	3rd Flr. Remodel	ASR & CTC	53,000	49,000	4,000
20	Superior Courts	8303 Haven Av.	Rancho Cucamonga	2	20770	FLJC Program Logic Control Replacement	Justice Facility Reserve	31,944	18,731	13,213
21	Architecture & Eng.	TBD	Countywide	ALL	30020	ECD Project Development	ECD	350,000	250,000	100,000
22	ECD	24306 Crest Forest Dr.	Crestline	3	10161	New HVAC System	ECD	54,000	48,156	5,844
23	Behavioral Health	700 E. Gilbert St.	San Bernardino	5	30400	Unit 4 remodel	MLH	250,000	250,000	-
24	ARMC	400 N. Pepper Av.	Colton	5	30430	ARMC Employee Parking Security Imprv.	MCR	200,000	200,000	-
25	Assessor & Courts	172 W. Third St.	San Bernardino	5	30480	3rd Flr. Remodel	ASR & CTC	48,200	-	48,200
26	ECD	500 E. Citrus Av.	Redlands	3	30540	Kitchen Remodel - PH II	ECD	88,220	85,000	3,220
27	Sheriff	9500 Etiwanda Av.	Rancho Cucamonga	2	30610	Repair Drain line	SHR	50,000	46,209	3,791
28	Superior Courts	8303 Haven Av.	Rancho Cucamonga	2	20770	FLJC Program Logic Control Replacement	Justice Facility Reserve	31,944	18,731	13,213
29	Architecture & Eng.	11165 Vale Dr.	Morongo Valley	3	20520	Covington Park Parking Lot Rehabilitation		39,080	39,000	80
29							SUB-TOTALS	$7,931,808	$3,386,924	$4,544,884

EXHIBIT G
AIRPORTS CAPITAL IMPROVEMENT PROJECTS

Project	Fund	2003-04 New Projects	2003-04 Carryover Projects	2003-04 Proposed Total Budget
All Airports				
Contingency (Fontana Interest Fund)	RAA		$4,183,913	$4,183,913
Contingency (CSA 60 Special Aviation Fund)	RAI		$2,360,365	$2,360,365
Contingency (Fontana Principal)	RAW		$11,865	$11,865
Contingency (Operating)	RCD		$270,221	$270,221
Apple Valley Airport				
Port-A-Port Reconstruction	REH		$70,000	$70,000
South Ramp Hangar Development	REE		$2,187,311	$2,187,311
South Ramp & Taxiway Reconstruction	REF		$276,595	$276,595
Terminal Roof Repair	None		$55,000	$55,000
Public Restroom Facility	RGZ		$84,761	$84,761
Secondary Fire Access Road	None		$250,000	$250,000
Security Fence	None		$106,200	$106,200
Install Aircraft Run-up areas, all RWY's	None		$50,000	$50,000
Update Airport Layout Plan	RHT		$66,552	$66,552
Construct Shade ports	None	$140,000		$140,000
Barstow-Daggett Airport				
Construct Modular Office Building/Shop	REN		$100,000	$100,000
Perimeter Fence	RHW		$1,675,093	$1,675,093
Coat Interior of Water Tanks	RCW		$259,522	$259,522
Rehabilitate Airport Access Road	None		$106,667	$106,667
Update Airport Layout Plan	RHR		$66,667	$66,667
Taxiway C & W 1/2 of TWA	None		$389,000	$389,000
Chino Airport				
Acquire Land for Clear Zone	RBT		$174,734	$174,734
Test/Monitor Ground Water for PCE's & TCE's	RBS		$60,000	$60,000
Replace Maintenance Facility	REL		$35,000	$35,000
Relocate ILS	RDW		$1,500,000	$1,500,000
Taxiway D Relocation/Ramp Relocation & Light	REJ		$1,927,451	$1,927,451
Rotating Beacon	RHS		$100,000	$100,000
Cal Aero Drive; Parking, Guard shack, Gates	RHS		$199,401	$199,401
Update CLUP	None		$50,000	$50,000

EXHIBIT G
AIRPORTS CAPITAL IMPROVEMENT PROJECTS

Project	Fund	2003-04 New Projects	2003-04 Carryover Projects	2003-04 Proposed Total Budget
Update Master Plan	RGX		$25,000	$25,000
Seal/Paint Main Ramp, 8/26L, & Associated Twys	None		$455,000	$455,000
First Phase Access Rd. Reconstruct Rwy 8L/26R	RHF		$2,222,222	$2,222,222
Illuminate Windsocks	RHS		$20,000	$20,000
Reconstruct Stearman Drive	RHS		$164,820	$164,820
Roof Repair, Bldgs. A310, A315 & A320	None		$48,000	$48,000
Rwy 3-21 Threshold Relocation	None		$280,000	$280,000
Cal Aero Buildings- Roof Repairs	None	$45,000		$45,000
Merrill Avenue Fence Line Beautification	None	$15,000		$15,000
Reverted Bldg. Impvmts. A440, A485, A480, A270	None	$40,000		$40,000
Dome Hangars 1-4 Rehab & Lighting/Elect. Impvmts.	None	$50,000		$50,000
Needles Airport				
Water Well	REY		$80,000	$80,000
Chip Seal Access Road	None		$150,000	$150,000
Taxiway Lighting	None		$40,000	$40,000
Airport Layout Plan	RHG		$35,778	$35,778
PAPI	None		$45,000	$45,000
Resurface Rwy 11-29 & Associated Twy's	None		$1,600,000	$1,600,000
Twentynine Palms Airport				
Design, Engineer & Construct Rwy 8/26	REV		$368,244	$368,244
Install Twy Lights parallel Rwy 17/35	None		$20,000	$20,000
Update CLUP	None		$50,000	$50,000
Fuel Tank Remediation/Vapor Extraction	None		$100,000	$100,000
Rwy 17/35 Twy & Ramp Repair	None		$100,000	$100,000
Construct Shade ports	None	$140,000		$140,000
	TOTALS	**$430,000**	**$22,420,382**	**$22,850,382**

INTERNAL SERVICES GROUP
SUMMARY

	Page #	Approp	Revenue	Local Cost
GENERAL FUND				
ARCHITECTURE AND ENGINEERING	3-1-1	634,174	-	634,174
FACILITIES MANAGEMENT:				
ADMINISTRATION	3-2-27	385,060	-	385,060
CUSTODIAL DIVISION	3-2-1	3,402,566	1,706,888	1,695,678
GROUNDS DIVISION	3-2-7	1,456,154	639,000	817,154
HOME REPAIR PROGRAM	3-2-14	-	-	-
MAINTENANCE DIVISION	3-2-20	7,185,160	3,300,000	3,885,160
UTILITIES	3-2-31	15,730,303	-	15,730,303
PURCHASING	3-4-1	1,112,209	10,000	1,102,209
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	3-5-1	2,264,196	1,573,500	690,696
RENTS AND LEASES	3-5-9	571,138	323,000	248,138
TOTAL GENERAL FUND		32,740,960	7,552,388	25,188,572
SPECIAL REVENUE FUND		**Approp**	**Revenue**	**Fund Balance**
REAL ESTATE SERVICES:				
CHINO AGRICULTURAL PRESERVE	3-5-12	3,900,640	862,498	3,038,142
INTERNAL SERVICES FUNDS		**Operating Expense**	**Revenue**	**Revenue Over (Under) Exp**
FLEET MANAGEMENT:				
GARAGE AND WAREHOUSE	3-3-1	7,343,777	8,191,300	847,523
MOTOR POOL	3-3-6	8,415,009	11,265,463	2,850,454
PURCHASING:				
CENTRAL STORES	3-4-5	8,306,235	8,510,000	203,765
MAIL AND COURIER SERVICES	3-4-10	7,870,713	8,100,000	229,287
PRINTING SERVICES	3-4-15	2,641,808	2,805,000	163,192
TOTAL INTERNAL SERVICES FUNDS		34,577,542	38,871,763	4,294,221

OVERVIEW OF BUDGET

DEPARTMENT: ARCHITECTURE & ENGINEERING
DIRECTOR: G. DANIEL OJEDA
BUDGET UNIT: AAA ANE

I. GENERAL PROGRAM STATEMENT

Architecture & Engineering is responsible for the planning, design and administration of the county's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction, and provides inspection and construction project management services through completion of the project. Project costs are reimbursed from departments and the general fund where appropriate.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	567,126	645,063	610,842	634,174
Total Revenue	13,464	5,000	10,461	-
Local Cost	553,662	640,063	600,381	634,174
Budgeted Staffing		25.0		25.0
Workload Indicators				
Construction Contracts Awarded	88	106	93	
Consultant Agreements	57	41	91	
Projects Managed				165
Inspections Performed				1,804
Construction Estimates Completed				120

New workload indicators were established to reflect a more concise measurement of functions performed.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Changes in staffing reflect conversion of a Contract Chief Building Construction Engineer to a regular Building Construction Engineer III. The requested position will be in a lower salary range. This position will manage complex projects and assist in the supervision of lower level project management staff to effectively meet completion goals.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

ARCHITECTURE AND ENGINEERING

Vacant Position Restoration Request:

The department has submitted a policy item to restore 2.0 vacant budgeted positions that are slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	CIP	2.0 $148,604 Revenue Supported	2.0 Building Construction Engineer II positions for program management of Capital Improvement Program projects.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Architecture & Engineering
FUND: General AAA ANE

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,841,911	2,027,376	182,409	-	2,209,785
Services and Supplies	211,935	231,252	(31,583)	-	199,669
Central Computer	20,016	20,016	(6,286)	-	13,730
Transfers	8,903	9,500	(162)	-	9,338
Total Exp Authority	2,082,765	2,288,144	144,378	-	2,432,522
Reimbursements	(1,471,923)	(1,643,081)	(150,267)	-	(1,793,348)
Total Appropriation	610,842	645,063	(5,889)	-	639,174
Revenue					
Other Revenue	10,461	5,000	-	-	5,000
Total Revenue	10,461	5,000	-	-	5,000
Local Cost	600,381	640,063	(5,889)	-	634,174
Budgeted Staffing		25.0	-	-	25.0

GROUP: Internal Services
DEPARTMENT: Architecture & Engineering
FUND: General AAA ANE

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,209,785	16,310	2,226,095	(148,604)	**2,077,491**	-	2,077,491
Services and Supplies	199,669	(4,496)	195,173	-	**195,173**	-	195,173
Central Computer	13,730	-	13,730	-	**13,730**	-	13,730
Transfers	9,338	2,594	11,932	-	**11,932**	-	11,932
Total Exp Authority	2,432,522	14,408	2,446,930	(148,604)	**2,298,326**	-	2,298,326
Reimbursements	(1,793,348)	(19,408)	(1,812,756)	148,604	**(1,664,152)**	-	(1,664,152)
Total Appropriation	639,174	(5,000)	634,174	-	**634,174**	-	634,174
Revenue							
Current Services	5,000	(5,000)	-	-	**-**	-	-
Total Revenue	5,000	(5,000)	-	-	**-**	-	-
Local Cost	634,174	-	634,174	-	**634,174**	-	634,174
Budgeted Staffing	25.0	-	25.0	(2.0)	**23.0**	-	23.0

ARCHITECTURE AND ENGINEERING

Base Year Adjustments

Salaries and Benefits	53,384	MOU.
	102,936	Retirement.
	26,089	Risk Management Workers Comp.
	182,409	
Services and Supplies	(25,603)	4% Spend Down Plan.
	4,020	Risk Management Liabilities.
	(10,000)	30% Cost Reduction Plan.
	(31,583)	
Central Computer	(6,286)	
Transfers	(162)	Incremental change in EHAP.
Reimbursements	(150,267)	Increase correlates to increase in salaries and benefits.
Total Base Year Appropriation	(5,889)	
Total Base Year Revenue	-	
Total Base Year Local Cost	(5,889)	

Recommended Program Funded Adjustments

Salaries and Benefits	16,310	Increase due to equity adjustment approved by the Board in January 2002 for Executive Secretary II and various step increases.
Services & Supplies	(4,496)	GASB 34 Accounting Change (EHAP).
Transfers	4,496	GASB 34 Accounting Change (EHAP).
	(1,902)	Decrease in PSG payroll charges.
	2,594	
Reimbursements	(19,408)	Increase due to MOU salary increases that are passed on to the various Capital Improvement Projects.
Total Appropriation	(5,000)	
Total Revenue	(5,000)	Decrease due to revenues are now included in reimbursements.
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Reimbursements	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	2.0	148,604	148,604	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	148,604	148,604	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Reimbursements	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Building Construction Engineer II	10497	(1.0)	(74,302)	(74,302)	-
Building Construction Engineer II	LY 301059	(1.0)	(74,302)	(74,302)	-
Subtotal Recommended - **Delete**		(2.0)	(148,604)	(148,604)	-
Total Slated for Deletion		(2.0)	(148,604)	(148,604)	-
Vacant Budgeted In Recruitment - **Retain**					
		-	-	-	-
Total in Recruitment Remain		-	-	-	-

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

ARCHITECTURE AND ENGINEERING

POLICY DESCRIPTION FORM

Department/Group: Architecture & Engineering/ISG **Budget Code:** AAA ANE
Title: Restoration of 2 BCE II Positions (10497 & LV301059)

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

See Attached

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 148,604	$ 153,062

CLASSIFICATIONS

Budgeted Staff	Title	Amount
2.0	BCE II	148,604

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) 5011 Transfers In	(148,604)	(153,062)
Total:	$ 0	$ 0

REVENUE (specify source)

Total:	$ 0	$ 0
LOCAL COST	$ 0	$ 0

ARCHITECTURE AND ENGINEERING

Policy Item #1 of 1 - Restoration of 2 BCE II Positions (10497 & LV301059)

One Building Construction Engineer II (BCE II) position has been vacant for six months, as the result of the promotion of an employee to Building Construction Engineer III (BCE III). A second BCE II position was new for fiscal year 2002-03, and therefore, has been frozen all year. Architecture & Engineering (A&E) had Human Resources (HR) advertise for the BCE II position in newspapers during October 2002 and only two applications were received. A&E had HR expand the recruitment to trade magazines in November and December 2002. Recruitment was halted with the hiring freeze in January 2003, and as a result A&E did not pursue filling the BCE II position. In the interim, A&E has worked with HR to modify the job requirements in order to attract more candidates.

A&E is currently using an outside consulting firm to help manage some of the projects. Filling the vacant BCE II positions would allow the department to manage these projects with in-house county staff instead of more expensive outside consultants.

The current workload of over 155 projects, which are being managed by the department, far exceeds the number for a project management staff of eight currently filled positions to handle successfully. The number of projects will increase as a result of new mid-year projects submitted for approval by departments, additional ECD funded projects, and new 2003-04 approved Capital Improvement Program (CIP) projects.

The costs for these positions are 100% reimbursable to the general fund from the CIP budget. The BCE II positions are not part of the department's 30% spend down plan.

OVERVIEW OF BUDGET

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT
DIRECTOR: DAVE GIBSON

	2003-04			
	Appropriations	Revenue	Local Cost	Staffing
Custodial Division	3,402,566	1,706,888	1,695,678	54.9
Grounds Division	1,456,154	639,000	817,154	23.7
Home Repair Program	-	-	-	12.0
Maintenance Division	7,185,160	3,300,000	3,885,160	57.4
Administration	385,060	-	385,060	4.0
Utilities	15,730,303	-	15,730,303	-
TOTAL	28,159,243	5,645,888	22,513,355	152.0

BUDGET UNIT: CUSTODIAL DIVISION (AAA FMD FMC)

I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county owned and some leased facilities through a combination of county employees and contract custodial service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,898,918	3,656,870	3,093,100	3,402,566
Total Revenue	1,366,533	1,962,190	1,680,180	1,706,888
Local Cost	1,532,385	1,694,680	1,412,920	1,695,678
Budgeted Staffing		63.0		54.9
Workload Indicators				
Square Feet Maintained:				
In-House	1,199,312	1,199,312	1,304,314	1,304,314
Contracted	851,906	851,906	837,843	837,843

Variance in 2002-03 is a result of vacant positions due to a high turnover rate that directly impacted revenues.

Workload indicators have changed slightly for the custodial division. Square footage maintained in house has increased mostly due to the addition of West Valley Juvenile Hall. The decrease in contracted custodial square footage is caused by a small portion of West Valley Juvenile Hall that was previously contracted out and is now maintained in house.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budget staffing reduction of 8.1 includes the deletion of two part time (1.0 budgeted staffing) Building Services Janitors and 1.0 Custodian I as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 2.0 Custodian I positions and 1.0 Supervising Custodian. In addition to these position deletions, the department has deleted 1.0 Supervising Custodian, 1.0 Custodian, and reduced funding to 73% of four Custodian I positions (1.1 budgeted staffing) due to a Risk Management Worker's Compensation Experience Modification charge.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 7.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	7.3	Slated for Deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total Vacant	7.3	

Vacant Position Restoration Request:

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

IV. OTHER POLICY ITEMS

None.

V. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Custodial
FUND: General AAA FMD FMC

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,651,460	2,093,339	50,981	-	2,144,320
Services and Supplies	1,441,640	1,538,531	(52,036)	-	1,486,495
Equipment	-	25,000	(25,000)	-	-
Transfers	-	-	(611)	-	(611)
Total Appropriation	3,093,100	3,656,870	(26,666)	-	3,630,204
Revenue					
Current Services	1,680,180	1,962,190	(16,000)	-	1,946,190
Total Revenue	1,680,180	1,962,190	(16,000)	-	1,946,190
Local Cost	1,412,920	1,694,680	(10,666)	-	1,684,014
Budgeted Staffing		63.0	(5.0)	-	58.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Custodial
FUND: General AAA FMD FMC

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,144,320	36,958	2,181,278	(241,040)	**1,940,238**	-	1,940,238
Services and Supplies	1,486,495	(276,129)	1,210,366	-	**1,210,366**	-	1,210,366
Equipment	-	-	-	-	**-**	-	-
Transfers	(611)	11,533	10,922	-	**10,922**	-	10,922
Total Appropriation	3,630,204	(227,638)	3,402,566	(241,040)	**3,161,526**	-	3,161,526
Revenue							
Current Services	1,946,190	(239,302)	1,706,888	-	**1,706,888**	-	1,706,888
Total Revenue	1,946,190	(239,302)	1,706,888	-	**1,706,888**	-	1,706,888
Local Cost	1,684,014	11,664	1,695,678	(241,040)	**1,454,638**	-	1,454,638
Budgeted Staffing	58.0	(3.1)	54.9	(7.3)	**47.6**	-	47.6

FACILITIES MANAGEMENT

Recommended Program Funded Adjustments

Salaries and Benefits	(52,695)	4% Spend Down Plan - delete 1.0 Building Services Janitors and 1.0 Custodian I.
	52,283	MOU.
	89,174	Retirement.
	16,803	Risk Management Workers Comp.
	43,851	Full year funding for custodial positions at West Valley Juvenile Hall.
	(98,435)	30% Cost Reduction Plan - delete 2.0 Custodian I's and 1.0 Supervising Custodian.
	50,981	
Services & Supplies	(9,600)	4% Spend Down Plan.
	5,574	Risk Management Liabilities.
	(48,010)	30% Cost Reduction Plan.
	(52,036)	
Equipment	(25,000)	4% Spend Down Plan.
Transfers	(611)	Incremental Change in EHAP.
Total Appropriation	(26,666)	
Total Revenue	(16,000)	4% Spend Down Plan.
Local Cost	(10,666)	

Recommended Program Funded Adjustments

Salaries & Benefits	99,803	Worker's Compensation - Experience Modification Charge.
	(108,721)	Delete 1.0 Supervising Custodian and 2.1 Custodian I.
	45,876	Miscellaneous step increases.
	36,958	
Services & Supplies	(264,596)	Decrease due to less than anticipated expenditures in contract services.
	(11,533)	GASB 34 Accounting Change (EHAP).
	(276,129)	
Transfers	11,533	GASB 34 Accounting Change (EHAP).
Total Appropriation	(227,638)	
Revenue		
Current Services	(239,302)	Anticipated reduction in services provided to departments.
Total Revenue	(239,302)	
Local Cost	11,664	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	9	7.3	(241,040)	-	(241,040)
Vacant Budgeted In Recruitment - Remain	-	-	-	-	-
Total Vacant	9	7.3	(241,040)	-	(241,040)
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Custodian I	**968**	**(.7)**	**(23,718)**	**-**	**(23,718)**
Custodian I	978	(1.0)	(33,342)	-	(33,342)
Custodian I	**1017**	**(.7)**	**(23,718)**	**-**	**(23,718)**
Custodian I	**1024**	**(.7)**	**(23,715)**	**-**	**(23,715)**
Custodian I	**1027**	**(.7)**	**(23,718)**	**-**	**(23,718)**
Custodian I	**1033**	**(1.0)**	**(32,694)**	**-**	**(32,694)**
Custodian I	**77387**	**(1.0)**	**(32,694)**	**-**	**(32,694)**
Custodian I	**77388**	**(1.0)**	**(32,694)**	**-**	**(32,694)**
Custodian I	**99157**	**(.5)**	**(14,747)**	**-**	**(14,747)**
Subtotal Recommended - **Delete**		(7.3)	(241,040)	-	(241,040)
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		(7.3)	(241,040)	-	(241,040)
Vacant Budgeted In Recruitment - **Retain**					
Total in Recruitment Retain		-	-	-	-

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

BUDGET UNIT: GROUNDS DIVISION (AAA FMD FMG)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,271,781	1,595,135	1,368,125	1,456,154
Total Revenue	716,904	753,370	700,000	639,000
Local Cost	554,877	841,765	668,125	817,154
Budgeted Staffing		28.0		23.7
Workload Indicators				
Acres Maintained	715	715	720	720

Variance in budget is a result of vacant positions and savings in services and supplies.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing reduction of 4.3 includes the deletion of 1.0 Supervising Grounds Caretaker as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. Additionally, the department has deleted 1.0 Grounds Caretaker II and reduced funding to 73% for a Grounds Caretaker I (0.3 budgeting staffing) to offset loss of revenue from the old County Medical Center site.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of 2.0 Grounds Caretaker I's that are slated for deletion. The County Administrative Office recommends Policy Item #1 to restore the 2.0 vacant budgeted positions that would provide landscape maintenance at the Arrowhead Regional Medical Center (ARMC). This restoration is being recommended in order to replace Public Service Employees that are currently providing this service. All costs are 100% reimbursable from ARMC.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Grounds Services	2.0 $72,338 Revenue Supported	2.0 Grounds Caretakers that provide landscape maintenance at ARMC.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Grounds
FUND: General AAA FMD FMG

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	954,898	1,096,809	(17,718)	-	1,079,091
Services and Supplies	413,227	498,326	(30,039)	-	468,287
Central Computer	-	-	894	-	894
Transfers	-	-	(424)	-	(424)
Total Appropriation	1,368,125	1,595,135	(47,287)	-	1,547,848
Revenue					
Current Services	700,000	753,370	(8,000)	-	745,370
Total Revenue	700,000	753,370	(8,000)	-	745,370
Local Cost	668,125	841,765	(39,287)	-	802,478
Budgeted Staffing		28.0	(3.0)	-	25.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Grounds
FUND: General AAA FMD FMG

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,079,091	(29,057)	1,050,034	(72,338)	**977,696**	72,338	1,050,034
Services and Supplies	468,287	(67,916)	400,371	-	**400,371**	-	400,371
Central Computer	894	-	894	-	**894**	-	894
Transfers	(424)	5,279	4,855	-	**4,855**	-	4,855
Total Appropriation	1,547,848	(91,694)	1,456,154	(72,338)	**1,383,816**	72,338	1,456,154
Revenue							
Current Services	745,370	(106,370)	639,000	(72,338)	**566,662**	72,338	639,000
Total Revenue	745,370	(106,370)	639,000	(72,338)	**566,662**	72,338	639,000
Local Cost	802,478	14,676	817,154	-	**817,154**	-	817,154
Budgeted Staffing	25.0	(1.3)	23.7	(2.0)	**21.7**	2.0	23.7

FACILITIES MANAGEMENT

Base Year Adjustments

Salaries and Benefits	(40,727)	4% Spend Down Plan - delete 1.0 Supervising Grounds Caretaker.
	30,392	MOU.
	54,056	Retirement.
	9,655	Risk Management Workers Comp.
	(71,094)	30% Cost Reduction Plan - delete 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I.
	(17,718)	
Services and Supplies	(7,922)	4% Spend Down Plan.
	1,047	Risk Management Liabilities.
	(23,164)	30% Spend Down Plan.
	(30,039)	
Central Computer	894	
Transfers	(424)	Incremental change in EHAP.
Total Appropriation	(47,287)	
Total Revenue	(8,000)	4% Spend Down Plan.
Local Cost	(39,287)	

Recommended Program Funded Adjustments

Salaries and Benefits	(50,007)	Delete 1.0 Grounds Caretaker II and 0.3 Grounds Caretaker I.
	20,950	Projected step increases.
	(29,057)	
Services and Supplies	(62,637)	Reduce budget for Tree Trimming and Grounds Maintenance Contractors to align with projected spending for next year.
	(5,279)	GASB 34 Accounting Change (EHAP).
	(67,916)	
Transfers	5,279	GASB 34 Accounting Change (EHAP).
Total Appropriation	(91,694)	
Revenue		
Current Services	(106,370)	Revenue Reduction primarily consists of loss of funding to maintain grounds at old County Medical Center site.
Total Revenue	(106,370)	
Local Cost	14,676	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	2.0	72,338	72,338	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	72,338	72,338	-
Recommended Restoration of Vacant Deleted		2.0	72,338	72,338	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
Grounds Caretaker I	2359	(1.0)	(36,169)	(36,169)	-
Grounds Caretaker I	76360	(1.0)	(36,169)	(36,169)	-
Subtotal Recommended - **Retain**		(2.0)	(72,338)	(72,338)	-
Total Slated for Deletion		(2.0)	(72,338)	(72,338)	-
Vacant Budgeted In Recruitment - **Retain**					
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

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

FACILITIES MAGAGEMENT

POLICY DESCRIPTION FORM

Department/Group: Facilities Management-Grounds/ISG **Budget Code:** AAA FMD FMG
Title: Grounds Caretaker I

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

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

These positions perform landscape at Arrowhead Regional Medical Center. Facilities Mangement is fully reimbursed for these positions. Currently, Public Service Employees (PSE) are performing these duties. PSE's were used to determine what level of service is needed by ARMC. The intent, once the level of service was determined, was to eliminate the PSE's and fill with full-time permanent positions. ARMC has agreed to cover all costs incurred for landscaping services at ARMC which include the cost of these 2.0 full-time positions.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 72,338	$ 74,508

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Grounds Caretaker I	36,169
1.0	Grounds Caretaker I	36,169

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 72,338	$ 74,508
REVENUE (specify source)		
9800 Other Services	72,338	74,508
Total:	$ 72,338	$ 74,508
LOCAL COST	$ 0	$ 0

BUDGET UNIT: HOME REPAIR (AAA FMH)

I. GENERAL PROGRAM STATEMENT

The Home Repair Program is a federally funded program that is administered by Facilities Management. The program does minor home repairs for candidates that meet age and income requirements. Economic and Community Development Department (ECD) reimburses the costs incurred by the program with federal funds.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	(114,236)	-	(4,278)	-
Local Cost	(114,236)	-	(4,278)	-
Budgeted Staffing		12.0		12.0
Workload Indicators				
Jobs Completed	320	320	334	341

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes include deleting 1.0 Housing Repair Worker II and funding 1.0 Housing Repair Worker III position. The Housing Repair Worker II position is being phased out as positions are vacated. This phase out, which replaces Home Repair Worker II's with Home Repair Worker III's, is necessary to provide the program with positions that are more highly skilled in home repairs.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

Vacant Position Restoration Request

The department has submitted a policy item for restoration of the 1.0 vacant Housing Repair Worker III position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of the 1.0 vacant position for the Home Repair Program. This restoration is being recommended since the program is federally funded and all costs are 100% reimbursed from the Economic and Community Development Department.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Home Repair	1.0 $44,532 Revenue Supported	This Housing Repair Worker III position provides minor home repairs to the general public that meets age and income requirements.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Home Repair
FUND: General AAA FMH

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	544,084	554,624	51,309	-	605,933
Services and Supplies	252,300	246,038	(1,798)	-	244,240
Transfers	-	-	(266)	-	(266)
Total Exp Authority	796,384	800,662	49,245	-	849,907
Reimbursements	(800,662)	(800,662)	(49,245)	-	(849,907)
Total Appropriation	(4,278)	-	-	-	-
Local Cost	(4,278)	-	-	-	-
Budgeted Staffing		12.0	-	-	12.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Home Repair
FUND: General AAA FMH

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	605,933	13,230	619,163	(44,532)	**574,631**	44,532	619,163
Services and Supplies	244,240	(1,361)	242,879	-	**242,879**	-	242,879
Transfers	(266)	2,346	2,080	-	**2,080**	-	2,080
Total Exp Authority	849,907	14,215	864,122	(44,532)	**819,590**	44,532	864,122
Reimbursements	(849,907)	(14,215)	(864,122)	44,532	**(819,590)**	(44,532)	(864,122)
Total Appropriation	-	-	-	-	**-**	-	-
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	12.0	-	12.0	(1.0)	**11.0**	1.0	12.0

FACILITIES MANAGEMENT

Base Year Adjustments

Salaries and Benefits	16,269	MOU.
	29,597	Retirement.
	5,443	Risk Management Workers Comp.
	51,309	
Services and Supplies	(1,798)	Risk Management Liabilities.
Transfers	(266)	Incremental change in EHAP.
Reimbursements	(49,245)	Base year adjustmenst funded throught ECD Home Repair Program.
Total Appropriation	-	
Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	3,467	Funding increase to fill Housing Repair Worker III position and delete Housing Repair Worker II position.
	9,763	Projected costs for step increases.
	13,230	
Services and Supplies	985	Increased appropriations to cover projected expenditures.
	(2,346)	GASB 34 Accounting Change (EHAP).
	(1,361)	
Transfers	2,346	GASB 34 Accounting Change (EHAP).
Reimbursements	(14,215)	Additional funding from ECD Home Repair Program to cover additional expenditures.
Total Appropriation	-	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	44,532	44,532	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	44,532	44,532	-
Recommended Restoration of Vacant Deleted		1.0	44,532	44.532	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
Housing Repair Worker III	8591	(1.0)	(44,532)	(44,532)	-
Subtotal Recommended - **Retain**		(1.0)	(44,532)	(44,532)	-
Total Slated for Deletion		(1.0)	(44,532)	(44,532)	-
Vacant Budgeted In Recruitment - **Retain**					
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

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

FACILITIES MANAGEMENT

POLICY DESCRIPTION FORM

Department/Group: Facilities Management-Home Repair/ISG **Budget Code:** AAA FMD FMH
Title: Housing Repair Worker III #8591

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

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

The Home Repair Program is a federally funded program and this position is fully reimbursed through the Economic and Community Development Department.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 44,532	$ 45,868

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Housing Repair Wkr III	44,532

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) Economic and Community Development	(44,532)	(45,868)
Total:	$ 0	$ 0
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 0	$ 0

BUDGET UNIT: MAINTENANCE DIVISION (AAA FMD FMM)

I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	6,945,474	7,226,422	6,980,990	7,185,160
Total Revenue	3,207,557	3,475,000	3,265,000	3,300,000
Local Cost	3,737,917	3,751,422	3,715,990	3,885,160
Budgeted Staffing		61.0		57.4
Workload Indicators				
Square feet maintained	4,175,000	4,175,000	4,285,000	4,285,000
Maintenance trouble calls	11,037	12,000	12,000	12,000
Maintenance requisitions	1,020	1,200	1,000	1,000

Actual expenses were lower in 2002-03 due to vacant positions and savings in services and supplies.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing reductions of 3.6 include the deletion of 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker as outlined in the Facilities Management Department 4% Spend Down plan. In addition to these position deletions, the department has deleted 1.0 General Maintenance Mechanic and reduced funding to 73% for one Electrician and one General Maintenance Mechanic (0.6 budgeted staffing). The additional reductions are necessary in order to fund the increase in MOU, retirement, and Risk Management Workers Compensation costs.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has 2.4 vacant positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.4	Slated for Deletion
Vacant Budgeted In Recruitment	1.0	Retain
Total Vacant	2.4	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of a 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item # 1 which would restore the department's request of the 1.0 vacant Maintenance Supervisor position for maintenance services. All costs are 100% reimbursable from Capital Improvement Projects and other maintenance requests from county departments.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Maintenance Services	1.0 $70,367 Revenue Supported	Maintenance Supervisor to monitor the completion of minor Capital Improvement Program projects.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Maintenance
FUND: General AAA FMD FMM

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,145,148	3,298,902	260,812	-	3,559,714
Services and Supplies	3,787,777	3,870,100	(94,219)	-	3,775,881
Central Computer	24,695	24,695	(4,394)	-	20,301
Transfers	23,370	32,725	(33,485)	-	(760)
Total Appropriation	6,980,990	7,226,422	128,714	-	7,355,136
Revenue					
Current Services	3,265,000	3,475,000	(70,000)	-	3,405,000
Total Revenue	3,265,000	3,475,000	(70,000)	-	3,405,000
Local Cost	3,715,990	3,751,422	198,714	-	3,950,136
Budgeted Staffing		61.0	(2.0)	-	59.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Maintenance
FUND: General AAA FMD FMM

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,559,714	(31,784)	3,527,930	(147,699)	**3,380,231**	70,367	3,450,598
Services and Supplies	3,775,881	(150,528)	3,625,353	-	**3,625,353**	-	3,625,353
Central Computer	20,301	-	20,301	-	**20,301**	-	20,301
Transfers	(760)	12,336	11,576	-	**11,576**	-	11,576
Total Exp Authority	7,355,136	(169,976)	7,185,160	(147,699)	**7,037,461**	70,367	7,107,828
Revenue							
Current Services	3,405,000	(105,000)	3,300,000	(70,367)	**3,229,633**	70,367	3,300,000
Total Revenue	3,405,000	(105,000)	3,300,000	(70,367)	**3,229,633**	70,367	3,300,000
Local Cost	3,950,136	(64,976)	3,885,160	(77,332)	**3,807,828**	-	3,807,828
Budgeted Staffing	59.0	(1.6)	57.4	(3.0)	**54.4**	1.0	55.4

FACILITIES MANAGEMENT

Base Year Adjustments

Salaries and Benefits	(86,841)	4% Spend Down Plan - delete 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker.
	88,779	MOU.
	166,393	Retirement.
	32,634	Risk Management Workers Comp.
	59,847	Full year funding for maintenance staff at West Valley Juvenile Hall.
	260,812	
Services & Supplies	(103,770)	4% Spend Down Plan.
	14,351	Risk Management Liabilities.
	(4,800)	30% Cost Reduction Plan.
	(94,219)	
Central Computer	(4,394)	
Transfers	(32,724)	4% Spend Down Plan.
	(761)	Incremental Change in EHAP.
	(33,485)	
Total Appropriation	128,714	
Total Revenue	(70,000)	4% Spend Down Plan.
Local Cost	198,714	

Recommended Program Funded Adjustments

Salaries and Benefits	(36,993)	Delete 1.0 General Maintenance Mechanic.
	(13,622)	Delete .3 Electrician.
	(14,857)	Delete .3 General Maintenance Mechanic.
	33,688	Projected costs for step increases.
	(31,784)	
Services and Supplies	(139,191)	Reduce Building Maintenance Budget to better reflect projected expenditures.
	(11,337)	GASB 34 Accounting Change (EHAP).
	(150,528)	
Transfers	999	Increase in services provided by county sign shop.
	11,337	GASB 34 Accounting Change (EHAP).
	12,336	
Total Appropriation	(169,976)	
Revenue		
Current Services	(105,000)	Revenue reduction budgeted to reflect projected revenues.
Total Revenue	(105,000)	
Local Cost	(64,976)	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	3	1.4	77,332	-	77,332
Vacant Budgeted In Recruitment - Retain	-	1.0	70,367	70,367	-
Total Vacant	3	2.4	147,699	70,367	77,332
Recommended Restoration of Vacant Deleted		1.0	70,367	70,367	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Electrician	**7975**	**(.7)**	**(40,339)**	**-**	**(40,339)**
General Maint Mechanic	**77325**	**(.7)**	**(36,993)**	**-**	**(36,993)**
Subtotal Recommended - **Delete**		(1.4)	(77,332)	-	(77,332)
Maintenance Supervisor	7189	(1.0)	(70,367)	(70,367)	-
Subtotal Recommended - **Retain**		(1.0)	(70,367)	(70,367)	-
Total Slated for Deletion		(2.4)	(147,699)	(70,367)	(77,332)
Vacant Budgeted In Recruitment - **Retain**					
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

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

FACILITIES MANAGEMENT

POLICY DESCRIPTION FORM

Department/Group: Facilities Management-Maintenance/ISG **Budget Code:** AAA FMD FMM
Title: Maintenance Supervisor , Position #7189

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

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

The duties of this position are currently being performed by a General Maintenance Mechanic on Special Assignment Compensation (SAC) with the SAC scheduled to expire on July 1, 2003. It is the responsibility of this position to oversee minor Capital Improvement Program (CIP) projects for Facilities Management. All salary/benefit costs will be 100% reimbursed from the CIP budget.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 70,367	$ 72,478

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Maintenance Supv	70,367

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 70,367	$ 72,478
REVENUE (specify source)		
9800 Other Services	70,367	72,478
Total:	$ 70,367	$ 72,478
LOCAL COST	$ 0	$ 0

BUDGET UNIT: ADMINISTRATION (AAA FMD FMT)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair and Maintenance).

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	344,841	344,105	334,567	385,060
Total Revenue	349	-	284	-
Local Cost	344,492	344,105	334,283	385,060
Budgeted Staffing		4.0		4.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes include the reduction of 1.0 Staff Aide and the addition of 1.0 Staff Analyst II to monitor and maintain the new CAFM (Computer Aided Facilities Management) maintenance and inventory software. Also included is the conversion of an Executive Secretary III to an Executive Secretary II.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Administration
FUND: General AAA FMD FMT

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	329,769	335,825	16,754	-	352,579
Services and Supplies	4,798	8,280	(14,346)	-	(6,066)
Transfers	-	-	(89)	-	(89)
Total Appropriation	334,567	344,105	2,319	-	346,424
Revenue					
Other Revenue	284	-	-	-	-
Total Revenue	284	-	-	-	-
Local Cost	334,283	344,105	2,319	-	346,424
Budgeted Staffing		4.0	-	-	4.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Administration
FUND: General AAA FMD FMT

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	352,579	7,641	360,220	-	**360,220**	-	360,220
Services and Supplies	(6,066)	30,213	24,147	-	**24,147**	-	24,147
Transfers	(89)	782	693	-	**693**	-	693
Total Appropriation	346,424	38,636	385,060	-	**385,060**		385,060
Revenue							
Current Services	-	-	-	-	**-**	-	-
Total Revenue	-	-	-	-	**-**		
Local Cost	346,424	38,636	385,060	-	**385,060**	-	385,060
Budgeted Staffing	4.0	-	4.0	-	**4.0**	-	4.0

FACILITIES MANAGEMENT

Base Year Adjustments

Salaries and Benefits	8,868	MOU.
	17,462	Retirement.
	424	Risk Management Workers Comp.
	(10,000)	30% Cost Reduction Plan
	16,754	
Services and Supplies	(13,605)	Risk Management Liabilities.
	(741)	30% Cost Reduction Plan.
	(14,346)	
Transfers	(89)	Incremental change in EHAP.
Total Appropriation	2,319	
Total Revenue	-	
Local Cost	2,319	

Recommended Program Funded Adjustments

Salaries and Benefits	(5,228)	Net Savings between addition of an Executive Secretary II and deletion of an Executive Secretary III.
	12,869	Net increase between addition of a Staff Analyst II and deletion of a Staff Aide.
	7,641	
Services & Supplies	30,995	Increase in appropriations to more accurately reflect administrative costs.
	(782)	GASB 34 Accounting Change (EHAP).
	30,213	
Transfers	782	GASB 34 Accounting Change (EHAP).
Total Appropriation	38,636	
Total Revenue	-	
Local Cost	38,636	

BUDGET UNIT: UTILITIES (AAA UTL)

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	15,931,125	14,503,536	16,611,351	15,730,303
Total Revenue	167,073	-	-	-
Local Cost	15,764,052	14,503,536	16,611,351	15,730,303
Workload Indicators				
Electric	11,241,499	10,250,000	11,723,700	11,723,700
Gas	645,968	846,000	820,200	820,200
Water	1,559,515	1,270,000	1,623,461	1,623,461
Sewer	691,604	500,000	794,977	794,977
Disposal	970,482	879,000	899,700	899,700

Actual expenditures exceeded budget as a result of an increase in costs in electrical ,disposal, and water/sewer rates that were partially offset by the electrical retrofit program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of $881,048 in this budget unit. County Schools will provide reimbursement to this budget unit of $466,048 in 2003-04 for utility costs, and County Schools will pay for phone costs directly.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

Historically administration of the Utilities budget, which is under the auspices of the Facilities Management Department, included only the processing of the utility bills for payment. Due to the lack of dedicated support, the department has made budget projections and year-end estimates based solely on fiscal data supported only by utility payments. One position – 1.0 Energy/Utility Analyst costing $64,380– is requested to administer and provide analysis of the utility budget. The Utility Analyst will be responsible for reporting on utility usage in all of the county facilities - principally electric, gas, water and sewer – and will coordinate the development of utility usage reports to make recommendations regarding energy conservation matters. In addition, the analyst will act as a liaison with the utility companies (Southern California Edison, The Gas Company, Southwest Gas, etc.) that serve the county.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Utilities
FUND: General AAA UTL

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	16,141,351	14,053,536	2,107,815	-	16,161,351
Transfers	470,000	470,000	-	-	470,000
Total Exp Authority	16,611,351	14,523,536	2,107,815	-	16,631,351
Reimbursements	-	(20,000)	-	-	(20,000)
Total Appropriation	16,611,351	14,503,536	2,107,815	-	16,611,351
Local Cost	16,611,351	14,503,536	2,107,815	-	16,611,351

GROUP: Internal Services
DEPARTMENT: Facilities Management - Utilities
FUND: General AAA UTL

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	16,161,351	(435,000)	15,726,351	-	**15,726,351**	-	15,726,351
Transfers	470,000	-	470,000	-	**470,000**	-	470,000
Total Exp Authority	16,631,351	(435,000)	16,196,351	-	**16,196,351**	-	16,196,351
Reimbursements	(20,000)	(446,048)	(466,048)	-	**(466,048)**	-	(466,048)
Total Appropriation	16,611,351	(881,048)	15,730,303	-	**15,730,303**		15,730,303
Local Cost	16,611,351	(881,048)	15,730,303	-	**15,730,303**	-	15,730,303

Base Year Adjustments

Services and Supplies	2,107,815	Other - increase in utility costs.
Total Appropriation	2,107,815	
Local Cost	2,107,815	

Recommended Program Funded Adjustments

Services and Supplies	(20,000)	Adjusted due to reduction in reimbursements.
	(415,000)	Local cost transfer to Superintendent of Schools in budget (AAA SCL) for ISD telephone service charges.
	(435,000)	
Reimbursements	20,000	One time reimbursement for electrical usage at Ontario facility in 2002-03.
	(466,048)	Reimbursement from Superintendent of Schools budget (AAA SCL) for utilities.
	(446,048)	
Total Appropriation	(881,048)	
Total Revenues	-	
Local Cost	(881,048)	

FACILITIES MANAGEMENT

POLICY DESCRIPTION FORM

Department/Group: Facilities Management/ISG **Budget Code:** AAA UTL
Title: Energy Utility Analyst

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

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

Historically, administration of the Utilities budget which is under the auspices of the Facilities Management Department included only the processing of the utility bills for payment. Due to the lack of dedicated support, the department has made budget projections and year-end estimates based solely on fiscal data supported only by utility payments. A 1.0 Energy /Utility Analyst is requested to administer and provide analysis of the utility budget. The Utility Analyst will be responsible for reporting on utility usage in all of the county facilities, prinicipally electric, gas, water, and sewer and will coordionate the development of utility usage reports to make recommendations regarding energy conservation matters. In addition, the analyst will act as a liaison with the utility companies (Southern California Edison, The Gas Company, Southwest Gas, etc.) that serve the county. The salary & benefits for this position will be fully absorbed into the utility budget.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$	$

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Staff Analyst II	64,380

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$	$

REVENUE (specify source)		
Total:	$	$
LOCAL COST	$	$

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
DIRECTOR: ROGER WEAVER

	2003-04			
	Operating Expense	Revenue	Revenue Over/(Under)	Staffing
Garage	7,343,777	8,191,300	847,523	94.0
Motor Pool	8,415,009	11,265,463	2,850,454	4.0
Total	15,758,786	19,456,763	3,697,977	98.0

BUDGET UNIT: GARAGE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

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

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	12,965,388	12,996,138	13,307,587	7,343,777
Total Revenue	12,901,671	13,260,000	13,314,463	8,191,300
Revenue Over/(Under) Expense	(63,717)	263,862	6,876	847,523
Budgeted Staffing		103.3		94.0
Fixed Assets	235	324,300	388	170,000
Unrestricted Net Assets Available at Yr End	82,089		89,000	
Workload Indicators				
Number of Work Orders	19,960	20,700	17,000	17,000
Number of Billable Shop Hours	98,426	99,200	66,000	71,000
Warehouse Sales	1,305,748	1,464,000	995,000	1,000,000
Parts Sales	3,157,350	3,038,000	2,717,000	3,000,000
Fuel Gallons Dispensed	2,668,354	2,888,000	2,900,000	2,900,000

Workload in 2002-03 is estimated less than budget. However, estimated operating expense is greater than budget due to increased fuel costs. Revenue is greater than budget due to the implementation of the revised Garage rates charged to the Motor Pool. These rates were approved by the Board on July 2, 2002.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The Fleet Management Motor Pool division (IBA VHS) will transfer 3.0 budgeted positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This change is incorporated to better align job function by fund. The increase in salaries and benefits will be offset by eliminating 12.3 vacant positions.

FLEET MANAGEMENT

PROGRAM CHANGES

None.

OTHER CHANGES

Reimbursements are increased and revenues are decreased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance.

IV. VACANT POSITION IMPACT

None.

IV. OTHER POLICY ITEMS

None.

V. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	5,170,023	5,407,656	522,019	-	5,929,675
Services and Supplies	7,828,546	7,237,074	33,280	-	7,270,354
Central Computer	42,018	42,018	(7,182)	-	34,836
Transfers	17,000	59,390	(1,247)	-	58,143
Total Exp Authority	13,057,587	12,746,138	546,870	-	13,293,008
Reimbursements	-	-	-	-	-
Total Appropriation	13,057,587	12,746,138	546,870	-	13,293,008
Depreciation	250,000	250,000	-	-	250,000
Total Operating Exp	13,307,587	12,996,138	546,870	-	13,543,008
Revenue					
Use of Money & Prop	15,000	40,000	-	-	40,000
Current Services	13,300,000	13,220,000	-	-	13,220,000
Other Revenue	(537)	-	-	-	-
Total Revenue	13,314,463	13,260,000	-	-	13,260,000
Rev Over/(Under) Exp	6,876	263,862	(546,870)	-	(283,008)
Budgeted Staffing		103.3	-	-	103.3
Fixed Asset Exp.					
Equipment	-	316,300	-	-	316,300
Structures & Improv	388	-	-	-	-
Vehicles	-	8,000	-	-	8,000
Total Fixed Assets	388	324,300	-	-	324,300

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	5,929,675	(68,633)	5,861,042	-	**5,861,042**	-	5,861,042
Services and Supplies	7,270,354	(1,263,068)	6,007,286	-	**6,007,286**	-	6,007,286
Central Computer	34,836	-	34,836	-	**34,836**	-	34,836
Transfers	58,143	273,067	331,210	-	**331,210**	-	331,210
Total Exp Authority	13,293,008	(1,058,634)	12,234,374	-	**12,234,374**	-	12,234,374
Reimbursements	-	(5,140,597)	(5,140,597)	-	**(5,140,597)**	-	(5,140,597)
Total Appropriation	13,293,008	(6,199,231)	7,093,777	-	**7,093,777**	-	7,093,777
Depreciation	250,000	-	250,000	-	**250,000**	-	250,000
Total Operating Exp	13,543,008	(6,199,231)	7,343,777	-	**7,343,777**	-	7,343,777
Revenue							
Use of Money & Prop	40,000	(20,000)	20,000	-	**20,000**	-	20,000
Current Services	13,220,000	(5,048,700)	8,171,300	-	**8,171,300**	-	8,171,300
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	13,260,000	(5,068,700)	8,191,300	-	**8,191,300**	-	8,191,300
Revenue Over/(Under) Exp	283,008	1,130,531	847,523	-	847,523	-	847,523
Budgeted Staffing	103.3	(9.3)	94.0	-	**94.0**	-	94.0
Fixed Asset Exp							
Equipment	316,300	(166,300)	150,000	-	**150,000**	-	150,000
Structures & Improv	-	20,000	20,000	-	**20,000**	-	20,000
Vehicles	8,000	(8,000)	-	-	-	-	-
Total Fixed Asset Exp	324,300	(154,300)	170,000	-	**170,000**	-	170,000

FLEET MANAGEMENT

Base Year Adjustments

Salaries and Benefits	165,757	MOU.
	307,051	Retirement.
	49,211	Risk Management Workers' Comp.
	522,019	
Services and Supplies	33,280	Risk Management liabilities.
Central Computer	(7,182)	
Transfers	(1,247)	Incremental change in EHAP.
Total Operating Expense	546,870	
Total Revenue	-	
Revenue Over(Under) Exp	(546,870)	

Recommended Program Funded Adjustments

Salaries and Benefits	132,161	Transfer in 3.0 positions from Motor Pool - 1.0 Fiscal Clerk III and 2.0 Motor Pool Assistant.
	(492,191)	Step increases offset by the elimination of 12.3 positions - 0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic, 1.0 Motor Pool Assistant, 1.0 Operations Manager, 0.5 Public Service Employee.
	291,397	GASB 34 accounting change (departmental overhead).
	(68,633)	
Services and Supplies	(19,156)	GASB 34 accounting change (EHAP).
	(1,243,912)	The purchase of replacement vehicles in 2002-03 and 2003-04 will result in decreased costs for the purchase of parts.
	(1,263,068)	
Transfers	19,156	GASB 34 accounting change (EHAP).
	253,911	Barstow lease.
	273,067	
Total Exp Authority	(1,058,634)	
Reimbursements	(291,397)	GASB 34 accounting change (departmental overhead).
	(4,849,200)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	(5,140,597)	
Total Operating Expense	(6,199,231)	
Revenue	(5,068,700)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
Rev Over/(Under) Exp	1,130,531	
Total Fixed Assets	(154,300)	The department expects to purchase less equipment than budgeted in 2002-03.

BUDGET UNIT: MOTOR POOL (IBA VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division operates as an internal service fund with rental rates on fleet vehicles to provide for replacement, fuel, maintenance, insurance, overhead and other operational costs. Motor Pool currently has ownership and responsibility for 1,892 automobiles, vans, pickup trucks and various specialty vehicles assigned to county departments. Activities and programs of the Motor Pool Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

The Motor Pool budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	9,779,969	8,650,585	8,772,083	8,415,009
Total Revenue	11,061,452	10,992,000	11,396,476	11,265,463
Revenue Over/(Under) Expense	1,281,483	2,341,415	2,624,393	2,850,454
Budgeted Staffing		8.1		4.0
Fixed Assets	1,988,299	6,000,000	4,500,000	4,200,000
Unrestricted Net Assets Avail. at Yr. End	7,380,307		5,505,000	
Workload Indicators				
Vehicles owned by the Motor Pool	1,913	1,925	1,295	1,295
Vehicles owned by other departments			597	597
Total miles driven (all vehicles)	18,817,108	21,150,000	19,375,000	19,000,000

Workload indicators are changed to segregate fleet vehicles that are owned by the motor pool and those that are owned by other departments. The charge for monthly fixed cost is not assessed on vehicles owned by other departments because Fleet Management is not responsible for their eventual replacement.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The Motor Pool division will transfer 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This transfer is incorporated to better align job function by fund and is reflected by a reduction of salaries and benefits. In addition, 1.0 Public Service Employee and 0.1 budgeted Fiscal Clerk III overtime are deleted.

PROGRAM CHANGES

None.

OTHER CHANGES

Services and supplies are decreased and transfers are increased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance and administrative overhead.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Fleet Management - Motor Pool
FUND: Internal Services IBA VHS

FUNCTION: General
ACTIVITY: Central Motor Pool

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	556,087	675,301	28,134	-	703,435
Services and Supplies	6,311,514	5,204,508	(97,503)	-	5,107,005
Central Computer	4,482	4,482	(2,042)	-	2,440
Transfers	-	-	(179)	-	(179)
Total Exp Authority	6,872,083	5,884,291	(71,590)	-	5,812,701
Reimbursements	-	-	-	-	-
Total Appropriation	6,872,083	5,884,291	(71,590)	-	5,812,701
Depreciation	1,900,000	2,766,294	-	-	2,766,294
Total Operating Expense	8,772,083	8,650,585	(71,590)	-	8,578,995
Revenue					
Use of Money & Prop	165,000	165,000	-	-	165,000
Current Services	9,852,000	10,652,000	-	-	10,652,000
Other Revenue	1,206,209	-	-	-	-
Other Financing	173,267	175,000	-	-	175,000
Total Revenue	11,396,476	10,992,000	-	-	10,992,000
Rev Over/(Under) Exp	2,624,393	2,341,415	71,590	-	2,413,005
Budgeted Staff		8.1	-	-	8.1
Fixed Asset Exp.					
Vehicles	4,500,000	6,000,000	-	-	6,000,000
Total Fixed Assets	4,500,000	6,000,000	-	-	6,000,000

GROUP: Internal Services
DEPARTMENT: Fleet Management - Motor Pool
FUND: Internal Services IBA VHS

FUNCTION: General
ACTIVITY: Central Motor Pool

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	703,435	(505,837)	197,598	-	**197,598**	-	197,598
Services and Supplies	5,107,005	(4,361,734)	745,271	-	**745,271**	-	745,271
Central Computer	2,440	-	2,440	-	**2,440**	-	2,440
Transfers	(179)	5,143,481	5,143,302	-	**5,143,302**	-	5,143,302
Total Exp Authority	5,812,701	275,910	6,088,611	-	**6,088,611**	-	6,088,611
Reimbursements	-	(300,000)	(300,000)	-	**(300,000)**	-	(300,000)
Total Appropriation	5,812,701	(24,090)	5,788,611	-	**5,788,611**	-	5,788,611
Depreciation	2,766,294	(139,896)	2,626,398	-	**2,626,398**	-	2,626,398
Total Operating Expense	8,578,995	(163,986)	8,415,009	-	**8,415,009**	-	8,415,009
Revenue							
Use of money & Prop	165,000	-	165,000	-	**165,000**	-	165,000
Current Services	10,652,000	(2,352,935)	8,299,065	-	**8,299,065**	-	8,299,065
Other Revenue	-	2,626,398	2,626,398	-	**2,626,398**	-	2,626,398
Other Financing	175,000	-	175,000	-	**175,000**	-	175,000
Total Revenue	10,992,000	273,463	11,265,463	-	**11,265,463**	-	11,265,463
Rev Over/(Under) Exp	2,413,005	437,449	2,850,454	-	**2,850,454**	-	2,850,454
Budgeted Staffing	8.1	(4.1)	4.0	-	**4.0**	-	4.0
Fixed Asset Exp.							
Vehicles	6,000,000	(1,800,000)	4,200,000	-	**4,200,000**	-	4,200,000
Total Fixed Assets	6,000,000	(1,800,000)	4,200,000	-	**4,200,000**	-	4,200,000

FLEET MANAGEMENT

Base Year Adjustments

Salaries and Benefits	9,826	MOU.
	16,324	Retirement.
	1,984	Risk Management Workers' Comp.
	28,134	
Services and Supplies	(97,503)	Risk Management liabilities.
Central Computer	(2,042)	
Transfers	(179)	Incremental change in EHAP.
Total Operating Exp	(71,590)	
Total Revenue	-	
Revenue Over/(Under) Exp.	71,590	

Recommended Program Funded Adjustments

Salaries and Benefits	(214,440)	Step increases offset by 1.0 Fiscal Clerk and 2.0 Motor Pool Assistants transferred to the Garage (ICB VHS), deletion of 1.0 Public Service Employee, and elimination of 0.1 budgeted Fiscal Clerk III overtime.
	(291,397)	GASB 34 accounting change (departmental overhead).
	(505,837)	
Services and Supplies	(1,583)	GASB 34 accounting change (EHAP).
	45,939	COWCAP
	(4,406,090)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	(4,361,734)	
Transfers	1,583	GASB 34 accounting change (EHAP).
	291,397	GASB 34 accounting change (Departmental overhead).
	4,850,501	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	5,143,481	
Total Exp Authority	275,910	
Reimbursement	(300,000)	Garage expenses.
Depreciation	(139,896)	Auditor-Controller estimates.
Total Operating Expense	(163,986)	
Revenue		
Current Services	(2,352,935)	Decrease to reclassify revenue related to vehicle replacement.
Other Revenue	2,626,398	Reclassify revenue related to vehicle replacement.
Total Revenue	273,463	
Rev Over/(Under) Exp	437,449	
Total Fixed Assets	(1,800,000)	Decrease the number of vehicles to be purchased from 300 to 200.

OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING
DIRECTOR: AURELIO W. DE LA TORRE

	2003-04				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,112,209	10,000	1,102,209.0		18.0
Central Stores	8,306,235	8,510,000		203,765	15.0
Mail/Courier Services	7,870,713	8,100,000		229,287	35.0
Printing Services	2,641,808	2,805,000		163,192	18.0
TOTAL	19,930,965	19,425,000	1,102,209	596,244	86.0

BUDGET UNIT: PURCHASING (AAA PUR)

I. GENERAL PROGRAM STATEMENT

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Central Mail Services) through its ISF Divisions. It also manages and arranges for the sale of county surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,139,471	1,140,594	1,092,814	1,112,209
Total Revenue	36,225	5,000	11,390	10,000
Local Cost	1,103,246	1,135,594	1,081,424	1,102,209
Budgeted Staffing		19.1		18.0
Workload Indicators				
Purchase Orders	1,852	2,300	2,400	2,300
Request For Payments	62,797	62,000	66,200	65,000
Requisitions	3,772	4,700	3,500	3,500
Blanket Purchase Orders	1,714	2,000	2,200	2,100
Request For Proposals	120	200	275	300

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes reflect the reduction of 0.8 Clerk III in the contracts unit as part of the 30% Cost Reduction Plan implemented and net reduction changes of 0.3 due to the conversion of 2.3 Buyer I's to 2.0 Buyer II's in the Purchasing Section.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General AAA PUR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,068,446	1,099,154	92,879	-	1,192,033
Services and Supplies	170,150	175,124	(69,341)	-	105,783
Central Computer	16,125	14,926	(1,506)	-	13,420
Other Charges	2,187	3,835	-	-	3,835
Equipment	27,366	57,765	(55,600)	-	2,165
Transfers	-	-	183	-	183
Total Exp Authority	1,284,274	1,350,804	(33,385)	-	1,317,419
Less:					
Reimbursements	(191,460)	(210,210)	-	-	(210,210)
Total Appropriation	1,092,814	1,140,594	(33,385)	-	1,107,209
Revenue					
State Aid	195	-	-	-	-
Other Revenue	11,195	5,000	-	-	5,000
Total Revenue	11,390	5,000	-	-	5,000
Local Cost	1,081,424	1,135,594	(33,385)	-	1,102,209
Budgeted Staffing		19.1		-	19.1

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General AAA PUR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,192,033	(4,401)	1,187,632	-	**1,187,632**	-	1,187,632
Services and Supplies	105,783	(13,258)	92,525	-	**92,525**	-	92,525
Central Computer	13,420	-	13,420	-	**13,420**	-	13,420
Other Charges	3,835	(2,838)	997	-	**997**	-	997
Equipment	2,165	3,618	5,783	-	**5,783**	-	5,783
Transfers	183	3,129	3,312	-	**3,312**	-	3,312
Total Exp Authority	1,317,419	(13,750)	1,303,669	-	**1,303,669**	-	1,303,669
Reimbursements	(210,210)	18,750	(191,460)	-	**(191,460)**	-	(191,460)
Total Appropriation	1,107,209	5,000	1,112,209	-	**1,112,209**	-	1,112,209
Revenue							
Other Revenue	5,000	5,000	10,000	-	**10,000**	-	10,000
Total Revenue	5,000	5,000	10,000	-	**10,000**	-	10,000
Local Cost	1,102,209	-	1,102,209	-	**1,102,209**	-	1,102,209
Budgeted Staffing	19.1	(1.1)	18.0	-	**18.0**	-	18.0

PURCHASING

Base Year Adjustments

Salaries and Benefits	31,718	MOU.
	59,747	Retirement.
	1,414	Risk Management Workers Comp.
	92,879	
Services and Supplies	(20,424)	4% Spend Down Plan.
	(50,000)	30% Cost Reduction Plan.
	1,083	Risk Management Liabilities.
	(69,341)	
Central Computer	(1,506)	
Equipment	(25,000)	4% Spend Down Plan.
	(30,600)	30% Cost Reduction Plan.
	(55,600)	
Transfers	183	Incremental change in EHAP.
Total Base Year Appropriation	(33,385)	
Total Base Year Revenue	-	
Total Base Year Local Cost	(33,385)	

Recommended Program Funded Adjustments

Salaries and Benefits	(4,401)	Based on net reduction of 1.1 staffing involving deletion of 0.8 Clerk III, deletion of 2.3 Buyer I's and addition of 2.0 Buyer II's. This reduction is offset slightly by step increases.
Services and Supplies	(10,129)	Reduction in purchase of computers.
	(3,129)	GASB 34 Accouting Change (EHAP).
	(13,258)	
Other Charges	(2,838)	Interest reduction on completed lease.
Equipment	3,618	Second year of a five-year lease.
Transfers	3,129	GASB 34 Accouting Change (EHAP).
Reimbursements	18,750	Deletion of reimbursement for vehicle purchase.
Total Appropriation	5,000	
Revenue		
Other Revenue	5,000	Anticipated increase in surplus sales.
Total Revenue	5,000	
Local Cost	-	

BUDGET UNIT: CENTRAL STORES (IAV PUR)

I. GENERAL PROGRAM STATEMENT

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

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

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	8,885,275	8,451,223	8,629,559	8,306,235
Total Revenue	9,127,369	9,115,000	8,853,030	8,510,000
Total Revenue Over/(Under) Exp	242,094	663,777	223,471	203,765
Budgeted Staffing		15.0		15.0
Fixed Assets	30,000	35,000	-	35,000
Unrestricted Net Assets Available at Yr End	477,471		350,000	
Workload Indicators				
Work Orders	42,510	40,000	38,500	37,000
Whse/Store Sales ($)	9,112,955	9,100,000	8,500,000	8,250,000

The operating expense between budget to estimated for 2002-03 is due to additional expenses in services and supplies to meet the higher than anticipated demand by departments for materials such as paper, batteries, copier toner, printer cartridges, etc.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Central Stores
FUND: Internal Services IAV PUR

FUNCTION: General
ACTIVITY: Central Stores

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	577,344	558,759	52,011	-	610,770
Services and Supplies	7,947,853	7,788,216	37,539	-	7,825,755
Central Computer	11,123	11,009	1,426	-	12,435
Transfers	93,239	93,239	(331)	-	92,908
Total Operating Expense	8,629,559	8,451,223	90,645	-	8,541,868
Revenue					
Other Revenue	8,853,030	9,115,000	90,645	-	9,205,645
Total Revenue	8,853,030	9,115,000	90,645	-	9,205,645
Revenue Over/(Under) Exp.	223,471	663,777	-	-	663,777
Budgeted Staffing		15.0		-	15.0
Fixed Asset Exp.					
Equipment	-	35,000	-	-	35,000
Total Fixed Assets	-	35,000	-	-	35,000

GROUP: Internal Services
DEPARTMENT: Central Stores
FUND: Internal Services IAV PUR

FUNCTION: General
ACTIVITY: Central Stores

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	610,770	27,770	638,540	(31,686)	**606,854**	-	606,854
Services and Supplies	7,825,755	(262,650)	7,563,105	-	**7,563,105**	-	7,563,105
Central Computer	12,435	-	12,435	-	**12,435**	-	12,435
Transfers	92,908	(753)	92,155	-	**92,155**	-	92,155
Total Operating Expense	8,541,868	(235,633)	8,306,235	(31,686)	**8,274,549**	-	8,274,549
Revenue							
Current Services	9,205,645	(695,645)	8,510,000	(31,686)	**8,478,314**	-	8,478,314
Total Revenue	9,205,645	(695,645)	8,510,000	(31,686)	**8,478,314**	-	8,478,314
Revenue Over/(Under) Exp.	663,777	(460,012)	203,765	-	**203,765**	-	203,765
Budgeted Staffing	15.0	-	15.0	(1.0)	**14.0**	-	14.0
Fixed Asset Exp.							
Equipment	35,000	-	35,000	-	**35,000**	-	35,000
Total Fixed Assets	35,000	-	35,000	-	**35,000**	-	35,000

PURCHASING

Base Year Adjustments

Salaries and Benefits	17,688	MOU.
	31,426	Retirement.
	2,897	Risk Managemnet Workers Comp.
	52,011	
Services and Supplies	37,539	Risk Management Liabilities.
Central Computer	1,426	
Transfers	(331)	Incremental change in EHAP.
Total Operating Expense	90,645	
Total Revenue	90,645	Increase in Central Stores orders.
Total Rev Over/(Under) Exp	-	

Recommended Program Funded Adjustments

Salaries and Benefits	27,770	Additional increase due to anticipated step increases.
Services and Supplies	(259,718)	It is expected that with the county spenddown, this category will decrease accordingly.
	(2,932)	GASB 34 Accounting Change (EHAP).
	(262,650)	
Transfers	2,565	Increase in admin. fees.
	2,932	GASB 34 Accounting Change (EHAP) placing this expense in this category.
	(6,250)	Delete proportional share of vehicle purchase.
	(753)	
Total Operating Expense	(235,633)	
Revenue		
Current Services	(695,645)	Anticipated decrease in Central Store orders.
Total Revenue	(695,645)	
Rev Over/(Under) Exp	(460,012)	

PURCHASING

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	31,686	31,686	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	31,686	31,686	-
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Clerk II	9426	(1.0)	(31,686)	(31,686)	-
Subtotal Recommended - **Delete**		(1.0)	(31,686)	(31,686)	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		(1.0)	(31,686)	(31,686)	-
Vacant Budgeted In Recruitment - **Retain**					
Total in Recruitment Retain		-	-	-	-

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

BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

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

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	6,831,149	7,608,480	7,646,323	7,870,713
Total Revenue	6,893,169	7,900,000	7,825,000	8,100,000
Revenue Over/(Under)	62,020	291,520	178,677	229,287
Budgeted Staffing		35.0		35.0
Fixed Assets	27,721	54,196	31,247	56,843
Unrestricted Net Assets Available at Yr End	439,133		350,000	
Workload Indicators				
Interoffice Mail Pickup-Delivery	151,835	150,000	152,894	153,787
Inserting/Intel Insert	8,198,148	8,200,000	8,254,499	8,300,000
Folding/Tab-Label	12,133,771	13,000,000	12,036,438	13,200,000
Bus Rply/Postage Due	201,305	175,000	295,413	320,000
Mail Pieces Processed	14,106,854	14,300,000	14,471,139	14,500,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Central Mail Services
FUND: Internal Services IAY PUR

FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,123,098	1,096,000	100,730	-	1,196,730
Services and Supplies	6,456,652	6,416,552	777	-	6,417,329
Central Computer	4,597	5,509	(3,231)	-	2,278
Other Charges	1,897	30,340	-	-	30,340
Transfers	49,079	49,079	(578)	-	48,501
Total Appropriation	7,635,323	7,597,480	97,698	-	7,695,178
Depreciation	11,000	11,000	-	-	11,000
Total Operating Expense	7,646,323	7,608,480	97,698	-	7,706,178
Revenue					
Current Services	7,550,000	7,600,000	97,698	-	7,697,698
Other Revenue	275,000	300,000	-	-	300,000
Total Revenue	7,825,000	7,900,000	97,698	-	7,997,698
Revenue Over/(Under) Exp.	178,677	291,520	-	-	291,520
Budgeted Staffing		35.0	-	-	35.0
Fixed Asset Exp.					
Vehicle	20,000	20,000	-	-	20,000
Lease	11,247	34,196	-	-	34,196
Total Fixed Assets	31,247	54,196	-	-	54,196

GROUP: Internal Services
DEPARTMENT: Central Mail Services
FUND: Internal Services IAY PUR

FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,196,730	93,329	1,290,059	(32,296)	**1,257,763**	-	1,257,763
Services and Supplies	6,417,329	52,843	6,470,172	-	**6,470,172**	-	6,470,172
Central Computer	2,278	-	2,278	-	**2,278**	-	2,278
Other Charges	30,340	(12,599)	17,741	-	**17,741**	-	17,741
Transfers	48,501	2,962	51,463	-	**51,463**	-	51,463
Total Appropriation	7,695,178	136,535	7,831,713	(32,296)	**7,799,417**	-	7,799,417
Depreciation	11,000	28,000	39,000	-	**39,000**	-	39,000
Total Operating Expense	7,706,178	164,535	7,870,713	(32,296)	**7,838,417**	-	7,838,417.00
Revenue							
Current Services	7,697,698	102,302	7,800,000	(32,296)	**7,767,704**	-	7,767,704
Other Revenue	300,000	-	300,000	-	**300,000**	-	300,000
Total Revenue	7,997,698	102,302	8,100,000	(32,296)	**8,067,704**	-	8,067,704
Revenue Over/(Under) Exp.	291,520	(62,233)	229,287	-	**229,287**	-	229,287
Budgeted Staffing	35.0	-	35.0	(1.0)	**34.0**	-	34.0
Fixed Asset Exp.							
Vehicles	20,000	(20,000)	-	-	**-**	-	-
Lease	34,196	22,647	56,843		**56,843**	-	56,843
Total Fixed Assets	54,196	2,647	56,843	-	**56,843**	-	56,843

PURCHASING

Base Year Adjustments

Salaries and Benefits	36,459	MOU.
	63,237	Retirement.
	1,034	Risk Management Workers Comp.
	100,730	
Services and Supplies	777	Risk Management Liabilities.
Central Computer	(3,231)	
Transfers	(578)	Incremental change in EHAP.
Total Operating Expense	97,698	
Total Revenue	97,698	Increase anticipated from Board approved mail rates.
Revenue Over/(Under) Exp	-	

Recommended Program Funded Adjustments

Salaries and Benefits	86,941	Additional increase due to salary step increases.
	6,388	Workers Comp. Experience Modification.
	93,329	
Services and Supplies	59,489	Increase is primarily due to a substantial increase in COWCAP charges.
	(6,646)	GASB 34 Accounting Change (EHAP).
	52,843	
Other Charges	(12,599)	There is an anticipated net decrease in Interest due.
Transfers	2,566	Increase in administration (AAA PUR) reimbursement.
	6,646	GASB 34 Accounting Change (EHAP).
	(6,250)	Delete proportional share of vehicle purchase.
	2,962	
Depreciation	28,000	Increase due to depreciation on new equipment.
Total Operating Expense	164,535	
Revenue		
Current Services	102,302	Total anticipated increase from Board approved mail rates is $200,000 with $97,698 applied to offset base year adjustment costs. Mail rates were last adjusted five years ago.
Total Revenue	102,302	
Total Rev Over/(Under) Exp	(62,233)	
Fixed Asset Exp		
Vehicles	(20,000)	No anticipated expense.
Lease	22,647	Increase due to lease-purchase of two replacement non-intelligent inserters with six stations at a cost of $140,000. This equipment is required for the day-to-day handling of the mail products and is a 5-year lease-purchase.
Total Fixed Assets	2,647	

PURCHASING

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,296	32,296	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	32,296	32,296	-
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Mail Clerk II	75743	(1.0)	(32,296)	(32,296)	-
Subtotal Recommended - **Delete**		(1.0)	(32,296)	(32,296)	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		(1.0)	(32,296)	(32,296)	-
Vacant Budgeted In Recruitment - **Retain**					
Total in Recruitment Retain		-	-	-	-

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

BUDGET UNIT: PRINTING SERVICES (IAG PUR)

I. GENERAL PROGRAM STATEMENT

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports. This program is an internal service fund and as such, all operational costs are distributed to user departments through overhead rates.

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

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	2,615,521	2,666,312	2,540,228	2,641,808
Total Revenue	2,557,341	2,800,000	2,700,000	2,805,000
Total Revenue Over/(Under) Exp	(58,180)	133,688	159,772	163,192
Budgeted Staffing		18.0		18.0
Fixed Assets	143,700	81,887	46,229	208,179
Unrestricted Net Assets Available at Yr End	726,848		550,000	
Workload Indicators				
Printed Pages - Units	75,713,806	80,000,000	80,000,000	76,000,000
Graphic Arts - Hrs. Billed	3,245	4,000	3,200	3,500

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Printing Services
FUND: Internal Services IAG PUR

FUNCTION: General
ACTIVITY: Printing

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	721,194	754,330	75,394	-	829,724
Services and Supplies	1,677,021	1,773,506	704	-	1,774,210
Central Computer	5,504	3,633	1,211	-	4,844
Other Charges	7,617	5,951	-	-	5,951
Transfers	40,550	40,550	(397)	-	40,153
Total Exp Authority	2,451,886	2,577,970	76,912	-	2,654,882
Reimbursements	(42,658)	(42,658)	-	-	(42,658)
Total Appropriation	2,409,228	2,535,312	76,912	-	2,612,224
Decpreciation	131,000	131,000	-	-	131,000
Total Operating Expense	2,540,228	2,666,312	76,912	-	2,743,224
Revenue					
Current Services	2,700,000	2,800,000	76,912	-	2,876,912
Total Revenue	2,700,000	2,800,000	76,912	-	2,876,912
Revenue Over/(Under) Exp.	159,772	133,688	-	-	133,688
Budgeted Staffing		18.0	-	-	18.0
Fixed Asset Exp.					
Equipment	1,008	35,000	-	-	35,000
Lease	45,221	46,887	-	-	46,887
Total Fixed Assets	46,229	81,887	-	-	81,887

GROUP: Internal Services
DEPARTMENT: Printing Services
FUND: Internal Services IAG PUR

FUNCTION: General
ACTIVITY: Printing

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	829,724	17,743	847,467	(38,453)	**809,014**	-	809,014
Services and Supplies	1,774,210	(138,423)	1,635,787	-	**1,635,787**	-	1,635,787
Central Computer	4,844	-	4,844	-	**4,844**	-	4,844
Other Charges	5,951	(4,872)	1,079	-	**1,079**	-	1,079
Transfers	40,153	(2,732)	37,421	-	**37,421**	-	37,421
Total Exp Authority	2,654,882	(128,284)	2,526,598	(38,453)	**2,488,145**	-	2,488,145
Reimbursements	(42,658)	(5,132)	(47,790)	-	**(47,790)**	-	(47,790)
Total Appropriation	2,612,224	(133,416)	2,478,808	(38,453)	**2,440,355**	-	2,440,355
Depreciation	131,000	32,000	163,000	-	**163,000**	-	163,000
Total Operating Expense	2,743,224	(101,416)	2,641,808	(38,453)	**2,603,355**	-	2,603,355
Revenue							
Current Services	2,876,912	(71,912)	2,805,000	(38,453)	**2,766,547**	-	-
Total Revenue	2,876,912	(71,912)	2,805,000	(38,453)	**2,766,547**	-	2,766,547
Revenue Over/(Under) Exp.	133,688	29,504	163,192	-	**163,192**	-	163,192
Budgeted Staffing	18.0	-	18.0	(1.0)	**17.0**	-	17.0
Fixed Asset Exp.							
Equipment	35,000	125,000	160,000	-	**160,000**	-	160,000
Lease	46,887	1,292	48,179	-	**48,179**	-	48,179
Total Fixed Assets	81,887	126,292	208,179	-	**208,179**	-	208,179

PURCHASING

Base Year Adjustments

Salaries and Benefits	23,611	MOU.
	42,926	Retirement.
	8,857	Risk Management Workers Comp.
	75,394	
Services and Supplies	704	Risk Management Liabilities.
Central Computer	1,211	
Transfers	(397)	Incremental change in EHAP.
Total Expense Change	76,912	
Total Revenue Change	76,912	Increase in printing services.
Total Rev Over/(Under) Change	-	

Recommended Program Funded Adjustments

Salaries and Benefits	17,743	Additional increase due to step increases.
Services and Supplies	(134,905)	Decrease due to anticipated spenddown of county departments.
	(3,518)	GASB 34 Accounting Change (EHAP).
	(138,423)	
Other Charges	(4,872)	Due to less interest due on current Lease/purchases.
Transfers	3,518	GASB 34 Accounting Change (EHAP) placing expense in this category.
	(6,250)	Delete proportional share of vehicle purchase.
	(2,732)	
Total Exp Authority	(128,284)	
Reimbursements	(5,132)	Anticipated increase from Centarl Mail and Central Stores.
Depreciation	32,000	Additional depreciation due for anticipated purchase of equipment.
Total Operating Exp	(101,416)	
Revenue		
Current Services	(71,912)	Net decrease anticipated in revenue.
Total Revenue	(71,912)	
Rev Over/(Under) Exp	(29,504)	
Fixed Asset Exp		
Equipment	125,000	Net increase in capital equipment due to the purchase of a CTP (Computer to Plate) system at a cost of $160,000. This purchase will save county departments a minimum of $21.00 per order as it will enable Graphic Arts to go from designing on a computer to outputting a plate for the job to be printed.
Lease	1,292	Net increase in principal due on current lease/purchases.
Total Fixed Assets	126,292	

PURCHASING

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	38,453	38,453	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	38,453	38,453	-
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Graphics Technician	75742	(1.0)	(38,453)	(38,453)	-
Subtotal Recommended - **Delete**		(1.0)	(38,453)	(38,453)	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		(1.0)	(38,453)	(38,453)	-
Vacant Budgeted In Recruitment - **Retain**					
Total in Recruitment Retain		-	-	-	-

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

OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES
DIRECTOR: DAVID H. SLAUGHTER

	2003-04				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Real Estate Services	2,264,196	1,573,500	690,696		26.0
Rents And Leases	571,138	323,000	248,138		-
Chino Agric Preserve	3,900,640	862,498		3,038,142	-
TOTAL	6,735,974	2,758,998	938,834	3,038,142	26.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county departments and agencies. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,358,494	2,263,523	1,955,802	2,264,196
Total Revenue	946,310	1,546,921	1,318,000	1,573,500
Local Cost	412,184	716,602	637,802	690,696
Budgeted Staffing		28.0		26.0
Workload Indicators				
Total hours billed	48,853	44,000		
Number of leases	216	230		
Appraisals / Aquisitions (hours)			13,200	16,400
Property Management (hours)			12,600	14,200

Workload indicators are revised to more accurately reflect the level of professional services provided. The number of leases managed are now included as a workload indicator in the Rents budget (AAA RNT).

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 2.0 Real Property Agent II, which is a portion of the department's 30% Cost Reduction Plan implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

Vacant budgeted not in recruitment	4.0	Slated for deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total vacant	4.0	

Vacant Position Restoration Request:

The department has a submitted policy item for the restoration of 2.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore 2.0 Real Property Agent (RPA) III positions. This restoration is being recommended because these positions will enable the department to meet its expected workload and the cost of these positions will be fully reimbursed by service fees charged to the department's customers.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Real Estate Services	2.0 $182,470 Revenue Supported	These RPA III positions will provide property management, appraisal, and acquisition services.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General AAA RPR

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,698,013	1,922,691	11,728	-	1,934,419
Services and Supplies	221,774	303,670	(73,503)	-	230,167
Central Computer	17,015	17,162	(4,331)	-	12,831
Transfers	19,000	20,000	-	-	20,000
Total Exp Authority	1,955,802	2,263,523	(66,106)	-	2,197,417
Reimbursements	-	-	-	-	-
Total Appropriation	1,955,802	2,263,523	(66,106)	-	2,197,417
Revenue					
Use of Money & Prop	46,000	-	-	-	-
State Aid	1,700	-	-	-	-
Current Services	1,270,300	1,546,921	(40,200)	-	1,506,721
Total Revenue	1,318,000	1,546,921	(40,200)	-	1,506,721
Local Cost	637,802	716,602	(25,906)	-	690,696
Budgeted Staffing		28.0	(2.0)	-	26.0

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General AAA RPR

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,934,419	45,889	1,980,308	(304,201)	**1,676,107**	182,470	1,858,577
Services and Supplies	230,167	16,585	246,752	-	**246,752**	-	246,752
Central Computer	12,831	-	12,831	-	**12,831**	-	12,831
Transfers	20,000	4,305	24,305	-	**24,305**	-	24,305
Total Exp Authority	2,197,417	66,779	2,264,196	(304,201)	**1,959,995**	182,470	2,142,465
Reimbursements	-	-	-	-	**-**	-	-
Total Appropriation	2,197,417	66,779	2,264,196	(304,201)	**1,959,995**	182,470	2,142,465
Revenue							
Use of Money & Prop	-	46,000	46,000	-	**46,000**	-	46,000
State Aid	-	-	-	-	**-**	-	-
Current Services	1,506,721	20,779	1,527,500	(208,920)	**1,318,580**	182,470	1,501,050
Total Revenue	1,506,721	66,779	1,573,500	(208,920)	**1,364,580**	182,470	1,547,050
Local Cost	690,696	-	690,696	(95,281)	**595,415**	-	595,415
Budgeted Staffing	26.0	-	26.0	(4.0)	**22.0**	2.0	24.0

REAL ESTATE SERVICES

Base Year Adjustments

Salaries and Benefits	49,151	MOU.
	91,318	Retirement.
	22,559	Risk Management Workers' Comp.
	(151,300)	30% Cost Reduction Plan - delete 2.0 Real Property Agent II.
	11,728	
Services and Supplies	(28,664)	4% Spend Down Plan.
	(44,611)	Risk Management liabilities.
	(228)	EHAP.
	(73,503)	
Central Computer	(4,331)	
Total Appropriation	(66,106)	
Total Revenue	(40,200)	30% Cost Reduction Plan.
Local Cost	(25,906)	

Recommended Program Funded Adjustments

Salaries and Benefits	45,889	Step increases.
Services and Supplies	(5,082)	GASB 34 accounting change (EHAP).
	21,667	Adjustments for expected cost increases.
	16,585	
Transfers	5,082	GASB 34 accounting change (EHAP).
	(777)	Changes for personnel and payroll services.
	4,305	
Total Appropriation	66,779	
Revenue		
Use of Money & Prop	46,000	Vending machines and concessions.
Current Services	20,779	Increase to reflect increased staffing costs.
Total Revenue	66,779	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	4	4.0	304,201	208,920	95,281
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	4	4.0	304,201	208,920	95,281
Recommended Restoration of Vacant Deleted		2.0	182,470	182,470	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Real Property Agent II	**4838**	(1.0)	(78,687)	(23,137)	(55,550)
Clerk III	**16062**	(1.0)	(43,044)	(3,313)	(39,731)
Subtotal Recommended - **Delete**		(2.0)	(121,731)	(26,450)	(95,281)
Real Property Agent III	77907	(1.0)	(91,235)	(91,235)	-
Real Property Agent III	77908	(1.0)	(91,235)	(91,235)	-
Subtotal Recommended - **Retain**		(2.0)	(182,470)	(182,470)	-
Total Slated for Deletion		(4.0)	(304,201)	(208,920)	(95,281)
Vacant Budgeted In Recruitment - **Retain**					
Total in Recruitment Retain		-	-	-	-

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

REAL ESTATE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Real Estate Services/Internal Services **Budget Code:** AAA RPR
Title: Restoration

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

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 182,470	$ 189,000

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Real Property Agent III	91,235
1.0	Real Property Agent III	91,235

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 182,470	$ 189,000
REVENUE (specify source)		
Current Services	182,470	189,000
Total:	$ 182,470	$ 189,000
LOCAL COST	$ 0	$ 0

REAL ESTATE SERVICES

Policy item #1 – Restoration of 2.0 Real Property Agent III

A Senior Real Property Agent (RPA) with ten years experience was placed on administrative leave February 1, 2002 and terminated October 24, 2002. The position was not filled pending an appeal by the employee to the Civil Service Commission. On March 19, 2003, the Commission denied the appeal for reinstatement and upheld the termination. Real Estate Services Department (RESD) desires to fill the position with a more experienced RPA III. The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan. If this position is not filled, leases will not be properly managed and could go into holdover for extended periods.

In 2002-03 an increase in the property management, appraisal, and acquisition workload was anticipated and the budget included salary and benefit costs for two higher-level RPA positions; however, no classification action was requested pending the hiring of a new director for RESD. A new director was hired in August 2002. Subsequently, a classification study was completed. On December 10, 2002, the Board approved 2.0 RPA III positions subject to the presentation of a report on changes in leased space by department from 1997 through 2002. The report was presented on January 28, 2003. On January 29, 2003, the Board instituted a hiring freeze.

RESD has received requests for appraisal and acquisition services from county departments that cannot be satisfied at the current staffing level. An analysis of workload for 2003-04 and beyond indicates the current workload level will be sustained and likely increase. RESD can satisfy this demand for serve by filling one of the higher-level positions newly budgeted in 2002-03. If this position is not filled, departments will be forced to hire less efficient, more costly consultants for appraisal and acquisition services.

The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan.

BUDGET UNIT: RENTS (AAA RNT)

I. GENERAL PROGRAM STATEMENT

The Rents budget funds the rental of leased space utilized by county departments except long-term facility agreements for joint power authorities. Lease payments are reimbursed from various user departments. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,074,021	1,053,739	688,893	571,138
Total Revenue	420,537	341,241	323,000	323,000
Local Cost	653,484	712,498	365,893	248,138
Workload Indicators				
Number of leases	216	230	256	256
Square feet of leased space managed			2,274,700	2,274,700

A new workload indicator, square feet of leased space managed, is added to provide additional information regarding the county's leasing activities.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of $464,360 in this budget unit.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Real Estate Services - Rents and Leases
FUND: General AAA RNT

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	28,376,660	31,752,100	-	-	31,752,100
Other Charges	-	3,000	-	-	3,000
Total Exp Authority	28,376,660	31,755,100	-	-	31,755,100
Reimbursements	(27,687,767)	(30,701,361)	-	-	(30,701,361)
Total Appropriation	688,893	1,053,739	-	-	1,053,739
Revenue					
Use of Money & Prop	323,000	341,241	-	-	341,241
Total Revenue	323,000	341,241	-	-	341,241
Local Cost	365,893	712,498	-	-	712,498

3-5-10

GROUP: Internal Services
DEPARTMENT: Real Estate Services - Rent and Leases
FUND: General AAA RNT

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	31,752,100	2,882,916	34,635,016	-	**34,635,016**	-	34,635,016
Other Charges	3,000	(3,000)	-	-	**-**	-	-
Total Exp Authority	31,755,100	2,879,916	34,635,016	-	**34,635,016**	-	34,635,016
Reimbursements	(30,701,361)	(3,362,517)	(34,063,878)	-	**(34,063,878)**	-	(34,063,878)
Total Appropriation	1,053,739	(482,601)	571,138	-	**571,138**	-	571,138
Revenue							
Use of Money & Prop	341,241	(18,241)	323,000	-	**323,000**	-	323,000
Total Revenue	341,241	(18,241)	323,000	-	**323,000**	-	323,000
Local Cost	712,498	(464,360)	248,138	-	**248,138**	-	248,138

Recommended Program Funded Adjustments

Services and Supplies	3,347,276	Increased expenditures for additional leased space and annual increases.
	(464,360)	Transfer appropriation to AAA SCS.
	2,882,916	
Other Charges	(3,000)	
Total Exp Authority	2,879,916	
Reimbursements	(3,362,517)	Increased reimbursements due to additional leased space and annual increases.
Total Appropriation	(482,601)	
Revenue		
Use of Money & Prop	(18,241)	Decrease lease revenue from various school districts.
Local Cost	(464,360)	

3-5-11

BUDGET UNIT: CHINO AGRICULTURAL PRESERVE (SIF INQ)

I. GENERAL PROGRAM STATEMENT

The Agricultural Land Post-Acquisition Program administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The county contracts with the Southern California Agricultural Land Foundation (SCALF) to negotiate and manage leases, prepare conservation easements, manage properties acquired and recommend future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhance their operating efficiency or alter them to enhance lease potential and/or comply with lease requirements. Appropriations in this budget unit include a payment to SCALF for the management of the program and payment to vendors. The county receives revenues from the lease of acquired properties. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	404,349	3,448,142	410,000	3,900,640
Total Revenue	976,180	841,691	841,691	862,498
Fund Balance		2,606,451		3,038,142

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Real Estate Services - Chino Agricultural Preserve
FUND: Special Revenue SIF INQ

FUNCTION: Public Ways & Facilities
ACTIVITY: Public Works

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	382,000	362,110	-	-	362,110
Other Charges	-	3,058,032	-	-	3,058,032
Contingencies	28,000	28,000	-	-	28,000
Total Appropriation	410,000	3,448,142	-	-	3,448,142
Revenue					
Use of Money & Prop	841,692	841,691	-	-	841,691
Total Revenue	841,692	841,691	-	-	841,691
Fund Balance		2,606,451	-	-	2,606,451

GROUP: Internal Services
DEPARTMENT: Real Estate Services - Chino Agricultural Preserve
FUND: Special Revenue SIF INQ

FUNCTION: Public Ways & Facilities
ACTIVITY: Public Works

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	362,110	27,890	390,000	-	**390,000**	-	390,000
Other Charges	28,000	3,000	31,000	-	**31,000**	-	31,000
Contingencies	3,058,032	421,608	3,479,640	-	**3,479,640**	-	3,479,640
Total Appropriation	3,448,142	452,498	3,900,640	-	**3,900,640**	-	3,900,640
Revenue							
Use of Money & Prop	841,691	20,807	862,498	-	**862,498**	-	862,498
Total Revenue	841,691	20,807	862,498	-	**862,498**	-	862,498
Fund Balance	2,606,451	431,691	3,038,142	-	**3,038,142**	-	3,038,142

Recommended Program Funded Adjustments

Services and Supplies	27,890	Funding for mandated Water Quality Control Board (WQCB) studies.
Other charges	3,000	Increased taxes and assessments on real property.
Contingencies	431,691	Contingency for purchase of property
	(10,083)	Adjustment for fund balance.
	421,608	
Total Appropriation	452,498	
Revenue		
Use of Money and Property	20,807	Annual increase for lease contracts.
Total Revenue	20,807	
Fund Balance	431,691	

FISCAL GROUP
SUMMARY

	Page #	Approp	Revenue	Local Cost
GENERAL FUND				
ASSESSOR	4-1-1	10,982,428	359,195	10,623,233
AUDITOR/CONTROLLER-RECORDER	4-2-1	13,035,166	9,926,103	3,109,063
TREASURER/TAX COLLECTOR:				
TREASURER/TAX COLLECTOR	4-3-1	6,780,201	5,110,135	1,670,066
CENTRAL COLLECTIONS	4-3-13	7,986,256	7,986,256	-
TOTAL GENERAL FUND		38,784,051	23,381,689	15,402,362
SPECIAL REVENUE FUNDS		**Approp**	**Revenue**	**Fund Balance**
ASSESSOR:				
STATE/COUNTY PROPERTY TAX ADMINISTRATION	4-1-8	3,166,825	2,179,938	986,887
AUDITOR/CONTROLLER-RECORDER:				
MICROGRAPHICS	4-2-14	704,029	-	704,029
SYSTEM DEVELOPMENT	4-2-17	13,315,578	3,380,000	9,935,578
VITAL RECORDS	4-2-21	526,119	128,000	398,119
TOTAL SPECIAL REVENUE FUNDS		17,712,551	5,687,938	12,024,613
INTERNAL SERVICES FUND		**Operating Expense**	**Revenue**	**Revenue Over (Under) Exp**
AUDITOR/CONTROLLER-RECORDER:				
RECORDS MANAGEMENT	4-2-24	133,772	133,865	93

OVERVIEW OF BUDGET

DEPARTMENT: ASSESSOR
ASSESSOR: DONALD WILLIAMSON

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Assessor	10,982,428	359,195	10,623,233		159.9
State/County Property Tax Administration Prog	3,166,825	2,179,938		986,887	29.0
TOTAL	14,149,253	2,539,133	10,623,233	986,887	188.9

BUDGET UNIT: ASSESSOR (AAA ASR)

I. GENERAL PROGRAM STATEMENT

Under California law, the Assessor has the following basic responsibilities: 1) Locate and describe all taxable property in the county and identify ownership; 2) Establish a taxable value for all property subject to property taxation; 3) List all the taxable value of all property on the assessment roll and 4) Apply all legal exemptions.

The Assessor maintains current records on approximately 675,000 parcels of real property, 43,000 business property accounts and 33,000 other assessments, including boats, aircraft and manufactured home accessories. The Assessor also administers 17 different types of property tax exemptions including homeowners, veteran, disabled veteran, church, religious and welfare exemptions.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	11,256,876	10,704,022	10,478,515	10,982,428
Total Revenue	381,904	359,195	389,659	359,195
Local Cost	10,874,972	10,344,827	10,088,856	10,623,233
Budgeted Staffing		165.8		159.9
Workload Indicators				
Assessments-Bus/Personal	62,346	49,000	46,000	47,000
Assessments-Real Property	250,980	250,000	215,000	230,000
Assessment Appeals	1,496	3,500	1,900	4,500
Transfers of Ownership	154,008	160,000	166,000	165,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 7.0 positions (2.0 Clerk III's, 1.0 Appraiser Technician, 1.0 Appraiser III, 1.0 Appraiser II, 1.0 Title Technician I and 1.0 Assistant Assessor) that were included in the 4% Spend Down Plan.

Due to increased public inquiries in the Fontana District Office, reinstatement of the Clerk III position plus overtime (1.1 budgeted staffing) is necessary.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	4.0	Retain
Total Vacant	4.0	

V. OTHER POLICY ITEMS

Reinstate the remaining 6.0 positions totaling $370,574 that were deleted during the 4% Spend Down Plan, see attached Policy Item.

VI. FEE CHANGES

None.

GROUP: Fiscal
DEPARTMENT: Assessor
FUND: General AAA ASR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	8,816,248	9,061,111	407,469	-	9,468,580
Services and Supplies	645,978	617,889	(9,712)	-	608,177
Central Computer	763,446	763,446	(114,749)	-	648,697
Transfers	252,843	261,576	(4,602)	-	256,974
Total Appropriation	10,478,515	10,704,022	278,406	-	10,982,428
Revenue					
Taxes	249,604	176,000	-	-	176,000
Other Revenue	140,055	183,195	-	-	183,195
Total Revenue	389,659	359,195	-	-	359,195
Local Cost	10,088,856	10,344,827	278,406	-	10,623,233
Budgeted Staffing		165.8	(7.0)	-	158.8

GROUP: Fiscal
DEPARTMENT: Assessor
FUND: General AAA ASR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	9,468,580	20,796	9,489,376	-	**9,489,376**	-	9,489,376
Services and Supplies	608,177	(46,207)	561,970	-	**561,970**	-	561,970
Central Computer	648,697	-	648,697	-	**648,697**	-	648,697
Transfers	256,974	25,411	282,385	-	**282,385**	-	282,385
Total Appropriation	10,982,428	-	10,982,428	-	**10,982,428**	-	10,982,428
Revenue							
Taxes	176,000	45,000	221,000	-	**221,000**	-	221,000
Other Revenue	183,195	(45,000)	138,195	-	**138,195**	-	138,195
Total Revenue	359,195	-	359,195	-	**359,195**	-	359,195
Local Cost	10,623,233	-	10,623,233	-	**10,623,233**	-	10,623,233
Budgeted Staffing	158.8	1.1	159.9	-	**159.9**	-	159.9

Base Year Adjustments

Salaries and Benefits	252,620	MOU.
	483,338	Retirement.
	77,166	Risk Mangement Workers Comp.
	(405,655)	4% Spend Down Plan - 7.0 positions deleted (2.0 Clerk III's,1.0 Appraiser Technician,1.0 Appraiser III, 1.0 Apraiser II, 1.0 Title Technician I and 1.0 Asst Assessor).
	407,469	
Services and Supplies	(1,574)	Risk Management Liabilities.
	(8,138)	4% Spend Down Plan.
	(9,712)	
Central Computer	(114,749)	
Transfers	(4,602)	Incremental Change in EHAP.
Total Base Year Appropriation	278,406	
Total Base Year Revenue	-	
Total Base Year Local Cost	278,406	

ASSESSOR

Recommended Program Funded Adjustments

Salaries and Benefits	20,796	Addition of 1.1 Clerk in Fontana.
Services and Supplies	(12,860)	Various services and supply decreases.
	(33,347)	GASB 34 Accounting Change (EHAP).
	(46,207)	
Transfers	(7,936)	
	33,347	GASB 34 Accounting Change (EHAP).
	25,411	
Total Appropriation	-	
Revenue		
Taxes	45,000	
Other Revenue	(45,000)	
Total Revenue	-	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted in Recruitment - Retain	4	4.0	221,597	-	221,597
Total Vacant	4	4.0	221,597	-	221,597
Recommended Resoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
		-	-	-	-
Total Slated for Deletion		-	-	-	-
Vacant Budgeted In Recruitment - Retain					
Auditor-Appraiser II	70852	1.0	69,180	-	69,180
Clerk II	16	1.0	32,002	-	32,002
Appraiser Technician	11401	1.0	42,652	-	42,652
Supervising District Appraiser I	8068	1.0	77,763	-	77,763
Subtotal Recommended - **Retain**		4.0	221,597	-	221,597

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

ASSESSOR

POLICY DESCRIPTION FORM

Department/Group: Assessor/Fiscal **Budget Code:** AAA ASR

Title: Restoration of Deleted Positions

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 370,574	$ 370,574

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Appraiser Technician	38,554
1.0	Clerk III	32,449
1.0	Appraiser III	72,885
1.0	Director, Staff & Budgets	113,614
1.0	Appraiser II	66,596
1.0	Title Technician II	46,476

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 370,574	$ 370,574
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 370,574	$ 370,574

ASSESSOR

Policy Item 1 of 1 – Restoration of Deleted Positions

The Assessor's office has not properly been provided with all revenue sources. For example, the Williamson Act, 5% Supplemental, and Admin Charges. The calculation below shows the recalculation to accommodate these figures and identifies an adjusted net county cost. In addition, it shows the recovery of not having these revenue sources in the budget and the related decrease and estimate of how much we should get back from last years 2% reduction and next years 4% reduction.

CAO Target	10,623,233
Williamson Act	5,814
5% Supplemenatal (SB 813)	1,403,428
Admin Fees (AB 2557)	5,276,355
Total Additional Revenue	6,685,597
Adjusted Local Cost *	3,937,636
Percentage Decrease (a)	62.9%
CAO Reductions	
2% FY 02/03	211,119
4% FY 03/04	413,345
Total (b)	624,464
Amount over reduced (a * b)	392,999

* Will be further adjusted for other county general fund expenses (approximately 2M)

This amount "over reduced" will be utilized to get back the staff that was taken out for the 4% reduction. The positions are as follows:

Position	**Amount**
Appraiser Technician	38,554
Clerk III	32,449
Appraiser III	72,885
Director of Staff and Budgets **	113,614
Appraiser II	66,596
Title Technician II	46,476
Total	370,574

** This position will be substituted for the deleted Assistant Assessor position.

BUDGET UNIT: STATE/COUNTY PROPERTY TAX ADMINISTRATION PROGRAM (RCS ASR)

I. GENERAL PROGRAM STATEMENT

On February 13, 1996, the Board of Supervisors approved an agreement with the State of California to participate in a state/county property tax administration program for calendar year 1996. The agreement provided a loan of $2,139,938 for 1996, with a provision for the same in the following two calendar years. The state passed legislation extending this program through calendar year 2002.

Effective January 1, 2002, the State legislature approved authorization of AB589. This bill creates the State-County Property Tax Grant Program to replace the prior loan program. The grant is effective starting with the 2002-03 fiscal year and is authorized for the County until calendar year 2007. As with the prior loan program, these funds are intended to supplement the county's property tax administrative cost. The amount of the loan is set forth on a schedule established by the state and is anticipated to be the same as the previous loan program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,195,667	3,287,378	2,300,491	3,166,825
Total Revenue	2,187,384	2,179,938	2,179,938	2,179,938
Fund Balance		1,107,440		986,887
Budgeted Staffing		30.0		29.0
Workload Indicators				
Assessment Backlogs:				
Proposition 8	109,066	107,391	90,836	75,150
Mandatory Audits	468	370	496	370

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Reduction in staffing of 1.0 position due to the deletion of a Public Service Employee.

PROGRAM CHANGES

Contingencies are used to set aside funds that are available from the state on a calendar year basis but are budgeted and managed in the county system on a fiscal year basis.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

Since this budget unit has a fixed revenue source, the department is requesting $225,000 for postage and printing costs to compensate for diminishing funds available for services and supplies due to increased MOU costs.

VI. FEE CHANGES

None.

GROUP: Fiscal
DEPARTMENT: Assessor
FUND: Special Revenue RCS ASR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,534,696	1,533,489	-	-	1,533,489
Services and Supplies	765,795	805,643	-	-	805,643
Transfers	-	-	(859)	-	(859)
Contingencies	-	948,246	-	-	948,246
Total Appropriation	2,300,491	3,287,378	(859)	-	3,286,519
Revenue					
Taxes	40,000	40,000	-	-	40,000
State, Fed Or Gov't Aid	2,139,938	2,139,938	-	-	2,139,938
Total Revenue	2,179,938	2,179,938	-	-	2,179,938
Fund Balance		1,107,440	(859)	-	1,106,581
Budgeted Staffing		30.0	-	-	30.0

GROUP: Fiscal
DEPARTMENT: Assessor
FUND: Special Revenue RCS ASR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,533,489	226,627	1,760,116	-	1,760,116	-	1,760,116
Services and Supplies	805,643	(391,021)	414,622	-	414,622	-	414,622
Transfers	(859)	6,059	5,200	-	5,200	-	5,200
Contingencies	948,246	38,641	986,887	-	986,887	-	986,887
Total Appropriation	3,286,519	(119,694)	3,166,825	-	3,166,825	-	3,166,825
Revenue							
Taxes	40,000	-	40,000	-	40,000	-	40,000
State, Fed ro Gov't Aid	2,139,938	-	2,139,938	-	2,139,938	-	2,139,938
Total Revenue	2,179,938	-	2,179,938	-	2,179,938	-	2,179,938
Fund Balance	1,106,581	(119,694)	986,887	-	986,887		986,887
Budgeted Staffing	30.0	(1.0)	29.0	-	29.0	-	29.0

Base Year Adjustments

Transfers	(859)	Incremental Change in EHAP.
Total Base Year Appropriation	(859)	
Total Base Year Revenue	-	
Fund Balance	(859)	

ASSESSOR

Recommended Program Funded Adjustments

Salaries and Benefits	226,627	Increase in salaries due to MOU and retirement increases offsety by reduction in 1.0 PSE.
Services and Supplies	(384,962)	Decrease expenses to compensate for salaries and benefits increase.
	(6,059)	GASB 34 Accounting Change (EHAP).
	(391,021)	
Transfers	6,059	GASB 34 Accounting Change (EHAP).
Contingencies	38,641	
Total Appropriation	(119,694)	
Total Revenue	-	
Fund Balance	(119,694)	

ASSESSOR

POLICY DESCRIPTION FORM

Department/Group: Assessor/Fiscal **Budget Code:** RCS ASR ASR

Title: Increase in Services and Supplies for Postage/Printing Costs

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

Due to reductions in the Assessor general fund, several expenses were shifted to the state provided Property Tax Administration Program (PTAP). Two of these expenses are the printing (2323) of state mandated forms and the postage (2310) necessary to mail them to the taxpayers. Examples of these mandated forms are supplemental assessment notices, assessment roll change notices, business property statements, and homeowners and other exemption claims.

The PTAP is provided by the state to reduce assessment backlogs and increase revenue back to the state as well as the funded counties. This is accomplished through additional staffing as well as automation. Historically, the increases to salary based on the MOU have not been provided for this fund (RCS). This has caused a decline in the funds available for other services and supplies. The Assessors office is now at a point where we cannot function without supplemental funding for the requisite MOU increases. All budgeted expenditures have been reduced to a minimum.

Maintaining the current staffing is critical to the revenue to the state as well as the county. Additionally, the staff is requisite to achieve the contractually mandated workload criteria. Financially, the staff cost an average of $60,000 and provide a return of $157,000.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$	$

CLASSIFICATIONS

Budgeted Staff	Title	Amount

Services & Supplies	225,000	225,000
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 225,000	$ 225,000
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 225,000	$ 225,000

OVERVIEW OF BUDGET

DEPARTMENT: AUDITOR/CONTROLLER-RECORDER
AUDITOR/CONTROLLER-RECORDER: LARRY WALKER

	2003-04					
	Appropriations/Oper Expense	Revenue	Local Cost	Fund Balance	Rev Over/ (Under) Exp	Staffing
Auditor/Controller-Records	13,035,166	9,926,103	3,109,063			193.1
Micrographics	704,029	-		704,029		-
System Development	13,315,578	3,380,000		9,935,578		-
Vital Records	526,119	128,000		398,119		-
Records Management	133,772	133,865			93	2.0
Total	27,714,664	13,567,968	3,109,063	11,037,726	93	195.1

BUDGET UNIT: AUDITOR/CONTROLLER-RECORDER (AAA ACR)

I. GENERAL PROGRAM STATEMENT

The Office of the Auditor/Controller-Recorder and County Clerk is responsible for providing a variety of accounting services and document recording services. The Auditor and Controller Divisions record the collections, and perform the disbursements and audits of all county financial activities to ensure sound financial management. In addition, it is responsible for personnel payroll services, developing and implementing accounting systems, and administering the countywide cost allocation plan. The Recorder Division is responsible for accepting all documents for recording that comply with applicable recording laws, producing and maintaining official records relating to documents evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Division is also responsible for County Archives and County Clerk functions. County Archives maintains all the historical records for the county. The Office of the County Clerk produces and maintains the official records relating to vital statistics, fictitious business names, and other entities required by the State to register with the County Clerk.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	11,823,477	12,610,406	12,074,144	13,035,166
Total Sources	10,169,895	8,721,209	11,324,048	9,926,103
Local Cost	1,653,582	3,889,197	750,096	3,109,063
Budgeted Staffing		189.9		193.1
Workload Indicators				
Marriage ceremonies	3,147	2,943	3,000	2,950
Notary bonds files	2,022	1,967	2,450	2,400
Fund transfers processed	27,069	21,000	21,000	21,000
Deposits processed	11,852	11,250	13,000	12,500
Warrants issued/audited	333,047	350,000	334,869	330,000
Payroll direct deposits	462,843	471,000	483,500	481,600
Payroll warrants issued	36,953	36,000	30,000	29,900
Tax refunds/corrections	52,985	58,000	64,000	64,700
Legal docs recorded	671,000	691,491	756,000	720,000
Audits	148	74	76	76
Marriage licenses	10,035	10,268	9,176	9,200
Fict business names filed	14,685	13,851	15,366	15,105
Birth certs issued	54,165	49,929	51,027	50,430
Marriage certs issued	17,679	16,777	17,588	16,950
Death certs issued	7,433	7,440	7,841	8,000

The projected lower local cost is the result of salary savings and higher than expected Recorder revenues.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The proposed budget reflects a net increase of 3.2 budgeted positions due to a technical correction to remove the vacancy factor included in the prior year's budget. No new position numbers were added and there is no increase in funding associated with this technical correction.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 21.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	14.7	Slated for Deletion
Vacant Budgeted In Recruitment	6.5	Retain
Total Vacant	21.2	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of 14.7 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends a portion of Policy Item #1 which would restore 2.0 Data Entry Operators since they are directly related to revenue and Policy Item #4 which would restore the department's request of 1.2 vacant Public Service Employee positions for the Accounting Intern Program since they are seasonal in nature.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Recording Revenue	7.4 $284,134 Revenue Supported	All positions (4.0 Clerk III's, 2.0 Data Entry Operator, 1.0 Recording Supervisor and 0.4 Clerk IV) are fully supported by revenue and provide direct customer service to the public. Elimination of these positions would cause customer service delays and perhaps reduction of overall revenue. County Administrative Office is recommending restoration of the 2.0 Data Entry Operators costing $77,568 since they are directly related to revenue.
	2	Audit Division	4.0 - **$253,929** $174,758 Local Cost $79,171 Revenue Supported	All positions (1.5 Internal Auditor II's, 1.0 Accountant I, 1.0 Accountant II's and 0.5 Supervising Act III's) are partially offset by direct billing for services to other entities. Elimination of these positions could result in a reduction of revenue already budgeted.
	3	Controller and Administrator Division	2.11 $129,735 Local Cost	Being able to hire (1.0 Fiscal Clerk, 1.0 ACR Payables Manager, 0.01 Staff Analyst and 0.1 PSE) positions would enhance oversight of payments, contract monitoring and department administration.
x	4	Accounting Intern Program (Seasonal)	1.2 - **$31,552** $19,830 Local Cost $11,722 Revenue Supported	During the months of July through mid-September, there is a significant increase in workload due to year end closing, internal audits activities, property tax activities, preparation of COWCAP, and preparation for the countywide financial audit. The Auditor/Controller-Recorder (ACR) has operated an Accounting Intern Program for many years to meet this workload.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The $3 change in auditing and accounting fees is based upon cost calculations from the 2003-04 COWCAP. The proposed accounting fee would bring in an additional $38,856 in revenue.

The current Child Support assignments fee does not capture all transaction costs. The current fee is $1 per person per pay period regardless of how many different deductions made. The new proposed fee would charge $1 per transaction. For instance, some employees have deductions for more than one transaction due to more than one responsibility in a household(s). The new proposed fee would bring additional revenue of $10,750.

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: General AAA ACR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	9,572,519	9,780,046	789,021	-	10,569,067
Services and Supplies	1,764,141	1,764,141	(9,071)	-	1,755,070
Central Computer	736,734	736,734	135,488	-	872,222
Transfers	-	-	(3,297)	-	(3,297)
Total Exp Authority	12,073,394	12,280,921	912,141	-	13,193,062
Reimbursements	-	-	(251,986)	-	(251,986)
Total Appropriation	12,073,394	12,280,921	660,155	-	12,941,076
Operating Transfer Out	750	329,485	-	-	329,485
Total Requirements	12,074,144	12,610,406	660,155	-	13,270,561
Revenue					
Licenses & Permits	363,600	404,000	-	-	404,000
Current Services	10,385,246	7,380,061	1,440,289	200,000	9,020,350
State, Fed or Gov't Aid	49,204	288,950	-	(200,000)	88,950
Other Revenue	55,500	177,700	-	-	177,700
Total Revenue	10,853,550	8,250,711	1,440,289	-	9,691,000
Operating Transfer In	470,498	470,498	-	-	470,498
Total Financing Sources	11,324,048	8,721,209	1,440,289	-	10,161,498
Local Cost	750,096	3,889,197	(780,134)	-	3,109,063
Budgeted Staffing		189.9	-	-	189.9

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: General AAA ACR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	10,569,067	301,688	10,870,755	(699,350)	**10,171,405**	109,120	10,280,525
Services and Supplies	1,755,070	252,099	2,007,169	-	**2,007,169**	-	2,007,169
Central Computer	872,222	-	872,222	-	**872,222**	-	872,222
Transfers	(3,297)	86,699	83,402	-	**83,402**	-	83,402
Total Exp Authority	13,193,062	640,486	13,833,548	(699,350)	**13,134,198**	109,120	13,243,318
Reimbursements	(251,986)	(546,396)	(798,382)	-	**(798,382)**	-	(798,382)
Total Appropriation	12,941,076	94,090	13,035,166	(699,350)	**12,335,816**	109,120	12,444,936
Operating Transfer Out	329,485	(329,485)	-	-	**-**	-	-
Total Requirements	13,270,561	(235,395)	13,035,166	(699,350)	**12,335,816**	109,120	12,444,936
Revenue							
Licenses & Permits	404,000	(39,000)	365,000	-	**365,000**	-	365,000
Current Services	9,020,350	439,281	9,459,631	(375,027)	**9,084,604**	89,290	9,173,894
State, Fed or Gov't Aid	88,950	(45,478)	43,472	-	**43,472**	-	43,472
Other Revenue	177,700	(119,700)	58,000	-	**58,000**	-	58,000
Total Revenue	9,691,000	235,103	9,926,103	(375,027)	**9,551,076**	89,290	9,640,366
Operating Transfer In	470,498	(470,498)	-	-	**-**	-	-
Total Financing Sources	10,161,498	(235,395)	9,926,103	(375,027)	**9,551,076**	89,290	9,640,366
Local Cost	3,109,063	-	3,109,063	(324,323)	**2,784,740**	19,830	2,804,570
Budgeted Staffing	189.9	3.2	193.1	(14.7)	**178.4**	3.2	181.6

AUDITOR/CONTROLLER-RECORDER

Base Year Adjustments

Salaries & Benefits	271,081	MOU.
	508,347	Retirement.
	9,593	Risk Mgmt Workers' Comp.
	789,021	
Services & Supplies	7,331	Risk Management Liabilities.
	(16,402)	4% Spend Down Plan.
	(9,071)	
Central Computer	135,488	
Transfer	(3,297)	Incremental Change in EHAP.
Reimbursements	(251,986)	30% Cost Reduction Plan.
Base Year Appropriation	660,155	
Revenue	345,000	Court MOU.
	956,123	30% Cost Reduction Plan.
	139,166	4% Spend Down Plan.
	1,440,289	
Base Year Revenue	1,440,289	
Base Year Local Cost	(780,134)	

Mid-Year Adjustment

Current Services	200,000	Increased recording reveune.
Stat, Fed or Gov't Aid	(200,000)	Less SB 90 revenue.
Mid-Year Revenue	-	
Mid-Year Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	301,688	Increase in budget for step increases, paid vacation and administrative leave.
Services and Supplies	(2,000)	Reduce special department expense.
	(36,220)	GASB 34 Accounting Change (EHAP).
	(19,166)	Reduce courier & printing expense.
	(20,000)	Reduce temporary help - outside services.
	260,000	Increase in postage
	45,858	Comnet , cellular and other services
	6,127	Increase in Property Insurance
	7,000	Increase in other banking charges
	1,500	Increase in shredding
	9,000	Increase in Air Travel
	252,099	
Transfers	50,479	Transfer to Records Management IRM ACR.
	36,220	GASB 34 Accounting Change (EHAP).
	86,699	
Reimbursements	(105,000)	Reimbursement from TTX (repay cost of Bank Reconciliation).
	(470,498)	Due to GASB 34 shown as reimbursement from SDW and SDV instead of Operating Transfers In.
	29,102	Decrease in reimbursement from SDW and SDV.
	(546,396)	
Operating Transfer Out	(329,485)	4th floor remodel budgeted in 2002-03.
Total Requirements	(235,395)	
Revenue		
Licenses, Permits	(39,000)	Estimate reduced activity.
Current Services	439,281	Estimated increased levels of recording activity.
State and Federal Aid	(45,478)	Do not expect to receive claimed state funds this year.
Other Revenue	(119,700)	Reduction in number of hours billed to others.
Operating Transfers In	(470,498)	Due to GASB 34 funds received from SDW and SDV now budgeted as reimbursements
Total Sources	(235,395)	
Local Cost	-	

AUDITOR/CONTROLLER-RECORDER

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	33	14.7	699,350	375,027	324,323
Vacant Budgeted in Recruitment - Retain	7	6.5	425,161	-	425,161
Total Vacant	40	21.2	1,124,511	375,027	749,484
Recommended Restoration of Vacant Deleted	16	3.2	109,120	89,290	19,830

Vacant Position Impact
AAA ACR Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
Accountant I	0675	(1.0)	(57,171)	(33,171)	(24,000)
					0
Accountant II	75702	(1.0)	(62,961)	-	(62,961)
Auditor-Controller Manager	LY301115	(1.0)	(89,074)	-	(89,074)
Clerk III	05031	(1.0)	(36,123)	(36,123)	-
Clerk III	LY300657	(1.0)	(36,123)	(36,123)	-
Clerk III	LY300914	(1.0)	(36,123)	(36,123)	-
Clerk III	LY300915	(1.0)	(36,123)	(36,123)	-
Clerk IV	LY300917	(0.4)	(12,570)	(12,570)	-
Fiscal Clerk II	LY200464	(0.5)	(18,623)	-	(18,623)
Fiscal Clerk II	LY301007	(0.5)	(18,623)	-	(18,623)
Internal Auditor II	5392	(0.5)	(32,008)	(9,000)	(23,008)
Internal Auditor II	16055	(0.5)	(32,008)	(9,000)	(23,008)
Internal Auditor II	16056	(0.5)	(32,008)	(18,000)	(14,008)
Recording Supervisor	1740	(1.0)	(49,504)	(49,504)	-
Staff Analyst II	LY300918	(0.01)	(785)	-	(785)
Supervising Accountant III	2272	(0.5)	(37,773)	(10,000)	(27,773)
Public Service Employee	73131	(0.1)	(2,630)	-	(2,630)
Subtotal Recommended - **Delete**		(11.5)	(590,230)	(285,737)	(304,493)
Data Entry Operator I Incen 15	3378	(0.5)	(19,392)	(19,392)	-
Data Entry Operator I Incen 15	3379	(0.5)	(19,392)	(19,392)	-
Data Entry Operator I Incen 15	3380	(0.5)	(19,392)	(19,392)	-
Data Entry Operator I Incen 157	13001	(0.5)	(19,392)	(19,392)	-
Public Service Employee (Seasonal July-Sept)	73126	(0.1)	(2,191)	-	(2,191)
Public Service Employee	73127	(0.1)	(2,301)	-	(2,301)
Public Service Employee	73128	(0.1)	(2,301)	-	(2,301)
Public Service Employee	73130	(0.1)	(2,630)	-	(2,630)
Public Service Employee	90273	(0.1)	(2,191)	-	(2,191)
Public Service Employee	90391	(0.1)	(3,177)	(3,177)	-
Public Service Employee	90832	(0.1)	(3,177)	-	(3,177)
Public Service Employee	90917	(0.1)	(3,177)	(3,177)	-
Public Service Employee	90922	(0.1)	(3,177)	(3,177)	-
Public Service Employee	91530	(0.1)	(2,191)	(2,191)	-
Public Service Employee	91901	(0.1)	(2,191)	-	(2,191)
Public Service Employee	91934	(0.1)	(2,848)	-	(2,848)
Subtotal Recommended - **Retain**		(3.2)	(109,120)	(89,290)	(19,830)
Total Slated for Deletion		(14.7)	(699,350)	(375,027)	(324,323)

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted In Recruitment · **Retain**					
Auditor-Controller Manager	7001	1.0	89,074	-	89,074
Automated System Analyst I	LY300596	1.0	58,941	-	58,941
Deputy Recorder	74928	1.0	68,384	-	68,384
Internal Auditor II	5391	0.5	32,008	-	32,008
Recordable Document Clerk	1737	1.0	39,206	-	39,206
System Account II	11517	1.0	68,774	-	68,774
System Account III	4896	1.0	68,774	-	68,774
Total in Recruitment Retain		6.5	425,161	-	425,161

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

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Auditor/Controller-Recorder (AAA ACR)
PREPARED BY: Betsy Starbuck
PHONE # 386-8818

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Auditing Fee	$62.00	$65.00	$3.00	The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $14,379 would be absorbed within available local cost funding and limit the resources available for other services.
Management Services Fee	$62.00	$65.00	$3.00	The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $150 would be absorbed within available local cost funding and limit the resources available for other services.
General Accounting Fee	$62.00	$65.00	$3.00	The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $8,115 would be absorbed within available local cost funding and limit the resources available for other services.
Property Tax Fee	$62.00	$65.00	$3.00	The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated would be absorbed within available local cost funding and limit the resources available for other services.
Payroll Accounting Fee	$28.00	$31.00	$3.00	The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $1,458 would be absorbed within available local cost funding and limit the resources available for other services.
Special Tax Report	$62.00	$65.00	$3.00	The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $4,353 would be absorbed within available local cost funding and limit the resources available for other services.
Child Support & Wage Assignments	$1.00	$1.00	$0.00	Child Support assignments currently charged $1 per person, per pay period. Proposed fee would charge $1 per person, per transaction, per pay period. For instance some employees have deductions for more than one transaction due to various responsibilities.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $10,750 would be absorbed within available local cost funding and limit the resources available for other services.
Reimbursable Projects Fee	$62.00	$65.00	$3.00	The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $10,401 would be absorbed within available local cost funding and limit the resources available for other services.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Auditor/Controller-Recorder (AAA ACR)
PREPARED BY: Betsy Starbuck
PHONE # 386-8818

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.023A (a) Auditing Fee	$62.00	$65.00	$3.00	4,793	4,793	0	$297,166.00	$311,545.00	$14,379.00
16.023A (b) Management Services Fee	$62.00	$65.00	$3.00	50	50	0	$3,100.00	$3,250.00	$150.00
16.023A (e) General Accounting Fee	$62.00	$65.00	$3.00	2,705	2,705	0	$167,710.00	$175,825.00	$8,115.00
16.023A (f) Property Tax Accounting Fee	$62.00	$65.00	$3.00	0	0	0	$0.00	$0.00	$0.00
16.023A (l) Payroll Accounting Fee	$28.00	$31.00	$3.00	486	486	0	$13,608.00	$15,066.00	$1,458.00
16.023A (k) (1) Special Tax Reports plus ISD Charges	$62.00	$65.00	$3.00	1,451	1,451	0	$89,962.00	$94,315.00	$4,353.00
16.023A (l) Child Support **and other** wage assignments	$1.00 per pay period	$1.00 **each** per pay period	$0.00	12,000	22,750	10,750	$12,000.00	$22,750.00	$10,750.00
16.023A (m) Reimbursable Projects Accounts	$62.00	$65.00	$3.00	3,467	3,467	0	$214,954.00	$225,355.00	$10,401.00
			$0.00			0			$0.00
			$0.00			0			$0.00
TOTAL THIS PAGE			$21.00			10,750			$49,606.00
GRAND TOTAL (All Page A's)			$21.00			10,750			$49,606.00

AUDITOR/CONTROLLER-RECORDER

POLICY DESCRIPTION FORM

Department/Group: Auditor/Controller-Recorder/Fiscal **Budget Code:** AAA ACR

Title: Recording Revenue Producing Positions

PRIORITY: Rank 1 **of** 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

All of these positions are fully supported by revenue and provide direct customer service to the public. Elimination of these positions would cause customer service delays and perhaps reduction of overall revenue.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 284,134	$ 398,523

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0 5031	Clerk III	$36,123
1.0 1740	Recording Supervisor	$49,504
0.5 3378	Data Entry Oper. I Incen 15	$19,392
1.0 LY300657	Clerk III	$36,123
0.5 3379	Data Entry Oper I Incen 15	$19,392
1.0 LY300914	Clerk III	$36,123
0.4 LY300917	Clerk IV	$12,570
1.0 LY300915	Clerk III	$36,123
0.5 3380	Data Entry Oper I Incen 15	$19,392
0.5 13001	Data Entry Oper I Incen 15	$19,392

	2003-04	Ongoing 2004-05
Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

	2003-04	Ongoing 2004-05
Reimbursements (specify) _____		
Total:	$ 284,134	$ 398,523
REVENUE (specify source)		
Costs fully supported by Recording Revenue (9625)	$ 284,134	$ 398,523
Total:	$ 284,134	$ 398,523
LOCAL COST	$ 0	$ 0

AUDITOR/CONTROLLER-RECORDER

POLICY DESCRIPTION FORM

Department/Group: Auditor/Controller-Recorder/Fiscal **Budget Code:** AAA ACR

Title: Audit Division

PRIORITY: Rank 2 **of** 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

See Attached

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 253,929	$ 391,694

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5 2272	Supervising Act III	$37,773
0.5 16056	Internal Auditor II	$32,008
0.5 16055	Internal Auditor II	$32,008
0.5 5392	Internal Auditor II	$32,008
1.0 00675	Accountant I	$57,171
1.0 75702	Accountant II	$62,961

Services & Supplies	$ 253,929	$ 391,694
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$	$

REVENUE (specify source)

Billing for financial audits to Special Districts and other entities (9280)	$ 79,171	$ 92,000
Total:	$	$
LOCAL COST	$ 174,758	$ 299,694

Policy Item #2 of 4 – Audit Division

As indicated in the Policy Description Form for the Supervising Accountant III, in addition to the mandatory audits that the Internal Audits Section (IAS) performs each year, an audit plan has been developed that provides for an operational audit of every County department within a four-year audit cycle. The impact of this increased audit responsibility has been to assign 2 to 3 audit assignments simultaneously to every staff member including our supervisors.

The additional operational audit workload and audit cycle requires additional staffing at the Accountant I level. The Accountant I at will assist the Internal Auditor IIs and management in performing their functions in the most efficient and effective manner.

IAS performs financial audits for part of the fiscal year that are billed to the special districts and other chargeable entities at our approved billing rate. It is anticipated that approximately $18,000 will be billed for each of these requested positions for each fiscal year.

AUDITOR/CONTROLLER-RECORDER

POLICY DESCRIPTION FORM

Department/Group: Auditor/Controller-Recorder **Budget Code:** AAA ACR

Title: Controller and Administrator

PRIORITY: Rank 3 **of** 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

Theses positions are funded by local cost. Being able to hire these positions would enhance oversight of payments, contract monitoring and department administration.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 129,735	$ 232,584

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0 LY301115	ACR Payables Manager	$89,074
0.01 LY300918	Staff Analyst II	$ 785
0.5 LY200464	Fiscal Clerk II	$18,623
0.5 LY301007	Fiscal Clerk II	$18,623
0.1 73131	Public Service Employee	$ 2,630

Services & Supplies	$	$
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 129,735	$ 232,584
REVENUE (specify source)		
)	$	$
Total:	$ 0	$ 0
LOCAL COST	$ 129,735	$ 232,584

AUDITOR/CONTROLLER-RECORDER

POLICY DESCRIPTION FORM

Department/Group: Auditor/Controller-Recorder/Fiscal **Budget Code:** AAA ACR

Title: Seasonal Workload

PRIORITY: Rank 4 **of 4** **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

The Auditors/Controller-Recorder (ACR) has operated an Accounting Intern Program for many years to meet their workload demands. During the months of July through mid-September, there is a significant increase in workload due to year-end closing, internal audit activities, property tax activities, preparation of COWCAP, and preparation for the countywide financial audit.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 31,552	$

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.1 73126	Public Service Employee	$2,191
0.1 73127	Public Service Employee	$2,301
0.1 73128	Public Service Employee	$2,301
0.1 73130	Public Service Employee	$2,630
0.1 90273	Public Service Employee	$ 2,191
0.1 90391	Public Service Employee	$3 177
0.1 90832	Public Service Employee	$3,177
0.1 90917	Public Service Employee	$3,177
0.1 90922	Public Service Employee	$3,177
0.1 91530	Public Service Employee	$2,191
0.1 91901	Public Service Employee	$2,191
0.1 91934	Public Service Employee	$2,848

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 31,552	$
REVENUE (specify source)		
_____		
_____		
Total:	$ 11,722	$
LOCAL COST	$ 19,830	$

BUDGET UNIT: MICROGRAPHICS (SDV REC)

I. GENERAL PROGRAM STATEMENT

The Micrographics fund was established to defray the cost of converting the county recorder's documents into an electronic storage system. The budget primarily reflects expenditures in services and supplies to upgrade and maintain systems that convert the ever-present flow of paper documents to microfilm and/or digital images. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	473,181	919,822	183,973	704,029
Total Revenue	57,674	31,820	-	-
Fund Balance		888,002		704,029

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Fiscal | **FUNCTION: General**
DEPARTMENT: Auditor/Controller-Recorder - SDV REC | **ACTIVITY: Finance**
FUND: Special Revenue SDV REC

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	56,104	791,953	-	-	791,953
Transfers	-	-	-	-	-
Total Appropriation	56,104	791,953	-	-	791,953
Operating Transfers Out	127,869	127,869	-	-	127,869
Total Requirements	183,973	919,822	-	-	919,822
Revenue					
Mircro Fees	-	31,820	-	-	31,820
Total Revenue	-	31,820	-	-	31,820
Fund Balance	-	888,002	-	-	888,002

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder - Micrographics
FUND: Special Revenue SDV REC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	791,953	(245,571)	546,382	-	**546,382**	-	546,382
Equipment	-	-	-	-	**-**	-	-
Transfers	-	157,647	157,647	-	**157,647**	-	157,647
Total Appropriation	791,953	(87,924)	704,029	-	**704,029**	-	704,029
Operating Transfer Out	127,869	(127,869)	-	-	**-**	-	-
Total Requirements	919,822	(215,793)	704,029	-	**704,029**	-	704,029
Micro Fees	31,820	(31,820)	-	-	**-**	-	-
Total Revenue	31,820	(31,820)	-	-	**-**	-	-
Fund Balance	888,002	(183,973)	704,029	-	**704,029**	-	704,029

Recommended Program Funded Adjustments

Services and Supplies	(245,571)	Reduction is due to more accurate and conservative reflection of actual expenditures.
Transfers	157,647	Increased staff support cost from AAA ACR budget unit (prior year $127,869).
Total Appropriation	(87,924)	
Operating Transfer Out	(127,869)	Reclassed to transfers.
Total Requirements	(215,793)	
Revenue	(31,820)	Reduction in interest income.
Fund Balance	(183,973)	

BUDGET UNIT: SYSTEM DEVELOPMENT (SDW REC)

I. GENERAL PROGRAM STATEMENT

The Systems Development fund was established to support, maintain and improve the system of recorded documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	1,775,455	12,457,832	3,423,088	13,315,578
Total Revenue	2,769,996	2,750,000	3,550,834	3,380,000
Fund Balance		9,707,832		9,935,578

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder - Development
FUND: Special Revenue SDW REC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	2,110,959	10,170,703	-	-	10,170,703
Equipment	825,000	1,800,000	-	-	1,800,000
Transfers	-	-	-	-	-
Total Appropriation	2,935,959	11,970,703	-	-	11,970,703
Operating Transfer Out	487,129	487,129	-	-	487,129
Total Requirements	3,423,088	12,457,832	-	-	12,457,832
Revenue					
Micro Fees	3,550,834	2,750,000	-	-	2,750,000
Total Revenue	3,550,834	2,750,000	-	-	2,750,000
Fund Balance		9,707,832	-	-	9,707,832

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder - Development
FUND: Special Revenue SDW REC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	10,170,703	(506,180)	9,664,523	-	**9,664,523**	-	9,664,523
Equipment	1,800,000	998,000	2,798,000	-	**2,798,000**	-	2,798,000
Transfers	-	685,555	685,555	-	**685,555**	-	685,555
Total Appropriation	11,970,703	1,177,375	13,148,078	-	**13,148,078**	-	13,148,078
Operating Transfer Out	487,129	(319,629)	167,500	-	**167,500**	-	167,500
Total Requirements	12,457,832	857,746	13,315,578	-	**13,315,578**	-	13,315,578
Revenue							
Micro Fees	2,750,000	630,000	3,380,000	-	**3,380,000**	-	3,380,000
Total Revenue	2,750,000	630,000	3,380,000	-	**3,380,000**	-	3,380,000
Fund Balance	9,707,832	227,746	9,935,578	-	**9,935,578**	-	9,935,578

AUDITOR/CONTROLLER-RECORDER

Recommended Program Funded Adjustments

Services and Supplies	(308,680)	Reduction is due to more accurate and conservative reflection of actual expenditures.
	(167,500)	Moved to Operating Transfer Out for CIP Request.
	(30,000)	Decreased to fund AC Network Air FM.
	(506,180)	
Equipment	868,000	Continuing improvements to the Recorder's imaging system.
	100,000	APC Infrastructure.
	30,000	APC Network Air FM.
	998,000	
Transfers	487,129	Due to GASB 34 reclassed from operating transfers out.
	120,171	Increase in amount to Library (SAP CLB) for staffing and space for County Clerk functions.
	78,255	Increase in staff support costs to AAA ACR.
	685,555	
Total Appropriation	1,177,375	
Operating Trans Out	(487,129)	Due to GASB 34 funds disbursed to Auditor/Controller (AAA ACR) and County Library (SAP CLB) for staffing now budgeted as transfers.
	167,500	CIP request for 1st floor remodel.
	(319,629)	
Total Requirements	857,746	
Revenue		
Micro Fees	630,000	To reflect the level of recording activity.
Total Revenue	630,000	
Fund Balance	227,746	

BUDGET UNIT: VITAL RECORDS (SDX REC)

I. GENERAL PROGRAM STATEMENT

The Vital Records fund was established to support vital records operations, including improvement and automation of vital record systems. Revenue includes fees collected pursuant to Health and Safety Code Section 10605.3, for certified copies of vital statistic records. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	48,205	529,074	153,433	526,119
Total Revenue	114,547	99,000	121,478	128,000
Fund Balance		430,074		398,119

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

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder - Vital Records
FUND: Special Revenue SDX REC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	153,433	529,074	-	-	529,074
Total Appropriation	153,433	529,074	-	-	529,074
Operating Transfers Out	-	-	-	-	-
Total Requirements	-	-	-	-	-
Revenue					
Micro Fees	121,478	99,000	-	-	99,000
Total Revenue	121,478	99,000	-	-	99,000
Fund Balance		430,074	-	-	430,074

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder - Vital Records
FUND: Special Revenue SDX REC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	529,074	(170,455)	358,619	-	**358,619**	-	358,619
Total Appropriation	529,074	(170,455)	358,619	-	**358,619**	-	358,619
Operating Transfers Out	-	167,500	167,500	-	**167,500**	-	167,500
Total Requirements	529,074	(2,955)	526,119	-	**526,119**	-	526,119
Revenue							
Micro Fees	99,000	29,000	128,000	-	**128,000**	-	128,000
Total Revenue	99,000	29,000	128,000	-	**128,000**	-	128,000
Fund Balance	430,074	(31,955)	398,119	-	**398,119**	-	398,119

Recommended Program Funded Adjustments

Services and Supplies	(2,955)	Reduction is due to more accurate and conservative reflection of actual expenditures.
	(167,500)	Move to Operating Transfer for CIP Request.
Total Appropriation	(170,455)	
Operating Transfer Out	167,500	CIP Request for 1st floor remodel.
Total Requirements	(2,955)	
Micro Fees	29,000	Increase is due to slight increase in requests for certified copies of vital statistic records.
Revenue	29,000	
Fund Balance	(31,955)	

BUDGET UNIT: RECORDS MANAGEMENT (IRM ACR)

I. GENERAL PROGRAM STATEMENT

Records Management, an internal services fund, is responsible for storage of vital documents and records destruction. This division relocates inactive files from County departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

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

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	98,445	132,356	223,130	133,772
Total Revenue	123,699	132,356	112,345	133,865
Revenue Over/(Under) Expense	25,254	-	(110,785)	93
Budgeted Staffing		2.0		2.0
Unrestricted Net Assets Available at Yr End	108,141		1,963	
Workload Indicators				
Service Calls	22,567	26,000	26,000	21,500
Radios	8,845	9,424	9,424	9,200
Telephone	19,646	19,000	19,000	19,500
Circuits	1,582	1,582	1,582	1,237

The increase in operating expenses is primarily due to the Board approved consulting contract on December 17, 2002 for a not to exceed cost of $99,500 for Records Management improvements.

Decrease in revenue is due to departmental requests for Shredding/Reams which have decreased since the shredder was determined to be unsafe.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

On March 4, 2003 the Board of Supervisors approved rate increase for storage of $.08 per cubic foot per month for a total of $.29 per cubic foot per month and a decrease for shredding of $1.60 per box for a total of $6.33 per box per month, to be effective July 1, 2003.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The Board of Supervisors approved a rate increase of $.08 per cubic foot per month for a total of $.29 per cubic foot per month for storage and a decrease of $1.60 per box for a total of $6.33 per box for shredding to be effective July 1, 2003.

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Internal Services IRM ACR

FUNCTION: General
ACTIVITY: Records Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	45,949	76,949	7,053	-	84,002
Services and Supplies	177,183	55,407	-	-	55,407
Transfers	-	-	347	-	347
Total Exp. Authority	223,132	132,356	7,400	-	139,756
Reimbursements	-	-	-	-	-
Total Operating Expense	223,132	132,356	7,400	-	139,756
Revenue					
Current Services	112,345	132,356	-	-	132,356
Total Revenue	112,345	132,356	-	-	132,356
Rev Over/(Under) Exp	(110,787)	-	7,400	-	7,400
Budgeted Staffing		2.0	-	-	2.0

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Internal Services IRM ACR

FUNCTION: General
ACTIVITY: Records Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	84,002	18,446	102,448	-	**102,448**	-	102,448
Services and Supplies	55,407	26,049	81,456	-	**81,456**	-	81,456
Transfers	347	-	347	-	**347**	-	347
Total Exp. Authority	139,756	44,495	184,251	-	**184,251**	-	184,251
Reimbursements	-	(50,479)	(50,479)	-	**(50,479)**	-	(50,479)
Total Operating Expense	139,756	(5,984)	133,772	-	**133,772**	-	133,772
Revenue							
Current Services	157,308	(23,443)	133,865	-	**133,865**	-	133,865
Total Revenue	157,308	(23,443)	133,865	-	**133,865**	-	133,865
Rev Over/(Under) Exp	(17,552)	(17,459)	93	-	**93**	-	93
Budgeted Staffing	2.0	-	2.0	-	**2.0**	-	2.0

Base Year Adjustments

Salaries and Benefits	2.376	MOU.
	4,220	Retirement.
	457	Risk Management Workers' Comp.
	7,053	
Services and Supplies	347	Incremental Change in EHAP.
Total Base Year Appropriation	7,400	
Total Base Year Revenue	-	
Total Base Year Rev Over (Under) Exp	-	

AUDITOR/CONTROLLER-RECORDER

Recommended Program Funded Adjustments

Salaries and Benenfits	18,446	Cost of .25 budgeted staff - Record Management Supervisor.
Services and Supplies	26,440	Increase COWCAP , decrease professional services and increase general office expense.
	(391)	GASB 34 Accounting Change (EHAP).
	26,049	
Reimbursement	(50,479)	Reimbursement to IRM for recording services.
Total Appropriation	(5,984)	
Revenue		
Current Service	(23,052)	Estimated decrease in revenue caused by reduced use of services.
	(391)	GASB 34 Accounting Change (EHAP).
	(23,443)	
Total Revenue	(23,443)	
Total Base Year Rev Over (Unde	17,459	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over (Under)
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted in Recruitment - Remain	2.0	2.0	90,129	90,129	-
Total Vacant	2.0	2.0	90,129	90,129	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact
IRM ACR Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over (Under)
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
Vacant Budgeted In Recruitment - **Retain**					
Records Management Technician	77894	1.0	36,158	36,158	-
Records Management Supervisor	77895	1.0	53,971	53,971	-
Total in Recruitment Retain		2.0	90,129	90,129	-

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

OVERVIEW OF BUDGET

DEPARTMENT: TREASURER-TAX COLLECTOR
TREASURER-TAX COLLECTOR: RICHARD LARSEN

	2003-04			
	Appropriations	Revenue	Local Cost	Staffing
Treasurer-Tax Collector	6,780,201	5,110,135	1,670,066	66.5
Central Collections	7,986,256	7,986,256	-	94.5
TOTAL	14,766,457	13,096,391	1,670,066	161.0

BUDGET UNIT: TREASURER-TAX COLLECTOR (AAA TTX)

I. GENERAL PROGRAM STATEMENT

The Treasurer-Tax Collector has two distinct functions: the collection of property taxes and the treasury function. The tax collection function involves the collection and accounting of property taxes for all taxing entities in the county. This currently amounts to more than $1.0 billion in property taxes, plus county licenses and other fees. The Treasurer is also responsible for the investment of the county investment pool, which includes county funds and all school districts within the county, as well as providing banking services for these agencies. The Treasurer currently manages assets of over $2.0 billion.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	6,574,194	6,273,423	6,593,036	6,780,201
Total Revenue	4,075,854	4,160,138	4,958,950	5,110,135
Local Cost	2,498,340	2,113,285	1,634,086	1,670,066
Budgeted Staffing		66.5		66.5
Workload Indicators				
Tax bills sent Out:				
Annual Secured	701,205	705,000	704,219	715,000
Annual Unsecured	41,770	42,000	42,903	43,000
Supplementals	89,013	62,000	62,522	64,000
Total	831,988	809,000	809,644	822,000
Tax charges (in millions):				
Annual Secured	1,027	1,070	1,113	1,200
Annual Unsecured	69	70	74	74
Supplementals	50	33	36	34
Total	1,146	1,173	1,223	1,308
Phone Calls (Interactive Voice Response System)*	267,000	289,000	289,000	300,000
Tax Sale Parcels Sold*	1,165	1,600	3,400	4,700
Checks Deposited*	2,225,949	Not Available	2,317,000	2,410,000
Warrants Processed*	2,297,246	Not Available	2,332,000	2,367,000
Assets Managed (in thousands) (as of Dec. 31)*	2,170,907	Not Available	2,233,072	2,250,000

*First time included in budget book.

Estimated costs for 2002-03 are expected to be over budget by approximately $320,000. Costs for title search, auction and advertising costs related to two tax sales exceeded the 2002-03 budget due to efforts to accelerate the number of properties offered at tax sales. These costs were offset by increased revenue (see below).

The majority of the estimated 2002-03 revenue increases over budget are due to the increase in tax sale revenues ($816,000), increased assessment and tax collection fees ($73,000) and increased collection fees from unsecured delinquent parcels ($21,000). The Treasurer-Tax Collector originally budgeted to sell approximately 1,600 properties at tax sales but actually sold approximately 3,400 properties. These estimated revenue increases over budget are partially offset by an expected decrease in administrative charges to the Treasury Pool resulting from an analysis of its costs.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

An increased interest in real estate ownership by the public, as a result of the decline in the stock market along with historical low interest rates, has caused the number of properties sold at tax sales to skyrocket. In addition, being able to purchase properties using the Internet (one sale in 2002-03 and two planned in 2003-04) has increased participation at tax sales. Based on the success of tax sales in 2002-03, the County Treasurer-Tax Collector intends to continue to aggressively return tax-defaulted properties to the tax roll through the tax sales in 2003-04. The department plans to auction approximately 5,500 properties in 2003-04. The increased emphasis on tax sales will result in an increase to the department's services and supplies expenses (all of which are reimbursable through tax sale fees). Specifically, title search and auction/advertising costs are expected to be approximately $386,000 higher than the 2002-03 budget and tax sale postage and other costs are expected to be approximately $46,000 higher than the 2002-03 budget.

OTHER CHANGES

The Treasurer-Tax Collector expects to meet its 30% cost reductions plan through increased cost reimbursements from tax sale revenues (discussed above in Program Changes) and reimbursements from Central Collections. Increases to tax sale revenues are expected to cover the additional title search and auction related costs required for planned tax sales. As a result of an analysis of its costs, the Treasurer-Tax Collector expects to increase its reimbursements from Central Collections by approximately $334,000 to $675,000.

IV. VACANT POSITION IMPACT

The department has a total of 6.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	4.0	Slated for Deletion
Vacant Budgeted In Recruitment	2.0	Retain
Total Vacant	6.0	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of 4.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, #3 and #4 which would restore the department's request of 3.0 vacant budgeted position for the Treasurer Tax Collector since they are either directly connected to revenue or are seasonal in nature.

TREASURER-TAX COLLECTOR

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Tax Sale/Account Reconciliation	1.0 $67,238 Revenue Supported	The Accountant II position would insure that tax sale and other property tax collection errors are caught and corrected on a timely basis. Also assist in determining that tax sale collection procedures are followed and all receipts properly recorded.
	2	Administrative Support	1.0 $67,238 Revenue Supported	The Staff Analyst II would assist in the development of automated reporting systems; assist in preparation of the department's budget and revenue projections; liaison with Auditor-Controller regarding FAS/TZ systems; conduct studies of banking costs; monitor banking activity and charges and prepare written reports; and prepare Requests for Proposals (RFPs) for banking and investment related services and equipment and administer contracts.
x	3	Tax Sales	1.0 $32,002 Revenue Supported	With the anticipated increase in volumes of properties sold in 2003-04, the workload will increase in the Tax Sale section of the department. An additional Clerk II is needed to process the increased letters and notices to parties of interest and buyers.
x	4	Seasonal Positions	1.0 $17,514 Revenue Supported	During its peak workload periods, the Department needs seasonal employees to assist in the mailroom and to perform cashiering duties to cover the additional workload that occurs during that period.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Adding fee to cover cost of any special programming request. Deleting six minor fees based on County Counsel opinion regarding public information requests. No impact to budget.

GROUP: Fiscal
DEPARTMENT: Treasurer-Tax Collector
FUND: General AAA TTX

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,266,259	3,486,873	269,827	-	3,756,700
Services and Supplies	2,859,398	2,319,171	(28,204)	-	2,290,967
Central Computer	609,159	609,159	50,511	-	659,670
Transfers	-	-	-	-	-
Total Exp Authority	6,734,816	6,415,203	292,134	-	6,707,337
Reimbursements	(341,780)	(341,780)	(333,774)	-	(675,554)
Total Appropriation	6,393,036	6,073,423	(41,640)	-	6,031,783
Operating Transfer Out	200,000	200,000	-	-	200,000
Total Requirement	6,593,036	6,273,423	(41,640)	-	6,231,783
Revenue					
Licenses and Permits	1,000	1,000	-	-	1,000
Taxes	256,750	245,000	-	-	245,000
Current Services	2,737,668	1,817,138	423,579	-	2,240,717
State, Fed or Gov't Aid	-	22,000	(22,000)	-	-
Other Revenue	1,963,532	2,075,000	-	-	2,075,000
Total Revenue	4,958,950	4,160,138	401,579	-	4,561,717
Local Cost	1,634,086	2,113,285	(443,219)	-	1,670,066
Budgeted Staffing		66.5	-	-	66.5

GROUP: Fiscal
DEPARTMENT: Treasurer/Tax Collector
FUND: General AAA TTX

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,756,700	56,412	3,813,112	(183,922)	**3,629,190**	116,754	3,745,944
Services and Supplies	2,290,967	575,219	2,866,186	-	**2,866,186**	-	2,866,186
Central Computer	659,670	-	659,670	-	**659,670**	-	659,670
Transfers	-	116,529	116,529	-	**116,529**	-	116,529
Total Exp Authority	6,707,337	748,160	7,455,497	(183,922)	**7,271,575**	116,754	7,388,329
Reimbursements	(675,554)	258	(675,296)	44,826	**(630,470)**	-	(630,470)
Total Appropriation	6,031,783	748,418	6,780,201	(139,096)	**6,641,105**	116,754	6,757,859
Operating Transfer Out	200,000	(200,000)	-	-	**-**	-	-
Total Requirements	6,231,783	548,418	6,780,201	(139,096)	**6,641,105**	116,754	6,757,859
Revenue							
Licenses & Permits	1,000	-	1,000	-	**1,000**	-	1,000
Taxes	245,000	12,000	257,000	-	**257,000**	-	257,000
Current Services	2,240,717	931,283	3,172,000	(139,096)	**3,032,904**	116,754	3,149,658
Other Revenue	2,075,000	(394,865)	1,680,135	-	**1,680,135**	-	1,680,135
Total Revenue	4,561,717	548,418	5,110,135	(139,096)	**4,971,039**	116,754	5,087,793
Local Cost	1,670,066	-	1,670,066	-	**1,670,066**	-	1,670,066
Budgeted Staffing	66.5	-	66.5	(4.0)	**62.5**	3.0	65.0

TREASURER-TAX COLLECTOR

Base Year Adjustments

Salaries and Benefits	94,878	MOU.
	170,655	Retirement.
	4,294	Risk Management Works Comp.
	269,827	
Services and Supplies	(6,204)	Risk Mgmt Liabilities.
	(22,000)	Loss of SB90 revenue.
	(28,204)	
Central Computer	50,511	
Reimbursements	(333,516)	30% Cost Reduction.
	(258)	Incremental Change in EHAP.
	(333,774)	
Total Base Year Appropriation	(41,640)	
Current Services	339,048	30% Cost Reduction.
	84,531	4% Spend Down Plan.
	423,579	
State, Fed or Gov't Aid	(22,000)	Loss of SB90 revenue.
Total Base Year Revenue	401,579	
Total Base Year Local Cost	(443,219)	

The Treasurer-Tax Collector expects to meet its 30% cost reductions plan through increased cost reimbursements from tax sale revenues and reimbursements from Central Collections.

Recommended Program Funded Adjustments

Salaries and Benefits	56,412	Increase in salary and benefits for budgeted step increases and paid vacation and administrative leave.
Services and Supplies	443,787	Increases in costs related to tax sales (title search, auction, advertising, postage and other costs).
	138,000	Increases in system development and distributed DP equipment charges.
	5,219	Net increase in all other costs.
	(11,787)	GASB 34 Accounting Change EHAP.
	575,219	
Transfers	105,000	Bank reconciliation fees paid to Auditor/Controller ($105,000) and other employee programs.
	(258)	
	11,787	GASB 34 Accounting Change EHAP.
	116,529	
Reimbursement	258	
Operating Transfers Out	(200,000)	Decrease for expenses related to a remodel of the County Treasurer's Offices in 2002-03
Total Requirements	548,418	
Revenue		
Taxes	12,000	Increase in penalties on taxes.
Current Services	931,283	Increase in the tax sale revenues, assessment and tax collection fees and unsecured tax collection fees.
Other Revenue	(409,865)	Decrease in administrative charges to Treasury Pool related to remodel of the County Treasurer's Offices in 2002-03 and analysis of data processing charges.
	15,000	Other increases.
	(394,865)	
Total Revenue	548,418	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue and Reimbursements	Local Cost
Vacant Budgeted Not In Recruitment - Delete	5	4.0	183,992	183,992	-
Vacant Budgeted in Recruitment - Retain	2	2.0	116,058	116,058	-
Total Vacant	7	6.0	300,050	300,050	-
Recommended Restoration of Vacant Deleted	4	3.0	116,754	116,754	-

Vacant Position Impact
AAA TTX Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue and Reimbursements	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
Staff Analyst II	LY300434	(1.0)	(67,238)	(67,238)	-
Subtotal Recommended - **Delete**		(1.0)	(67,238)	(67,238)	-
Clerk II	LY300265	(1.0)	(32,002)	(32,002)	
Accountant II	00071855	(1.0)	(67,238)	(67,238)	-
Public Service Employee (Seasonal Nov thru Dec and March thru April)	94696	(0.5)	(8,757)	(8,757)	-
Public Service Employee (Seasonal Nov thru Dec and March thru April)	N0008	(0.5)	(8,757)	(8,757)	-
Subtotal Recommended - **Retain**		(3.0)	(116,754)	(116,754)	-
Total Slated for Deletion		(4.0)	(183,992)	(183,992)	-
Vacant Budgeted In Recruitment - **Retain**					
Investment Analyst	76510	1.0	76,842	76,842	-
Clerk II	3914	1.0	39,216	39,216	-
Total in Recruitment Retain		2.0	116,058	116,058	-

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

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Treasurer-Tax Collector **Budget Code:** AAA TTX
Title: Tax Sale/Accountant Reconciliation

PRIORITY: Rank 1 of 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

This Accountant II position is 100% funded from tax sale revenues and administrative charges to the Treasury Pool and Central Collections. During 2002-03, the Department budgeted to sell approximately 1,600 properties at tax sale but actually sold approximately 3,400 properties and collected over $10 million. Based on the success of tax sales in 2002-03, the County Treasurer-Tax Collector intends to continue to aggressively return tax-defaulted properties to the tax roll through increased tax sales in 2003-04. In fact, the department plans to auction approximately 5,500 properties in 2003-04. The volume of activity and dollars involved requires an Accountant II to insure that tax sale proceeds are properly accounted for, properly recorded and that Department tax sale procedures are followed.

The department also manages over $2 billion of investments and collects more than $1 billion in property taxes annually. The position allows the Treasurer-Tax Collector to expand reconciliation procedures to insure errors are caught and corrected on a timely basis.

The Treasurer-Tax Collector has had an Accountant II position (71855) open only since November 2, 2002. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because the volume of tax sales was not expected in 2002-03.

As indicated on the Policy Description Form, the Treasurer-Tax Collector ranked this position as having the highest priority in need and should be restored. This is the only accountant position budgeted in the Treasurer-Tax Collector budget unit. Without this position, we risk having non-professional staff (e.g. fiscal clerks) perform higher-level accounting duties, resulting in possible error or defalcations. The numbers included below on this form were included with our originally submitted 2003-04 budget.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 67,238	$ 69,255

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Accountant II	67,238

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) 5011 – Central Collections	22,413	23,085
Total:	$ 44,825	$ 46,170
REVENUE (specify source)		
9265 – Tax Sale	22,412	23,085
9970 – Treasury Pool	22,413	23,085
Total:	$ 44,825	$ 46,170
LOCAL COST	$ 0	$ 0

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Treasurer-Tax Collector **Budget Code:** AAA-TTX
Title: Staff Analyst II

PRIORITY: Rank 2 of 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 67,238	$ 69,255

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Staff Analyst II	67,238

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) 5011 – Central Collections	22,413	23,085
Total:	$ 44,825	$ 46,170
REVENUE (specify source)		
9970 – Treasury Pool	22,413	23,085
9265 – Tax Sale	22,412	23,085
Total:	$ 44,825	$ 46,170
LOCAL COST	$ 0	$ 0

TREASURER-TAX COLLECTOR

Policy Item #2 of 4 – Staff Analyst II

The Treasurer-Tax Collector has not filled the Staff Analyst position approved with the 2002-03 budget. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because we thought the position might be cut during the 30% spend-down process if we could not meet our target. The Department did not want to hire someone that might be laid off six months later. The department now believes it will be able to meet its 30% spend-down target from revenues and therefore wants to fill the position in 2003-04.

The Staff Analyst II position is 100% funded through administrative charges to the Treasury Pool and Central Collections and from tax sale. This is the department's only staff analyst position. This position would:

1. Assist in the development of automated reporting systems with other management and Treasurer-Tax Collector.

2. Assist in preparation of the department's budget and revenue projections.

3. With the Treasurer's Office Supervisor, act as liaison with Auditor/Controller regarding FAS/TZ system issues, consolidated banking services, e-commerce and other projects.

4. Conducts studies of banking costs and structure of banking accounts under supervision of Treasurer's Office Supervisor.

5. Monitor banking activity and charges and prepare written reports.

6. Prepare Requests for Proposals (RFPs) for banking and investment related services and equipment and administer contracts.

The department manages over $2 billion of investments and collects more than $1 billion in property taxes annually. The tasks mentioned above are critical to the department's and county's goals of providing excellent customer service. The numbers included below on this form were included with our originally submitted 2003-04 budget.

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Treasurer Tax Collector **Budget Code:** AAA-TTX
Title: Tax Sales

PRIORITY: Rank 3 of 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

This Clerk II position is 100% funded from tax sale revenue. During 2002-03, the Department budgeted to sell approximately 1,600 properties at tax sale but actually sold approximately 3,400 properties. Based on the success of tax sales in 2002-03, the County Treasurer-Tax Collector intends to continue to aggressively return tax-defaulted properties to the tax roll through increased tax sales in 2003-04. In fact, the department plans to auction approximately 5,500 properties in 2003-04.

The increased volume of properties sold has naturally increased the workload of the Tax Sale section of the department, which is currently staffed by three positions. An additional Clerk II is therefore needed to process the increased letters and notices to parties of interest and buyers.

The Treasurer-Tax Collector did not fill this Clerk II position approved with the FY 2002-03 budget. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because the volume of tax sales was not expected in 2002-03.

The numbers included on this form were included in our originally submitted FY 2003-04 budget.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 32,002	$ 32,962

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk II	32,002

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 32,002	$ 32,962
REVENUE (specify source)		
9265 - Tax Sale	32,002	32,962
Total:	$ 32,002	$ 32,962
LOCAL COST	$ 0	$ 0

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Treasurer-Tax Collector **Budget Code:** AAA-TTX
Title: Seasonal Positions

PRIORITY: Rank 4 of 4 **FUNDING:** Full Year ☐ Other ☒ 6 Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

During its peak workload periods, the department needs seasonal employees. Each year we hire employees from Kelly Services and use Public Service Employees in November – December and March – April to assist in the mailroom and to perform cashiering duties to cover the additional workload that occurs during that period. During December and April, both the volume of phone calls and number of payments processed received by the department increases more than ten-fold from normal periods. In addition, seasonal employees are sometimes used to supplement full-time staff to assist handling peak workloads during tax sale and when supplemental assessment bills are mailed. Due to the dramatic turnover in property and development, the number of supplemental bills has increased 82% from last fiscal year.

The department is now requesting two Public Service Employees for up to six months each. The seasonal employees are 100% funded from tax sale revenue.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 17,514	$ 18,039

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Public Svce. Employee	8,757
0.5	Public Svce. Employee	8,757

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 17,514	$ 18,039
REVENUE (specify source)		
9265 - Tax Sale	17,514	18,039
Total:	$ 17,514	$ 18,039
LOCAL COST	$ 0	$ 0

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Treasurer-Tax Collector (AAA TTX)
PREPARED BY: Jim Mummert
PHONE # 387-6360

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
$16.02					Reimbursement is not expected to be material.
Special Programming Request at Cost (bb)		Actual Cost	Reimbursement for Actual Cost	Fee would reimburse department for all costs incurred for any special request from the public.	
Tax Sale (cc) Parcel Data Fee	$0.00	$50.00	$50.00	Proposed fee would cover costs of providing last known mailing address of parties of interest to potential bidders for properties subject to tax sale.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
Letter of Payment (c)	$5.00		($5.00)	Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests.	None.
Microfilm Prints (d)	$1.25		($1.25)	Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests.	None.
Microfiche Prints (e)	$1.25		($1.25)	Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests.	None.
Excess Proceeds List (p)	$25.00		($25.00)	Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests.	None.
Parties of Interest Listing (q)	$50.00		($50.00)	Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests.	None.
Tax Sale Property Sold Listing (w)	$25.00		($25.00)	Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests.	None.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Treasurer-Tax Collector (AAA TTX)
PREPARED BY: Jim Mummert
PHONE # 387-6360

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
$16.02			$0.00			0			$0.00
Special Programming Request at Cost (bb)		Actual Cost		Amounts are expected to be immaterial			Revenue is expected to be immaterial		
Tax Sale Parcel Data Fee (cc)	$0.00	$50.00	$50.00	0	500	500	$0.00	$25,000.00	$25,000.00
Letter of Payment (c)	$5.00	$0.00	($5.00)			0			$0.00
Microfilm Prints (d)	$1.25	$0.00	($1.25)			0			$0.00
Microfiche Prints (e)	$1.25	$0.00	($1.25)			0			$0.00
Excess Proceeds List (p)	$25.00	$0.00	($25.00)			0			$0.00
Parties of Interest Listing (q)	$50.00	$0.00	($50.00)			0			$0.00
Tax Sale Property Sold Listing (w)	$25.00	$0.00	($25.00)			0			$0.00
			$0.00			0			$0.00
			$0.00			0			$0.00
TOTAL THIS PAGE	$107.50	$0.00	($57.50)			500			$25,000.00
GRAND TOTAL (All Page A's)	#REF!	$0.00	($57.50)			500			$25,000.00

BUDGET UNIT: CENTRAL COLLECTIONS (AAA TCC)

I. GENERAL PROGRAM STATEMENT

Central Collections is a division of the Treasurer-Tax Collector. The division's purpose is to centrally coordinate the county's collection functions by providing a collection service for the county, as well as to provide accounting and collections of court ordered payments. Total collections by the division are estimated at $31.0 million for 2003-04. The majority of these collections are from court-ordered fines and the Arrowhead Regional Medical Center's delinquent accounts receivable.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,175,474	6,894,549	6,162,725	7,986,256
Total Revenue	6,711,371	6,894,549	7,029,725	7,986,256
Local Cost	(1,535,897)	-	(867,000)	-
Budgeted Staffing		93.9		94.5
Workload Indicators				
Total collections ($)	30,004,855	26,000,000	30,000,000	31,000,000
Open accounts	270,826	Not Available	325,000	350,000
Assigned accounts	174,716	Not Available	192,000	192,000

Estimated costs for 2002-03 reflect a savings in salaries and benefits due to open positions during the year and a savings in services and supplies due to decreased professional services expenses.

Estimated revenues for 2002-03 reflect an expected increase due mainly from Court collection fees.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted Staffing is proposed to increase a net 0.6 positions and is funded with existing resources. Staffing changes include the following:

(1) 1.0 new Programmer Analyst III position added to support the increased workload and general programming updates and modifications and specific programming projects such as the HIPAA, AB3000 and SB1732 implementations.

(2) 3.1 positions (1.1 Collections Officers, 1.0 Fiscal Clerk II and 1.0 Public Information Clerk) filled during the year due to increased workload.

(3) Decreases of 3.5 positions (1.0 Supervising Accountant II, 2.0 Public Service Employees (PSEs), and 0.5 Supervising Fiscal Clerk I) that are no longer needed as a result of organization changes in the Accounting Section.

PROGRAM CHANGES

As a result of collections increasing to an expected $31.0 million for 2003-04, the department's services and supplies expenses will also increase. Specifically, County Counsel expenses are expected to be $51,000 higher than the 2002-03 budget, other professional services (Columbia Ultimate Business Systems) are expected to be $29,000 higher than the 2002-03 budget and non-inventoriable equipment is expected to be $46,000 higher than the 2002-03 budget.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The Department has a total of 10.5 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	5.5	Slated for Deletion
Vacant Budgeted In Recruitment	5.0	Retain
Total Vacant	10.5	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of 5.5 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #2 which would restore the department's request of 4.0 vacant Public Service Employee positions for seasonal workloads.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	System Support for New Legislative Programs	1.5 $76,651 Revenue Supported	Central Collections needs to continue to make programming modifications and changes to its collection interfaces with the courts, DMV, Franchise Tax board and other agencies due to several significant changes in law, including AB3000, SB172, and HIPPA. Without 1.0 Supervising Accounting Tech and 0.5 Automated Systems Tech, normal daily operations will be affected, as well as needed development projects, which will not be completed. In addition, high level of accounting functions also need to be performed.
x	2	Collections Support Positions	4.0 $74,254 Revenue Supported	Public Service Employees (PSE's) are vital to Central Collections operation. The department uses PSE's due to increased workload demands such as the AB3000 system revision.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Fiscal
DEPARTMENT: Treasurer-Tax Collector - Central Collections
FUND: General AAA TCC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,840,239	4,429,885	297,013	-	4,726,898
Services and Supplies	1,919,209	2,061,387	4,959	-	2,066,346
Central Computer	61,497	61,497	(13,207)	-	48,290
Equipment	-	-	-	-	-
Transfers	341,780	341,780	(1,215)	-	340,565
Total Appropriation	6,162,725	6,894,549	287,550	-	7,182,099
Revenue					
Fines & Forfeitures	50,971	107,977	-	-	107,977
Current Services	6,807,941	6,525,072	287,550	-	6,812,622
State, Fed or Gov't Aid	113,156	100,000	-	-	100,000
Other Revenue	57,657	161,500	-	-	161,500
Total Revenue	7,029,725	6,894,549	287,550	-	7,182,099
Local Cost	(867,000)	-	-	-	-
Budgeted Staffing		93.9	-	-	93.9

GROUP: Fiscal
DEPARTMENT: Treasurer-Tax Collector - Central Collections
FUND: General AAA TCC

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	4,726,898	221,484	4,948,382	(150,905)	**4,797,477**	74,254	4,871,731
Services and Supplies	2,066,346	131,663	2,198,009	-	**2,198,009**	-	2,198,009
Central Computer	48,290	-	48,290	-	**48,290**	-	48,290
Equipment	-	100,000	100,000	-	**100,000**	-	100,000
Transfers	340,565	351,010	691,575	-	**691,575**	-	691,575
Total Appropriation	7,182,099	804,157	7,986,256	(150,905)	**7,835,351**	74,254	7,909,605
Revenue							
Fines & Forfeitures	107,977	(57,006)	50,971	-	**50,971**	-	50,971
Current Services	6,812,622	826,521	7,639,143	(150,905)	**7,488,238**	74,254	7,562,492
State, Fed or Gov't Aid	100,000	13,156	113,156	-	**113,156**	-	113,156
Other Revenue	161,500	21,486	182,986	-	**182,986**	-	182,986
Total Revenue	7,182,099	804,157	7,986,256	(150,905)	**7,835,351**	74,254	7,909,605
Local Cost	-	-	-	-	**-**	-	-
Budgeted Staffing	93.9	0.6	94.5	(5.5)	**89.0**	4.0	93.0

TREASURER-TAX COLLECTOR

Base Year Adjustments

Salaries and Benefits	106,371	MOU.
	185,877	Retirement.
	4,765	Risk Management Workers Comp.
	297,013	
Services and Supplies	4,959	Risk Management liabilities.
Central Computer	(13,207)	
Transfers	(1,215)	Incremental Change in EHAP.
Total Base Year Appropriation	287,550	
Current Services	287,550	Expected increase in revenues due to increase in collections.
Total Base Year Revenue	287,550	
Total Base Year Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	221,484	Increase in salaries and benefits for a net 0.6 budgeted staffing increase which includes the conversion of 2.0 PSEs and step increases for existing positions.
Services and Supplies	149,157	Increase in costs related to County Counsel expenses, professional services, noninventoriable equipment and general office expenses.
	(17,494)	GASB 34 Accounting Change (EHAP).
	131,663	
Equipment	100,000	Increase to computer hardware.
Transfers	333,516	Increase in reimbursements for salaries and benefits and services and supplies costs provided by the Treasurer-Tax Collector.
	17,494	GASB 34 Accounting Change (EHAP).
	351,010	
Total Appropriation	804,157	
Revenue		
Fines & Forfeitures	(57,006)	Decrease in vehicle code fines.
Current Services	826,521	Increase in accounting fees for services performed for various agencies, for reimbursements for ARMC collection costs, and for fees for traffic fine collections.
State, Fed or Gov't Aid	13,156	Increase in revenues from the 10% state incentive on restitution collections.
Other Revenue	21,486	Increase in other revenues for NSF checks.
Total Revenue	804,157	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	6	5.5	150,905	150,905	-
Vacant Budgeted in Recruitment - Retain	5	5.0	243,451	243,451	-
Total Vacant	11	10.5	394,356	394,356	-
Recommended Restoration of Vacant Deleted	4	4.0	74,254	74,254	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
Supvg Accounting Technician	00000234	(1.0)	(53,936)	(53,936)	-
Automated Systems Technician	LY300406	(0.5)	(22,715)	(22,715)	-
Subtotal Recommended - **Delete**		(1.5)	(76,651)	(76,651)	-
Public Service Employee	00070141	(1.0)	(18,609)	(18,609)	-
Public Service Employee	00070354	(1.0)	(18,951)	(18,951)	-
Public Service Employee	00074926	(1.0)	(18,347)	(18,347)	-
Public Service Employee	00074927	(1.0)	(18,347)	(18,347)	-
Subtotal Recommended - **Retain**		(4.0)	(74,254)	(74,254)	-
Total Slated for Deletion		(5.5)	(150,905)	(150,905)	-
Vacant Budgeted In Recruitment- **Retain**					
Collections Officer	00000202	1.0	45,435	45,435	-
Collections Officer	00001036	1.0	49,504	49,504	-
Collections Officer	00005112	1.0	49,504	49,504	-
Collections Officer	00007118	1.0	49,504	49,504	-
Collections Officer	00007151	1.0	49,504	49,504	-
Total in Recruitment Retain		5.0	243,451	243,451	-

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

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Central Collections **Budget Code:** AAA TCC
Title: System Support for New Legislative Programs

PRIORITY: Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attachment.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 76,651	$ 102,347

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Aut. Systems Tech.	22,715
1.0	Supv. Acct. Tech.	53,936

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 76,651	$ 102,347
REVENUE (specify source)		
9285 – Accounting Services	76,651	102,347
Total:	$ 76,651	$ 102,347
LOCAL COST	$ 0	$ 0

TREASURER-TAX COLLECTOR

Policy Item 1 of 2 – Restoration of Deleted Positions

The Automated Systems Technician position is needed to assist in our normal daily maintenance operations. Presently, work such as routine server and workstation maintenance is not being done regularly and this affects our system performance and security. Also, analysts are performing technical work instead of the needed 40-50 development projects that are currently on hold. Without the Automated Systems Technician, normal daily operations will be affected, as well as needed development projects, which will not be completed.

A Supervising Accountant Technician position is needed to perform increased high-level accounting functions. Due to the complexities of the implementation of AB3000, which was passed as an urgency measure in the fall of 2002, and the anticipated increased work demands from the work of five additional collectors, the department needs a supervising accountant technician position.

The costs of all of these positions are funded 100% through reimbursement revenues.

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Central Collections **Budget Code:** AAA TCC
Title: Seasonal Positions

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

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

Public Service Employees are vital to Central Collections operations. The division uses PSE's as seasonal employees and to supplement full-time employees who are on long-term sick leave or occupied due to increased workload demands such as the AB3000 system revision. Central Collections strives to provide excellent customer service and without the ability to hire PSE's when needed, the quality of our service and collections may decline. Without PSE staff, collection staff may also be pulled to staff the front counter and fill other support functions, thereby pulling them from collection activities.

The costs of all of these positions are reimbursed 100% through reimbursement revenues.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 74,254	$ 76,482

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Public Service Employee	18,609
1.0	Public Service Employee	18,951
1.0	Public Service Employee	18,347
1.0	Public Service Employee	18,347

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 74,254	$ 76,482
REVENUE (specify source)		
9285 – Accounting Services	18,347	18,897
9315 – Institution Care & Services	37,560	38,687
9610 – Collection Fee	18,347	18,898
Total:	$ 74,254	$ 76,482
LOCAL COST	$ 0	$ 0

LAW AND JUSTICE GROUP
SUMMARY

	Page #	Approp	Revenue	Local Cost
GENERAL FUND				
COUNTY TRIAL COURTS:				
DRUG COURT PROGRAMS	5-1-1	358,096	358,096	-
GRAND JURY	5-1-5	201,460	-	201,460
INDIGENT DEFENSE	5-1-8	9,219,969	-	9,219,969
JUDICIAL BENEFITS/FACILITIES COSTS	5-1-12	1,873,598	-	1,873,598
TRIAL COURT FUNDING - MAINTENANCE OF EFFORT	5-1-15	34,090,295	23,721,081	10,369,214
DISTRICT ATTORNEY:				
CRIMINAL	5-2-1	36,907,410	21,148,905	15,758,505
CHILD ABDUCTION	5-2-13	773,000	-	773,000
LAW AND JUSTICE GROUP ADMINISTRATION	5-3-1	115,587	49,000	66,587
PROBATION:				
ADMINISTRATION & COMMUNITY CORRECTIONS	5-4-1	34,872,731	21,149,322	13,723,409
DETENTION CORRECTIONS	5-4-18	43,546,689	16,223,754	27,322,935
PRE-TRIAL DETENTION	5-4-27	512,610	-	512,610
AB 1913 GRANT	5-4-30	260,781	260,781	-
COURT-ORDERED PLACEMENTS	5-4-14	7,382,883	-	7,382,883
PUBLIC ADMIN/GUARDIAN/CONSERV/CORONER	5-5-1	5,345,789	1,039,936	4,305,853
PUBLIC DEFENDER	5-6-1	19,718,736	500,000	19,218,736
SHERIFF	5-7-1	256,705,621	170,704,153	86,001,468
TOTAL GENERAL FUND		451,885,255	255,155,028	196,730,227
SPECIAL REVENUE FUND		**Approp**	**Revenue**	**Fund Balance**
COUNTY TRIAL COURTS:				
COURTHOUSE SEISMIC SURCHARGE	5-1-19	4,236,719	972,000	3,264,719
COURTHOUSE FACILITY - EXCESS 25%	5-1-22	3,830,935	1,227,000	2,603,935
SURCHARGE ON LIMITED FILINGS	5-1-26	1,120,000	1,120,000	-
INDIGENT DEFENSE REGISTRATION FEE		519,040	133,500	385,540
DISTRICT ATTORNEY CONSOLIDATED	5-2-17	6,991,440	4,619,000	2,372,440
LAW AND JUSTICE ADMINISTRATION:				
2000 LOCAL LAW ENFORCEMENT BLOCK GRANT	5-3-13	-	-	-
2001 LOCAL LAW ENFORCEMENT BLOCK GRANT	5-3-9	89,999	3,080	86,919
2002 LOCAL LAW ENFORCEMENT BLOCK GRANT	5-3-5	232,612	3,568	229,044
PROBATION:				
JUVENILE JUSTICE GRANT PROGRAM (AB 1913)	5-4-37	12,335,706	6,320,513	6,015,193
PUBLIC ADMIN/GUARDIAN/CONSERV/CORONER				
FORENSIC PATHOLOGY GRANT	5-5-14	12,068	95	11,973
SHERIFF:				
SHERIFF CONSOLIDATED	5-7-18	26,113,374	16,245,517	9,867,857
TOTAL SPECIAL REVENUE FUNDS		55,481,893	30,644,273	24,837,620

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY TRIAL COURTS

	2003-04			
	Appropriations	Revenue	Local Cost	Fund Balance
Drug Court Programs	358,096	358,096	-	-
Grand Jury	201,460	-	201,460	-
Indigent Defense	9,219,969	-	9,219,969	-
Judicial Benefits/Facilities	1,873,598	-	1,873,598	-
Trial Court Funding - Maint of Effort	34,090,295	23,721,081	10,369,214	-
Special Revenue Funds:				
Courthouse Facility - Excess 25%	3,830,935	1,227,000	-	2,603,935
Courthouse Seismic Surcharge	4,236,719	972,000	-	3,264,719
Surcharge on Limited Filings	1,120,000	1,120,000	-	-
Indigent Defense - Co. Trial Cts.	519,040	133,500	-	-
TOTAL	45,743,418	24,079,177	21,664,241	5,868,654

BUDGET UNIT: DRUG COURT PROGRAMS (AAA FLP)

I. GENERAL PROGRAM STATEMENT

This budget unit accounts for administrative treatment and support costs for Drug Court Programs. Funding is from grant revenues and reimbursements by the Office of Alcohol and Drug Programs in the Department of Behavioral Health. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	106,814	50,320	145,428	358,096
Total Revenue	106,814	50,320	145,428	358,096
Local Cost	-	-	-	-

Variance of estimate from budget is due to two new grants for Barstow and Fontana drug court programs that became available during the last quarter of 2002-03.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: County Trial Courts - Drug Court Programs
FUND: General AAA FLP

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	269,922	164,320	307,776	-	472,096
Total Exp Authority	269,922	164,320	307,776	-	472,096
Reimbursements	(124,494)	(114,000)	-	-	(114,000)
Total Appropriation	145,428	50,320	307,776	-	358,096
Revenue					
Other Revenue	145,428	50,320	307,776	-	358,096
Total Revenue	145,428	50,320	307,776	-	358,096
Local Cost	-	-	-	-	-

GROUP: Law and Justice
DEPARTMENT: County Trial Courts - Drug Court Programs
FUND: General AAA FLP

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	472,096	18,546	490,642	-	**490,642**	-	490,642
Total Expen Authority	472,096	18,546	490,642	-	**490,642**	-	490,642
Reimbursements	(114,000)	(18,546)	(132,546)	-	**(132,546)**	-	(132,546)
Total Oper Expense	358,096	-	358,096	-	**358,096**	-	358,096
Revenue							
Other Revenue	358,096	-	358,096	-	**358,096**	-	358,096
Total Revenue	358,096	-	358,096	-	**358,096**	-	358,096
Local Cost	-	-	-	-	**-**	-	-

Base Year Adjustments

Services and Supplies	308,252	Increase for Barstow and Fontana Drug Court programs.
	(476)	Risk Manamgemet Liabilities.
	307,776	
Total Appropriation	307,776	
Other Revenue	307,776	US Dept. of Justice revenue for Barstow and Fontana Drug Court programs offset by reduction for Risk Management.
Total Revenue	307,776	
Local Cost	-	

COUNTY TRIAL COURTS

	Recommended Program Funded Adjustments	
Services and Supplies	18,546	Increase in administrative costs due to salary increases as well as allowance for office expense.
Reimbursements	(18,546)	Increase reimbursement to cover anticipated program costs.
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

BUDGET UNIT: GRAND JURY (AAA GJY)

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Grand Jury is appointed annually by the Superior Court. Its responsibilities include investigating local government, examining instances of public office crime and corruption, and returning indictments in certain criminal cases brought before it by the District Attorney's office. Funding in this budget unit covers members stipend, office supplies, administrative support costs and contract costs for audits. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	316,620	301,148	289,102	201,460
Local Cost	316,620	301,148	289,102	201,460

Variance of estimated 2002-03 from budget is due to lower expenditures incurred for auditing.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Grand Jury
FUND: General AAA GJY

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	289,102	301,148	(99,688)	-	201,460
Total Appropriation	289,102	301,148	(99,688)	-	201,460
Local Cost	289,102	301,148	(99,688)	-	201,460

GROUP: Law and Justice
DEPARTMENT: Grand Jury
FUND: General AAA GJY

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	201,460	-	201,460	-	**201,460**	-	201,460
Total Appropriation	201,460	-	201,460	-	**201,460**	-	201,460
Local Cost	201,460	-	201,460	-	**201,460**	-	201,460

Base Year Adjustments

Services and Supplies	(12,046)	4% Spend Down Plan.
	(86,730)	30% Cost Reduction Plan.
	(912)	Risk Management Liabilities.
	(99,688)	
Total Appropriation	(99,688)	
Local Cost	(99,688)	

BUDGET UNIT: INDIGENT DEFENSE PROGRAM (AAA IDC)

I. GENERAL PROGRAM STATEMENT

State law requires that the courts appoint attorneys, investigators, and necessary defense experts for indigents in criminal cases. Private counsel is typically appointed when the Public Defender's Office has a conflict or is otherwise not available to handle cases. Appropriations for these appointments are included in this trial court indigent defense budget unit. These costs are not eligible for state trial court funding.

The Indigent Defense Program is administered by the Superior Court, with staff that process and monitor accounts payable for the court-appointed defense representation services. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	9,599,711	9,615,047	9,220,845	9,219,969
Total Revenue	(40,000)	-	-	-
Local Cost	9,639,711	9,615,047	9,220,845	9,219,969
Workload Indicators				
Felony Appointments	4,500	4,600	3,600	3,800
Misdemeanor Appointments	2,600	2,800	2,300	2,400
Juvenile Delinquency Appointments	2,000	2,300	1,700	1,800

Indigent Defense's estimated 2002-03 appropriations and workload are less than budgeted due primarily to the Public Defender's reduction in conflicts while crime statistics were remaining level or increasing slightly. Indigent Defense's budget is directly related to court-appointed services after the Public Defender has conflicted off cases, therefore a decrease in conflicts equates to a reduction in workload and expenditures for Indigent Defense.

Although 2003-04 workload is expected to increase slightly from 2002-03, it is expected that the Public Defender will continue to maintain a low conflict rate so workload indicator estimates are considerably less than 2002-03 budgeted indicators. While caseload is expected to increase slightly, appropriations are expected to decrease due to a planned reduction in investigator/witness air travel, printing services, death penalty investigations, and court-appointed defense attorney services as recommended in the 4% Spend Down and 30% Cost Reduction plans.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: County Trial Courts - Indigent Defense Program
FUND: General AAA IDC

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	9,220,845	9,615,047	(395,078)	-	9,219,969
Total Appropriation	9,220,845	9,615,047	(395,078)	-	9,219,969
Local Cost	9,220,845	9,615,047	(395,078)	-	9,219,969

GROUP: Law and Justice
DEPARTMENT: County Trial Courts - Indigent Defense Program
FUND: General AAA IDC

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I + J K 2003-04 Recmmended Budget
Appropriation							
Services and Supplies	9,219,969	-	9,219,969	-	**9,219,969**	-	9,219,969
Total Expen Authority	9,219,969	-	9,219,969	-	**9,219,969**	-	9,219,969
Local Cost	9,219,969	-	9,219,969	-	**9,219,969**	-	9,219,969

COUNTY TRIAL COURTS

		Base Year Adjustments
Services and Supplies	(384,602)	4% Spend Down Plan.
	(10,000)	30% Cost Reduction Plan.
	(476)	Risk Management Liabilities.
	(395,078)	
Total Appropriation	(395,078)	
Total Revenue	-	
Local Cost	(395,078)	

BUDGET UNIT: JUDICIAL BENEFITS/FACILITIES (AAA CTN)

I. GENERAL PROGRAM STATEMENT

On January 1, 1998, AB 233, the Lockyer – Isenberg Trial Court Funding Act of 1997 went into effect in the State of California. This bill fundamentally changed how the trial courts are funded by transferring primary responsibility for funding the courts to the state, including sole responsibility for funding future growth in court operations costs. However, under AB 233, the costs of locally authorized judicial benefits and costs for facilities remain the responsibility of counties. This budget unit was established in 1997-98 to appropriate funds for those local judicial benefits (designated as other charges in budget) and facilities-related expenses (designated as services and supplies in budget). There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 203-04
Total Appropriation	1,692,051	1,806,975	1,803,952	1,873,598
Local Cost	1,692,051	1,806,975	1,803,952	1,873,598
Workload Indicators				
Number of Judges (Filled)	62	63	61	63
Number of Facilities	22	22	22	22

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Judicial Benefits/Facilities
FUND: General AAA CTN

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	481,081	473,000	66,623	-	539,623
Other Charges	1,286,771	1,333,975	-	-	1,333,975
Transfers	36,100	-	-	-	-
Total Appropriation	1,803,952	1,806,975	66,623	-	1,873,598
Local Cost	1,803,952	1,806,975	66,623	-	1,873,598

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Judicial Benefits/Facilities
FUND: General AAA CTN

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	539,623	-	539,623	-	**539,623**	-	539,623
Other Charges	1,333,975	(55,000)	1,278,975	-	**1,278,975**	-	1,278,975
Transfers	-	55,000	55,000	-	**55,000**	-	55,000
Total Appropriation	1,873,598	-	1,873,598	-	**1,873,598**	-	1,873,598
Local Cost	1,873,598	-	1,873,598	-	**1,873,598**	-	1,873,598

Base Year Adjustments

Services and Supplies	(25,000)	4% Spend Down Plan.
	91,623	Risk Management Liabilities.
	66,623	
Subtotal Base Year Appropriation	66,623	
Subtotal Base Year Revenue	-	
Subtotal Base Year Local Cost	66,623	

Recommended Program Funded Adjustments

Other Charges	(55,000)	Shift rent chages to appropriate object code.
Transfers	55,000	
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

BUDGET UNIT: TRIAL COURT FUNDING – MAINTENANCE OF EFFORT (MOE) (AAA TRC)

I. GENERAL PROGRAM STATEMENT

On January 1, 1998, AB233, the Lockyer – Isenberg Trial Court Funding Act of 1997 went into effect in the State of California. This bill fundamentally changed how the trial courts are funded by transferring primary responsibility for funding the courts to the state, including sole responsibility for funding future growth in court operations costs. In addition, it requires counties to make a capped maintenance of effort (MOE) payment to the state each year for operations of the courts. The MOE contribution is made up of two components: reported 1994-95 county expenses for court operations, plus fine and forfeiture revenue sent to the state in 1994-95. Under the bill, county MOE amounts were established in 1997-98 with certain reductions and adjustments subsequently authorized by the state. Current MOE contribution for expenditure component is $20,227,102 annually; and for revenues, is $8,163,193 annually. In return, the state allowed the counties to retain many of those same fines and forfeitures to help fund their MOE payments with the provision that collections that exceed the amount of the revenue MOE be split equally with the state. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	33,402,632	31,828,295	33,596,545	34,090,295
Total Revenue	24,403,078	21,697,281	24,669,462	23,721,081
Local Cost	8,999,554	10,131,014	8,927,083	10,369,214

Variance of estimated 2002-03 from budget is due to anticipated higher collections of revenues (above the revenue MOE) which is shared equally with the state.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Appropriations were increased to reflect higher anticipated payment to state based on projected share of revenue collections above the revenue MOE.

Also, appropriations were shifted to operating transfer category to more accurately reflect anticipated transfer payment to Court special revenue fund associated with 25% of county's share of collections above revenue MOE.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Maintenance of Effort (MOE)
FUND: General AAA TRC

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	32,555,295	31,828,295	(348,000)	-	31,480,295
Total Appropriation	32,555,295	31,828,295	(348,000)	-	31,480,295
Operating Transfer Out	1,041,250	-	-	-	-
Total Requirements	33,596,545	31,828,295	(348,000)	-	31,480,295
Revenue					
Fines & Forfeitures	7,455,403	12,401,193	-	-	12,401,193
State, Fed or Gov't Aid	(311,286)	-	-	-	-
Current Services	17,525,345	9,296,088	(586,200)	-	8,709,888
Total Revenue	24,669,462	21,697,281	(586,200)	-	21,111,081
Local Cost	8,927,083	10,131,014	238,200	-	10,369,214

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Maintenance of Effort (MOE)
FUND: General AAA TRC

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	31,480,295	1,410,000	32,890,295	-	**32,890,295**	-	32,890,295
Total Appropriation	31,480,295	1,410,000	32,890,295	-	**32,890,295**	-	32,890,295
Operating Transfer Out	-	1,200,000	1,200,000	-	**1,200,000**	-	1,200,000
Total Requirements	31,480,295	2,610,000	34,090,295	-	**34,090,295**	-	34,090,295
Revenue							
Fines & Forfeitures	12,401,193	(5,183,593)	7,217,600	-	**7,217,600**	-	7,217,600
State, Fed or Gov't Aid	-	-	-	-	**-**	-	-
Current Services	8,709,888	7,793,593	16,503,481	-	**16,503,481**	-	16,503,481
Total Revenue	21,111,081	2,610,000	23,721,081	-	**23,721,081**	-	23,721,081
Local Cost	10,369,214	-	10,369,214	-	**10,369,214**	-	10,369,214

Base Year Adjustments

Other Charges	(348,000)	Legislative correction to Maintenance of Effort.
Total Requirements	(348,000)	
Current Services	(586,200)	Reduction for Juvenile Dependency revenue no longer included in this budget unit.
Total Revenue	(586,200)	
Local Cost	238,200	

COUNTY TRIAL COURTS

Recommended Program Funded Adjustments

Other Charges	1,410,000	Anticipated higher payment to state for shared revenues offset by shift to operating transfers.
Operating Transfer Out	1,200,000	Transfer for Court per collections agreement.
Total Requirements	2,610,000	
Revenue		
Fines & Forfeitures	(5,183,593)	Realignment of revenues to appropriate category - shift to current services.
Current Services	7,793,593	Shift from fines & forfeitures and increase in anticipated collections based on projections and inclusion of undesignated revenues.
Total Revenue	2,610,000	
Local Cost	-	

BUDGET UNIT: COURTHOUSE SEISMIC SURCHARGE (RSB CAO)

I. GENERAL PROGRAM STATEMENT

Funding for this Special Revenue budget unit comes from $35 surcharge on civil filings over $25,000 pursuant to Government Code Section 76236, and is slated to be used for Central Courthouse seismic retrofit. Because this funding source was originally accounted for in a trust fund, no budget was developed for 2001-02. During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	-	3,387,719	-	4,236,719
Total Revenue	2,319,719	1,068,000	945,000	972,000
Fund Balance		2,319,719		3,264,719

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Appropriations are shifted from contingencies to operating transfers in anticipation of expenses to be incurred for the Central Courthouse seismic retrofit.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Courthouse Seismic Surcharge
FUND: Special Revenue RSB CAO

FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Contingencies	-	3,387,719	-	-	3,387,719
Total Appropriation	-	3,387,719	-	-	3,387,719
Operating Transfer Out	-	-	-	-	-
Total Requirements	-	3,387,719	-	-	3,387,719
Revenue					
Fines & Forfeitures	887,000	1,010,000	-	-	1,010,000
Use of Money & Prop	58,000	58,000	-	-	58,000
Total Revenue	945,000	1,068,000	-	-	1,068,000
Fund Balance		2,319,719	-	-	2,319,719

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Courthouse Seismic Surcharge
FUND: Special Revenue RSB CAO
FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Contingencies	3,387,719	(3,387,719)	-	-	-	-	-
Total Appropriation	3,387,719	(3,387,719)	-	-	-	-	-
Operating Transfer Out	-	4,236,719	4,236,719	-	4,236,719	-	4,236,719
Total Requirements	3,387,719	849,000	4,236,719	-	4,236,719	-	4,236,719
Revenue							
Fines & Forfeitures	1,010,000	(96,000)	914,000	-	914,000	-	914,000
Use of Money & Prop	58,000	-	58,000	-	58,000	-	58,000
Total Revenue	1,068,000	(96,000)	972,000	-	972,000	-	972,000
Fund Balance	2,319,719	945,000	3,264,719	-	3,264,719	-	3,264,719

Recommended Program Funded Adjustments

Contingencies	(3,387,719)	Move to operating transfers.
Total Appropriation	(3,387,719)	
Operating Transfer Out	3,387,719	Move from contingencies.
	849,000	Increase due to fund balance and change in revenue.
	4,236,719	
Total Requirements	849,000	
Revenue		
Fines & Forfeitures	(96,000)	Adjust to projected level based on 2002-03 experience.
Total Revenue	(96,000)	
Fund Balance	945,000	

BUDGET UNIT: COURTHOUSE FACILITY – EXCESS 25% (RSD CAO)

I. GENERAL PROGRAM STATEMENT

Funding in this Special Revenue Budget unit comes from 25% of County's 50% share of excess fines collected above the County's revenue maintenance of effort obligation to the State associated with Trial Court funding (per collections agreement between county and Superior Court). Because this funding source was originally a trust fund, no budget was developed for 2001-02. During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	-	2,462,685	-	3,830,935
Total Financing Sources	1,535,685	927,000	1,068,250	1,227,000
Fund Balance		1,535,685		2,603,935

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Appropriations are shifted from contingencies to operating transfers in anticipation of expenses to be incurred for the Central Courthouse seismic retrofit project.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Courthouse Facility
FUND: Special Revenue RSD CAO

FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Contingencies	-	2,462,685	-	-	2,462,685
Total Appropriation	-	2,462,685	-	-	2,462,685
Operating Transfer Out	-	-	-	-	-
Total Requirements	-	2,462,685	-	-	2,462,685
Revenue					
Fines & Forfeitures	-	900,000	-	-	900,000
Use of Money & Prop	27,000	27,000	-	-	27,000
Total Revenue	27,000	927,000	-	-	927,000
Operating Transfer In	1,041,250	-	-	-	-
Total Financing Sources	1,068,250	927,000	-	-	927,000
Fund Balance		1,535,685	-	-	1,535,685

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Courthouse Facility
FUND: Special Revenue RSD CAO

FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Contingencies	2,462,685	(2,462,685)	-	-	-	-	-
Total Appropriation	2,462,685	(2,462,685)	-	-	-	-	-
Operating Transfers Out	-	3,830,935	3,830,935	-	3,830,935	-	3,830,935
Total Requirements	2,462,685	1,368,250	3,830,935	-	3,830,935	-	3,830,935
Revenue							
Fines & Forfeitures	900,000	(900,000)	-	-	-	-	-
Use of Money & Prop	27,000	-	27,000	-	27,000	-	27,000
Total Revenue	927,000	(900,000)	27,000	-	27,000	-	27,000
Operating Transfer In	-	1,200,000	1,200,000	-	1,200,000	-	1,200,000
Total Financing Sources	927,000	300,000	1,227,000	-	1,227,000	-	1,227,000
Fund Balance	1,535,685	1,068,250	2,603,935	-	2,603,935	-	2,603,935

COUNTY TRIAL COURTS

	Recommended Program Funded Adjustments	
Contingencies	(2,462,685)	Move to operating transfers.
Total Appropriation	(2,462,685)	
Operating Transfers Out	2,462,685	Move from contingencies.
	1,368,250	Increase due to fund balance and change in revenue.
	3,830,935	
Total Requirements	1,368,250	
Revenue		
Fines & Forfeitures	(900,000)	Move to operating transfers In
Total Revenue	(900,000)	
Operating Transfers In	900,000	Move from fines & forfeitures.
	300,000	Adjust to projected level based on 2002-03 experience.
	1,200,000	
Total Sources	300,000	
Fund Balance	1,068,250	

BUDGET UNIT: SURCHARGE ON LIMITED FILINGS (RSE CAO)

I. GENERAL PROGRAM STATEMENT

Funding for this Special Revenue budget unit comes from $35 surcharge on civil filings under $25,000 pursuant to Government Code Section 76236 and is slated to be used for Central Courthouse seismic retrofit projects. AB 2022, which became law on January 1, 2003, expanded application of existing $35 civil filing fee surcharge to include all civil filings. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	-	-	-	1,120,000
Total Revenue	-	-	-	1,120,000
Fund Balance		-		-

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Appropriations are included under operating transfers in anticipation of expenses to be incurred for the Central Courthouse seismic retrofit project.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Surcharge on Limited Filings
FUND: Special Revenue RSE CAO

FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Operating Transfer Out	-	-	-	-	-
Total Requirements	-	-	-	-	-
Revenue					
Fines & Forfeitures	-	-	-	-	-
Use of Money & Prop	-	-	-	-	-
Total Revenue	-	-	-	-	-
Fund Balance	-	-	-	-	-

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Surcharge on Limited Filings
FUND: Special Revenue RSE CAO

FUNCTION: General
ACTIVITY: Plant Acquisition

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Operating Transfer Out	-	1,120,000	1,120,000	-	1,120,000	-	1,120,000
Total Requirements	-	1,120,000	1,120,000	-	1,120,000	-	1,120,000
Revenue							
Fines & Forfeitures	-	1,100,000	1,100,000	-	1,100,000	-	1,100,000
Use of Money & Prop	-	20,000	20,000	-	20,000	-	20,000
Total Revenue	-	1,120,000	1,120,000	-	1,120,000	-	1,120,000
Fund Balance	-	-	-	-	-	-	-

Recommended Program Funded Adjustments

Operating Transfer Out	1,120,000	Operating transfers associated with Central Courthouse seismic retrofit project.
Total Requirements	1,120,000	
Revenue		
Fines & Forfeitures	1,100,000	Projected level of surcharge revenue for civil filing under $25K.
Use of Money & Prop.	20,000	Projected interest on fund balance.
Total Revenue	1,120,000	
Fund Balance	-	

BUDGET UNIT: INDIGENT DEFENSE – SPECIAL REVENUE FUND (RMX IDC)

I. GENERAL PROGRAM STATEMENT

This budget unit accounts for the $25 fee assessments collected from indigent defendants at the time the court appoints defense counsel as allowed by Penal Code Section 987.5. Funds collected are deposited into Special Revenue Fund (RMX IDC). Distribution of funds is at the discretion of the Board of Supervisors pursuant to Penal Code 987.5 (e). This fee had been included in the county's fee schedule since 1997. There is no staffing associated with this budget unit.

Because this funding source was originally a trust fund, no budget was developed prior to 2001-02. As required by GASB 34, this revenue is now accounted for in a special revenue fund.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Total Appropriation	-	434,040	-	519,040
Total Revenue	277,040	157,000	108,500	133,500
Fund Balance		277,040		385,540

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: AdmLaw and Justiceinistrative/Executive
FUNCTION: Public Protection
DEPARTMENT: County Trial Courts - Indigent Defense Program
ACTIVITY: Judicial
FUND: Special Revenue RMX IDC

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Contingencies	-	434,040	-	-	434,040
Total Appropriation	-	434,040	-	-	434,040
Revenue					
Use of Money & Prop	8,500	7,000	-		7,000
Current Services	100,000	150,000	-	-	150,000
Total Revenue	108,500	157,000	-	-	157,000
Fund Balance		277,040	-	-	277,040

GROUP: Law and Justice
DEPARTMENT: County Trial Courts - Indigent Defense Program
FUND: Special Revenue RMX IDC
FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Contingencies	434,040	85,000	519,040	-	**519,040**	-	519,040
Total Appropriation	434,040	85,000	519,040	-	**519,040**	-	519,040
Revenue							
Use of Money & Prop	7,000	1,500	8,500		**8,500**		
Current Services	150,000	(25,000)	125,000	-	**125,000**	-	125,000
Total Revenue	157,000	(23,500)	133,500	-	**133,500**	-	133,500
Fund Balance	277,040	108,500	385,540	-	**385,540**	-	385,540

Recommended Program Funded Adjustments

Contingencies	85,000	Increase based on fund balance increase.
Total Appropriation	85,000	
Use of Money & Prop	1,500	
Current Services	(25,000)	Adjust to anticipated level.
Total Revenue	(23,500)	
Fund Balance	108,500	

OVERVIEW OF BUDGET

DEPARTMENT: DISTRICT ATTORNEY
DISTRICT ATTORNEY: MICHAEL A. RAMOS

	Appropriations	Revenue	Local Cost	Fund Balance	Staffing
Criminal	36,907,410	21,148,905	15,758,505	-	395.8
Child Abduction	773,000	-	773,000	-	7.0
Special Revenue	6,991,440	4,619,000	-	2,372,440	33.0
TOTAL	44,671,850	25,767,905	16,531,505	2,372,440	435.8

BUDGET UNIT: CRIMINAL (AAA DAT)

I. GENERAL PROGRAM STATEMENT

The District Attorney has the mandated responsibility under Government Code Section 26500 to prosecute crimes committed within the county, to provide legal assistance to criminal investigations conducted by law enforcement agencies operating within the county, and to advise the Grand Jury.

The District Attorney's Office has an ethical responsibility to the victims of crimes to ensure that they are kept abreast of the progress regarding their cases. Further, in its pursuit of justice, the District Attorney's Office is required to keep the public informed about the job it is doing on the public's behalf.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	32,008,962	31,888,034	34,120,091	36,907,410
Total Revenue	28,234,285	21,979,480	20,640,047	21,148,905
Local Cost	3,774,677	9,908,554	13,480,044	15,758,505
Budgeted Staffing		382.0		395.8
Workload Indicators				
Cases Reviewed:				
Criminal Felonies Reviewed	21,848	19,809	23,148	23,610
Criminal Misdemeanors Reviewed	44,600	40,438	45,466	46,374
Othr/Unclassfied Cases Reviewed	7,448	6,753	8,272	8,437
Juvenile Cases Reviewed	6,703	6,500	6,446	6,575
Total:	80,599	73,500	83,332	84,996
Cases Filed by District Attorney				
Criminal Felonies Filed	16,956	16,700	17,815	18,171
Criminal Misdemeanors Filed	36,862	36,500	37,774	38,529
Other/Unclassified Cases Filed	47	45	143	140
Juvenile Cases Filed	5,601	4,600	5,276	5,382
Total:	59,466	57,845	61,008	62,222

Projected cases reviewed and filed are expected to increase in 2003-04 reflecting increase in workload that is consistent with prior year and current year actual experience and growth in population.

Variance for 2001-02 actual local cost and 2002-03 budgeted local cost is due to one-time funding in the amount of $6.4 million that were brought in from trust funds in 2001-02.

Variance for estimated 2002-03 appropriations and revenue from adopted budget represent MOU increases for Attorney, Safety & Safety management, and Supervising Attorney bargaining units; mid-year approval of additional staff and supplies to support additional criminal court as a result of judicial reassignments and Central Court expansion; and miscellaneous revenue reductions for SB90 and grants.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

In addition to base year adjustments, which include Board approved mid-year items and 4% budget reduction, the following staffing changes are included in the proposed budget as recommended program adjustments:

- Decrease staffing by 1.0 Accounting Tech position and increased staffing by 1.0 Staff Analyst II position to reflect reclassification request.
- Decrease staffing by 3.0 Victim Witness Advocates to match available grant funding.
- Decrease staffing by 1.0 Programmer Analyst III due to previously anticipated transfer of position from ISD that did not occur.
- Decrease staffing by 4.0 Clerk II's; 2.8 Clerk III's; 1.0 Deputy District Attorney IV; 2.0 District Attorney Investigator I's; 1.0 District Attorney Investigator II; 0.9 Investigative Technician; and 2.0 Secretary I's to reflect anticipated turnover and meet available funding level.
- In addition to the staffing changes discussed above, a technical correction to remove the vacancy factor included in the prior year's budget resulted in an overall net increase of 8.8 total budgeted staffing in recommended program funded adjustments. No new position numbers were added and there is no increase in funding associated with this technical correction.

PROGRAM CHANGES

Services and supplies increases due to continued Electronic Information Sharing project reimbursed by Local Law Enforcement Block Grant (LLEBG) funds; safety equipment purchase and replacement (funded from forfeitures special revenue); training and CIP projects expenses (funded from federal asset forfeiture special revenue).

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 4.4 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	1.6	Slated for Deletion
Vacant Budgeted In Recruitment 2.8	Retain	
Total Vacant	4.4	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of the 2.6 vacant budgeted positions that are slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	Deputy District Attorney Workload	0.8 $90,668 Local Cost	This request is to retain funding for a Deputy District Attorney position to address workload needs in Barstow Office.
	2	Clerk III Workload	0.8 $28,568 Local Cost	This request is to retain funding for a Clerk III position to address workload needs.

V. OTHER POLICY ITEMS

Identity Theft Crime Unit: This item would establish a unit devoted to investigation and prosecution of identity theft crimes in San Bernardino County. The unit would consist of one Deputy District Attorney and an Investigator. One-time costs are $288,838. Ongoing costs are $272,171.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Criminal
FUND: AAA DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	32,587,093	30,170,795	5,433,084	209,318	35,813,197
Services and Supplies	3,551,910	3,517,897	3,843	-	3,521,740
Central Computer	328,614	328,614	(89,794)	-	238,820
Transfers	326,426	544,680	-	-	544,680
Total Exp Authority	36,794,043	34,561,986	5,347,133	209,318	40,118,437
Reimbursements	(2,673,952)	(2,673,952)	-	-	(2,673,952)
Total Appropriation	34,120,091	31,888,034	5,347,133	209,318	37,444,485
Revenue					
Taxes	16,395,000	16,395,000	632,500	-	17,027,500
State, Fed or Gov't Aid	4,240,047	5,580,300	(926,000)	-	4,654,300
Other Revenue	5,000	4,180	-	-	4,180
Total Revenue	20,640,047	21,979,480	(293,500)	-	21,685,980
Local Cost	13,480,044	9,908,554	5,640,633	209,318	15,758,505
Budgeted Staffing		382.0	5.0	-	387.0

GROUP: Law and Justice
DEPARTMENT: District Attorney - Criminal
FUND: General AAA DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	35,813,197	(467,887)	35,345,310	(119,236)	**35,226,074**	-	35,226,074
Services and Supplies	3,521,740	383,460	3,905,200	-	**3,905,200**	-	3,905,200
Central Computer	238,820	-	238,820	-	**238,820**	-	238,820
Transfers	544,680	(146,103)	398,577	-	**398,577**	-	398,577
Total Expen Authority	40,118,437	(230,530)	39,887,907	(119,236)	**39,768,671**	-	39,768,671
Reimbursements	(2,673,952)	(306,545)	(2,980,497)	-	**(2,980,497)**	-	(2,980,497)
Total Appropriation	37,444,485	(537,075)	36,907,410	(119,236)	**36,788,174**	-	36,788,174
Revenue							
Taxes	17,027,500	-	17,027,500	-	**17,027,500**	-	17,027,500
State, Fed or Gov't Aid	4,654,300	(551,892)	4,102,408	-	**4,102,408**	-	4,102,408
Other Revenue	4,180	14,817	18,997	-	**18,997**	-	18,997
Total Revenue	21,685,980	(537,075)	21,148,905	-	**21,148,905**	-	21,148,905
Local Cost	15,758,505	-	15,758,505	(119,236)	**15,639,269**	-	15,639,269
Budgeted Staffing	387.0	8.8	395.8	(1.6)	**394.2**	-	394.2

DISTRICT ATTORNEY

	Base Year Adjustments	
Salaries and Benefits	3,079,947	MOU.
	1,699,620	Retirement.
	74,770	Risk Management Workers Comp.
	975,089	Additional staff approved for Central Court expansion approved by Board on Oct. 1, 2002 and 2nd. Asst. DA position approved on Feb. 11, 2003.
	(396,342)	4% Spend Down Plan.
	5,433,084	
Services and Supplies	(8,505)	Incremental change in EHAP.
	(31,211)	Risk Management Liabilities.
	43,559	Additional services and supplies approved for Central Court expansion.
	3,843	
Central Computer	(89,794)	
Subtotal Base Year Appropriation	5,347,133	
Taxes	632,500	Increase in Prop. 172 revenues.
State, Fed or Gov't Aid	(926,000)	Reduction of SB90 revenue due to state suspension of payment is backfilled by local cost.
Subtotal Base Year Revenue	(293,500)	
Subtotal Base Year Local Cost	5,640,633	
Budgeted staffing	5.0	Addition of 5.0 DDAs; 1.0 Inv; 1.0 Clerk for court expansion; 1.0 2nd. Asst DA offset by reduction of 2.0 Investigator I's and 1.0 DA Investigator II due to 4% reduction.
	Mid-Year Adjustments	
Salaries and Benefits	209,318	Supervising Attorney MOU approved by Board of Supervisors on March 25, 2003.
Subtotal Mid-Year Appropriation	209,318	
Subtotal Mid-Year Revenue	-	
Subtotal Mid-Year Local Cost	209,318	

Recommended Program Funded Adjustments

Salaries and Benefits	7,609	Reclassification request - delete 1.0 Accounting Technician and fund 1.0 Staff Analyst II.
	(147,000)	Reduction of 3.0 Victim witness Advocates to meet available funding.
	(79,209)	Reduction of 1.0 Programmer Analyst for previously anticipated transfer that did not occur.
	(249,287)	Reduction of 4.0 Clerk II's; 2.8 Clerk III's; 1.0 DDA IV; 2.0 DA Inv 1; 1.0 DA Inv II; 0.9 Investigative Tech; and 2.0 Secretary I offset by technical correction to remove vacancy factor included in prior year's budget.
	(467,887)	
Services and Supplies	159,925	Increase represents LLEBG expenditures for EIS.
	75,000	Safety equipment purchase and replacement.
	148,535	Training and CIP projects expenses.
	383,460	
Transfers	(146,103)	Correction for projected rent expenditure.
Reimbursements	(144,140)	Increase represents LLEBG funds, fed asset forfeitures and fines.
	(87,405)	Training and CIP projects from fed asset forfeitures.
	(75,000)	Safety equipment purchase and replacement from forfeitures.
	(306,545)	
Total Appropriation	(537,075)	
Revenue		
State and Federal Aid	(551,892)	$276,456 represents loss of SB 90 revenue not offset by local cost backfill; $120,000 loss of spousal abuser prosecution program grant; $75,000 loss of community prosecution grant; and misc grant reductions (50,180 for statutory rape vertical prosecution; $26,131 for career criminal prosecution, etc.).
Other Revenue	14,817	Increase in LLEBG match.
Total Revenue	(537,075)	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	1.6	119,236	-	119,236
Vacant Budgeted In Recruitment - Retain	4	2.8	160,335	-	160,335
Total Vacant	6	4.4	279,571	-	279,571
Recommended Restoration of Vacant Deleted					

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Deputy District Attorney IV	77479	(0.8)	(90,668)	-	(90,668)
Clerk III	2710	(0.8)	(28,568)	-	(28,568)
Subtotal Recommended - **Delete**		(1.6)	(119,236)	-	(119,236)
None		-	-	-	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		(1.6)	(119,236)	-	(119,236)
Vacant Budgeted In Recruitment - **Retain**					
Clerk III	9652	0.8	29,472	-	29,472
Clerk III	16518	1.0	34,021	-	34,021
District Atty Investigator I	15697	0.5	48,421	-	48,421
District Atty Investigator I	15217	0.5	48,421	-	48,421
Total in Recruitment Retain		2.8	160,335	-	160,335

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

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
288,838	-	288,838	2.0	Identity Theft Crime Unit.
-	-	-	-	
288,838	-	288,838	2.0	

DISTRICT ATTORNEY

POLICY DESCRIPTION FORM

Department/Group: District Attorney/Law & Justice **Budget Code:** AAA DAT

Title: Deputy District Attorney (Position #77479)

PRIORITY: Rank 1 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

With the Central Court Expansion, the District Attorney's Office was given four additional attorney positions to handle the increased burden of courtroom appearances. We promptly hired for two of those positions from an existing list and initiated a new recruitment to fill the remaining positions. With the new administration of Mike Ramos, his previous position and that of the new Assistant District Attorney, Mike Risely, became open. Of the four open positions, three were lost in the round of budgetary cutbacks that came about this year. Although our recruitment was completed, the District Attorney imposed an internal hiring freeze as the budget position was being further evaluated, particularly as it related to the potential state cutbacks in grant positions. Although we had an open position, this precaution was taken to avoid going over budget.

We now have a better estimate and some clear answers as to our grant status. Additionally, as the internal assessment of needs in the office has continued with the new administration, we now feel that filling the open attorney position is appropriation at this time. This assessment, along with the contemplated transfer of some of our attorney staff, discloses a critical need in our desert division. Further, the assessment also discloses the further critical need for a Public Integrity Unit. These increasing pressures on our staffing result in our request to fill the position from the already existing list of qualified candidates. We have checked references, evaluated the candidates and are ready to make an offer to fill the position.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 90,668	$ 93,388

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Deputy District Attorney	90,668

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 90,668	$ 93,388
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 90,668	$ 93,388

DISTRICT ATTORNEY

POLICY DESCRIPTION FORM

Department/Group: District Attorney/Law & Justice **Budget Code:** AAA DAT
Title: Clerk III (Position #02710)

PRIORITY: Rank 2 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

As the department completes a business needs assessment, we have identified several areas of need where this clerical position would be valuable. The position was being held pending grant renewals to see if the state budget would impact grant amounts.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 25,568	$ 26,335

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk III	25,568

Services & Supplies	25,568	26,335
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount
	25,000

Reimbursements (specify) _____		
Total:	$ 25,568	$ 26,335
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 25,568	$ 26,335

DISTRICT ATTORNEY

POLICY DESCRIPTION FORM

Department/Group: District Attorney/Law & Justice **Budget Code:** AAA DAT
Title: Identity Theft Crime Unit

PRIORITY: Rank 3 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☐ Program Change ☒ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Fund staff devoted exclusively to investigation and prosecution of identity theft crimes in San Bernardino County (see attached).

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 234,961	$ 246,709

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Deputy District Attorney	139,380
1.0	DA Investigator I	95,581

Services & Supplies	28,877	25,412
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount	
One Vehicle for Investigator	25,000	25,000

Reimbursements (specify)		
Total:	$ 288,838	$ 272,121
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 288,838	$ 272,121

DISTRICT ATTORNEY

Policy Item #3 of 3 – Identity Theft Crime Unit

The explosion of Internet usage and the availability of on-line public records coupled with the ease of credit card access, has contributed greatly to dramatic increases in the crime of identity theft. Cases range from a peace officer who had a criminal he was investigating assume his identity and file bankruptcy in the name of the officer to a local man who assumed the identity of a victim of the World Trade Center Attack in order to facilitate the theft of tens of thousands of dollars. One national estimate is that one in three Americans will be the victim of identity theft during their lifetime. The cost of credit card fraud alone is estimated at over one billion dollars annually.

The theft of an individual's identity generates incredible psychological trauma, as the damage left in the wake of such a theft often takes years to clean up. Falsified credit cards, fraudulently obtained loans and liens against personal property take years to unravel. Suspects often go unidentified, as it takes highly skilled investigators, competent in high technology criminal investigation methods, to track, locate and identify the suspects. Collecting evidence to prove the crime sufficiently in court is yet another difficult task investigators must undertake. Lastly, highly skilled prosecutors are necessary to both understand the highly complex cases and successfully prosecute these nefarious criminals in court in order to prevent the victimization of additional citizens.

Many con artists have made the transition to high technology criminal. Training and equipment to investigate and prosecute these criminals is expensive. Because of the level of expertise necessary, a long-term commitment is required of investigative and prosecutorial staff members in order to combat this ever-increasing crime.

BUDGET UNIT: CHILD ABDUCTION (AAA DOS)

I. GENERAL PROGRAM STATEMENT

The Child Abduction Program is required by Chapter 1399, Statutes of 1976, Custody of Minors. The purpose of the program is to prosecute those who criminally abduct children and to return minors to a safe environment. This statute designates the level of service that the District Attorney must provide. This program requires extensive travel nationwide and around the world to return children to the custody of the adult ordered by the court. This program is normally reimbursed by SB 90 (state mandated program reimbursement) funds.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	692,679	741,042	731,696	773,000
Total Revenue	1,942,755	741,042	-	-
Local Cost	(1,250,076)	-	731,696	773,000
Budgeted Staffing		7.0		7.0

Estimated variance from adopted budget represents deferred SB90 revenue due to state budget. Expenses have been reduced to the extent possible to minimize local cost backfill burden.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Due to suspension of SB90 reimbursement by the state, a local cost backfill of $773,000 was necessary for this budget unit. Overall increase represents MOU costs for all classification units offset by reduction in services and supplies in order to meet local cost backfill.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Child Abduction
FUND: General AAA DOS

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	606,560	588,278	32,177	-	620,455
Services and Supplies	88,773	152,764	(219)	-	152,545
Transfers	36,363	-	-	-	-
Total Appropriation	731,696	741,042	31,958	-	773,000
Revenue					
State, Fed or Gov't Aid	-	741,042	(741,042)	-	-
Total Revenue	-	741,042	(741,042)	-	-
Local Cost		-	773,000	-	773,000
Budgeted Staffing		7.0	-	-	7.0

GROUP: Law and Justice
DEPARTMENT: District Attorney - Child Abduction
FUND: General AAA DOS

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I		
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	620,455	29,603	650,058	-	**650,058**	-	650,058
Services and Supplies	152,545	(67,604)	84,941	-	**84,941**	-	84,941
Transfers	-	38,001	38,001	-	**38,001**	-	38,001
Total Appropriation	773,000	-	773,000	-	**773,000**	-	773,000
Revenue							
State, Fed or Gov't Aid	-	-	-	-	**-**	-	-
Total Revenue	-	-	-	-	**-**	-	-
Local Cost	773,000	-	773,000	-	**773,000**	-	773,000
Budgeted Staffing	7.0	-	7.0	-	**7.0**	-	7.0

Base Year Adjustments

Salaries and Benefits	7,433	MOU.
	19,130	Retirement.
	5,614	Risk Management Workers Comp.
	32,177	
Services and Supplies	(65)	Risk Management Liabilities.
	(154)	Incremental change in EHAP.
	(219)	
Total Base Year Appropriation	31,958	
Total Base Year Revenue	(741,042)	Suspension of SB90 reimbursement backfilled by local cost.
Total Base Year Local Cost	(773,000)	

DISTRICT ATTORNEY

Recommended Program Funded Adjustments

Salaries and Benefits	29,603	Correction to funding level for salaries and benefits and to cover step increases.
Services and Supplies	(67,604)	Decrease in services and supplies to meet funding level and to reflect expenditures for Rent and EHAP charges under transfers.
Transfers	38,001	Moved funding for Rent and EHAP from Services and Supplies to Transfers.
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

I. GENERAL PROGRAM STATEMENT

This is a summary of seven special revenue accounts for the District Attorney's Office: Asset Forfeiture Unit; Specialized Prosecutions; Auto Insurance Fraud; Worker's Compensation Fraud; Real Estate Fraud; Vehicle Fees; and Federal Asset Forfeiture.

Revenue for these units is received from fines and forfeitures, the Department of Insurance, recording fees, and vehicle registration assessments. Each unit represents a self-funded program. No county general funds are used.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	3,164,065	4,713,759	4,575,779	6,991,440
Total Revenue	4,238,592	2,868,769	5,103,229	4,619,000
Fund Balance		1,844,990		2,372,440
Budgeted Staffing		32.0		33.0

Appropriations variance $137,980 represents cost savings measures across all budget units. Revenue exceeds projected figure due to continuation of strong housing market and several large forfeitures.

III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

STAFFING CHANGES

Addition of 1.0 Public Service Employee (PSE) position in the Real Estate Fraud unit for short-term duration for a specific case.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney
FUND: Special Revenue Consolidated

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	2,871,737	2,763,178	-	-	2,763,178
Services and Supplies	368,941	581,474	-	-	581,474
Transfers	794,250	668,000	-	-	668,000
Contingencies	540,851	701,107	-	-	701,107
Total Appropriation	4,575,779	4,713,759	-	-	4,713,759
Revenue					
Fines & Forfeitures	2,070,450	985,564	-	-	985,564
Use of Money & Prop	8,920	-	-	-	-
Current Services	1,050,000	588,575	-	-	588,575
State, Fed or Gov't Aid	1,973,859	1,294,630	-	-	1,294,630
Total Revenue	5,103,229	2,868,769	-	-	2,868,769
Fund Balance		1,844,990	-	-	1,844,990
Budgeted Staffing		32.0	-	-	32.0

GROUP: Law and Justice
DEPARTMENT: District Attorney
FUND: Special Revenue Consolidated

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,763,178	415,516	3,178,694	-	**3,178,694**	-	3,178,694
Services and Supplies	581,474	(188,921)	392,553	-	**392,553**	-	392,553
Transfers	668,000	367,969	1,035,969	-	**1,035,969**	-	1,035,969
Contingencies	701,107	1,683,117	2,384,224	-	**2,384,224**	-	2,384,224
Total Appropriation	4,713,759	2,277,681	6,991,440	-	**6,991,440**	-	6,991,440
Revenue							
Fines & Forfeitures	985,564	524,436	1,510,000	-	**1,510,000**	-	1,510,000
Use of Money & Prop	-	9,000	9,000	-	**9,000**	-	9,000
Current Services	588,575	411,425	1,000,000	-	**1,000,000**	-	1,000,000
State, Fed or Gov't Aid	1,294,630	805,370	2,100,000	-	2,100,000	-	2,100,000
Total Revenue	2,868,769	1,750,231	4,619,000	-	**4,619,000**	-	4,619,000
Fund Balance	1,844,990	527,450	2,372,440	-	**2,372,440**	-	2,372,440
Budgeted Staffing	32.0	1.0	33.0	-	**33.0**	-	33.0

DISTRICT ATTORNEY

		Recommended Program Funded Adjustments
Salaries and Benefits	415,516	Consolidated adjustment across all special revenue funds.
Services and Supplies	(188,921)	Consolidated adjustment across all special revenue funds.
Transfers	367,969	Consolidated adjustment across all special revenue funds.
Contingencies	1,683,117	Consolidated adjustment across all special revenue funds.
Total Appropriation	2,277,681	
Revenue		
Fines and Forfeitures	524,436	Consolidated adjustment across all special revenue funds.
Use of Money & Prop	9,000	Consolidated adjustment across all special revenue funds.
Current Services	411,425	Consolidated adjustment across all special revenue funds.
State, Fed or Gov't Aid	805,370	Consolidated adjustment across all special revenue funds.
Total Revenue	1,750,231	
Fund Balance	527,450	

BUDGET UNIT: ASSET FORFEITURE (SBH DAT)

I. GENERAL PROGRAM STATEMENT

This program was established to process asset forfeiture funds generated by activities of the Sheriff and police agencies. Budgeted positions include two deputy district attorneys and three clerical support positions.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	351,997	528,944	549,264	629,521
Total Revenue	529,118	310,159	500,000	460,000
Fund Balance		218,785		169,521
Budgeted Staffing		5.0		5.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Asset Forfeiture
FUND: Special Revenue SBH DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	391,400	365,039	-	-	365,039
Services and Supplies	25,853	40,594	-	-	40,594
Transfers	8,700	-	-	-	-
Contingencies	123,311	123,311	-	-	123,311
Total Appropriation	549,264	528,944	-	-	528,944
Revenue					
Fines & Forfeitures	500,000	310,159	-	-	310,159
Total Revenue	500,000	310,159	-	-	310,159
Fund Balance		218,785	-	-	218,785
Budgeted Staffing		5.0	-	-	5.0

GROUP: Law and Justice
DEPARTMENT: District Attorney - Asset Forfeiture
FUND: Special Revenue SBH DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	365,039	52,663	417,702	-	**417,702**	-	417,702
Services and Supplies	40,594	(13,086)	27,508	-	**27,508**	-	27,508
Transfers	-	9,736	9,736	-	**9,736**	-	9,736
Contingencies	123,311	51,264	174,575	-	**174,575**	-	174,575
Total Appropriation	528,944	100,577	629,521	-	**629,521**	-	629,521
Revenue							
Fines & Forfeitures	310,159	149,841	460,000	-	**460,000**	-	460,000
Total Revenue	310,159	149,841	460,000	-	**460,000**	-	460,000
Fund Balance	218,785	(49,264)	169,521	-	**169,521**	-	169,521
Budgeted Staffing	5.0	-	5.0	-	**5.0**	-	5.0

DISTRICT ATTORNEY

Recommended Program Funded Adjustments

Salaries and Benefits	52,663	MOU.
Services and Supplies	(13,086)	Rents now in transfers and misc adjustments.
Transfers	9,736	Rents.
Contingencies	51,264	Increase contingencies due to fund balance/revenue in excess of unit expenditure.
Total Appropriation	100,577	
Revenue		
Other Revenue	149,841	Adjust to anticipated level of asset forfeiture revenue.
Total Revenue	149,841	
Fund Balance	(49,264)	

BUDGET UNIT: SPECIALIZED PROSECUTIONS (SBI DAT)

I. GENERAL PROGRAM STATEMENT

This unit was established in 1990-91 with funding from various asset forfeiture accounts to specifically prosecute crimes, such as hazardous waste dumping, consumer fraud, and violations of Cal-OSHA laws.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	732,594	751,456	787,180	1,763,871
Total Revenue	818,293	650,405	1,500,000	950,000
Fund Balance		101,051		813,871
Budgeted Staffing		7.0		7.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Specialized Prosecution
FUND: Special Revenue SBI DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	626,600	599,630	-	-	599,630
Services and Supplies	85,580	151,826	-	-	151,826
Transfers	75,000	-	-	-	-
Total Appropriation	787,180	751,456	-	-	751,456
Revenue					
Fines & Forfeitures	1,500,000	650,405	-	-	650,405
Total Revenue	1,500,000	650,405	-	-	650,405
Fund Balance		101,051	-	-	101,051
Budgeted Staffing		7.0	-	-	7.0

GROUP: Law and Justice
DEPARTMENT: District Attorney - Specialized Prosecution
FUND: Special Revenue SBI DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	599,630	70,503	670,133	-	**670,133**	-	670,133
Services and Supplies	151,826	(34,827)	116,999	-	**116,999**	-	116,999
Transfers		153,109	153,109	-	**153,109**	-	153,109
Contingencies	-	823,630	823,630	-	**823,630**	-	823,630
Total Appropriation	751,456	1,012,415	1,763,871	-	**1,763,871**	-	1,763,871
Revenue							
Fines & Forfeitures	650,405	299,595	950,000	-	**950,000**	-	950,000
Total Revenue	650,405	299,595	950,000	-	**950,000**	-	950,000
Fund Balance	101,051	712,820	813,871	-	**813,871**	-	813,871
Budgeted Staffing	7.0	-	7.0	-	**7.0**	-	7.0

Recommended Program Funded Adjustments

Salaries and Benefits	70,503	MOU.
Services and Supplies	(34,827)	Rents now in transfers, increase in professional services.
Transfers	153,109	For rents, EHAP and law enforcement equipment.
Contingencies	823,630	Increase in contingencies due to revenue in excess of expenditures in this unit.
Total Appropriation	1,012,415	
Revenue		
Other Revenue	299,595	Adjust to projected level based on 2002-03 experience.
Total Revenue	299,595	
Fund Balance	712,820	

BUDGET UNIT: AUTO INSURANCE FRAUD (RIP DAT)

I. GENERAL PROGRAM STATEMENT

Section 1871 of the Insurance Code authorizes the Insurance Commission to distribute funds collected from insurance companies for the purpose of auto fraud investigation and prosecution. This unit is dedicated to that effort and is funded by the Department of Insurance.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	517,566	560,468	548,005	673,944
Total Revenue	505,193	502,378	563,859	600,000
Fund Balance		58,090		73,944
Budgeted Staffing		5.0		5.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Auto Insurance Fraud Unit
FUND: Special Revenue RIP DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	465,097	466,160	-	-	466,160
Services and Supplies	59,408	94,308	-	-	94,308
Transfers	23,500	-	-	-	-
Total Appropriation	548,005	560,468	-	-	560,468
Revenue					
State, Fed or Gov't Aid	563,859	502,378	-	-	502,378
Total Revenue	563,859	502,378	-	-	502,378
Fund Balance		58,090	-	-	58,090
Budgeted Staffing		5.0	-	-	5.0

GROUP: Law and Justice
DEPARTMENT: District Attorney Auto Insurance Fraud Unit
FUND: Special Revenue RIP DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	466,160	74,058	540,218	-	**540,218**	-	540,218
Services and Supplies	94,308	(41,574)	52,734	-	**52,734**	-	52,734
Transfers	-	25,266	25,266	-	**25,266**	-	25,266
Contingencies	-	55,726	55,726	-	**55,726**	-	55,726
Total Appropriation	560,468	113,476	673,944	-	**673,944**	-	673,944
Revenue							
State, Fed or Gov't Aid	502,378	97,622	600,000	-	**600,000**	-	600,000
Total Revenue	502,378	97,622	600,000	-	**600,000**	-	600,000
Fund Balance	58,090	15,854	73,944	-	**73,944**	-	73,944
Budgeted Staffing	5.0	-	5.0	-	**5.0**	-	5.0

Recommended Program Funded Adjustments

Salaries and Benefits	74,058	MOU (Attorney and general).
Services and Supplies	(41,574)	Allocated to transfers out for rent and misc adjustments.
Transfers	25,266	Rents.
Contingencies	55,726	Increase contingencies due to excess revenue/fund balance over expenditure for this budget unit.
Total Appropriation	113,476	
Revenue		
Other Revenue	97,622	Adjust to projected level.
Total Revenue	97,622	
Fund Balance	15,854	

BUDGET UNIT: WORKERS COMPENSATION FRAUD (ROB DAT)

I. GENERAL PROGRAM STATEMENT

The Insurance Commissioner of the State of California, pursuant to the provisions of Section 1872.83 of the California Insurance Code, distributes funds for the purposes of investigation and prosecution of worker's compensation insurance fraud cases. This program is dedicated to that effort.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	801,817	834,883	850,901	1,174,416
Total Revenue	806,690	499,566	800,000	890,000
Fund Balance		335,317		284,416
Budgeted Staffing		8.0		8.0

III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Workers Compensation Fraud
FUND: Special Revenue ROB DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	727,351	690,240	-	-	690,240
Services and Supplies	82,050	144,643	-	-	144,643
Transfers	41,500	-	-	-	-
Total Appropriation	850,901	834,883	-	-	834,883
Revenue					
State, Fed or Gov't Aid	800,000	499,566	-	-	499,566
Total Revenue	800,000	499,566	-	-	499,566
Fund Balance		335,317	-	-	335,317
Budgeted Staffing		8.0	-	-	8.0

GROUP: Law and Justice
DEPARTMENT: District Attorney -Workers Compensation Fraud
FUND: Special Revenue ROB DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	690,240	85,420	775,660	-	**775,660**	-	775,660
Services and Supplies	144,643	(75,005)	69,638	-	**69,638**	-	69,638
Transfers	-	44,658	44,658	-	**44,658**	-	44,658
Contingencies	-	284,460	284,460	-	**284,460**	-	284,460
Total Appropriation	834,883	339,533	1,174,416	-	**1,174,416**	-	1,174,416
Revenue							
State, Fed or Gov't Aid	499,566	390,434	890,000	-	**890,000**	-	890,000
Total Revenue	499,566	390,434	890,000	-	**890,000**	-	890,000
Fund Balance	335,317	(50,901)	284,416	-	**284,416**	-	284,416
Budgeted Staffing	8.0	-	8.0	-	**8.0**	-	8.0

Recommended Program Funded Adjustments

Salaries and Benefits	85,420	MOU.
Services and Supplies	(75,005)	Rents moved to transfer out and misc adjustments.
Transfers	44,658	Rents.
Contingencies	284,460	Increase due to excess fund balance/revenue over expenditure for this budget unit.
Total Appropriation	339,533	
Revenue		
Other Revenue	390,434	Adjust to projected level.
Total Revenue	390,434	
Fund Balance	(50,901)	

BUDGET UNIT: REAL ESTATE FRAUD UNIT (REB DAT)

I. GENERAL PROGRAM STATEMENT

On January 23, 1996, the Board of Supervisors adopted Resolution 96-14 to allow the county to collect an additional $2 fee upon recording documents as set forth in Government Code Section 27388 to provide the county with resources to investigate and prosecute real estate fraud crimes. This program was previously accounted for in the general fund. All program costs and revenues were transferred to a special revenue fund in 1997-98.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	760,091	1,073,807	1,061,136	1,474,096
Total Revenue	932,783	588,575	1,050,000	1,000,000
Fund Balance		485,232		474,096
Budgeted Staffing		7.0		8.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Addition of 1.0 Public Service Employee on a short-term basis for a specific case.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Real Estate Fraud Unit
FUND: Special Revenue REB DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	661,289	642,109	-	-	642,109
Services and Supplies	116,050	150,103	-	-	150,103
Tranfers	35,550	-	-	-	-
Contingencies	248,247	281,595	-	-	281,595
Total Appropriation	1,061,136	1,073,807	-	-	1,073,807
Revenue					
Other Revenue	1,050,000	588,575	-	-	588,575
Total Revenue	1,050,000	588,575	-	-	588,575
Fund Balance		485,232	-	-	485,232
Budgeted Staffing		7.0	-	-	7.0

GROUP: Law and Justice
DEPARTMENT: District Attorney - Real Estate Fraud Unit
FUND: Special Revenue REB DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	642,109	132,872	774,981	-	**774,981**	-	774,981
Services and Supplies	150,103	(24,429)	125,674	-	**125,674**	-	125,674
Transfers	-	38,200	38,200	-	**38,200**	-	38,200
Contingencies	281,595	253,646	535,241	-	**535,241**	-	535,241
Total Appropriation	1,073,807	400,289	1,474,096	-	**1,474,096**	-	1,474,096
Revenue							
Current Services	588,575	411,425	1,000,000	-	**1,000,000**	-	1,000,000
Total Revenue	588,575	411,425	1,000,000	-	**1,000,000**	-	1,000,000
Fund Balance	485,232	(11,136)	474,096	-	**474,096**	-	474,096
Budgeted Staffing	7.0	1.0	8.0	-	**8.0**	-	8.0

Recommended Program Funded Adjustments

Salaries and Benefits	132,872	MOU and addition of 1.0 PSE.
Services and Supplies	(24,429)	Adjustment from services and supplies to Transfers for rents.
Transfer	38,200	Rents.
Contingencies	253,646	Expected collections exceed expenditures - amount allocated to contingencies.
Total Appropriation	400,289	
Revenue		
Current Services	411,425	Adjust to projected level.
Total Revenue	411,425	
Fund Balance	(11,136)	

BUDGET UNIT: VEHICLE FEES (SDM DAT)

I. GENERAL PROGRAM STATEMENT

This fund represents the District Attorney's share in the $1 registration assessment on vehicles registered in San Bernardino County and is used to fund auto theft prosecution efforts. The funds are allocated to pay for the auto theft expenses in the District Attorney's main criminal budget. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	610,000	610,000	927,314
Total Revenue	317,314	292,686	610,000	610,000
Fund Balance		317,314		317,314

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Vehicle Fees
FUND: Special Revenue SDM DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Transfers	610,000	610,000	-	-	610,000
Total Appropriation	610,000	610,000	-	-	610,000
Revenue					
State, Fed or Gov't Aid	610,000	292,686	-	-	292,686
Total Revenue	610,000	292,686	-	-	292,686
Fund Balance		317,314	-	-	317,314

GROUP: Law and Justice
DEPARTMENT: District Attorney - Vehicle Fees
FUND: Special Revenue SDM DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Transfers	610,000	-	610,000	-	**610,000**	-	610,000
Contingencies	-	317,314	317,314	-	**317,314**	-	317,314
Total Appropriation	610,000	317,314	927,314	-	**927,314**	-	927,314
Revenue							
State, Fed or Gov't Aid	292,686	317,314	610,000	-	**610,000**	-	610,000
Total Revenue	292,686	317,314	610,000	-	**610,000**	-	610,000
Fund Balance	317,314	-	317,314	-	**317,314**	-	317,314

Recommended Program Funded Adjustments

Contingencies	317,314	Increase contingencies due to excess fund balance above budget unit expenditure requirement.
Total Appropriation	317,314	
Revenue		
State, Fed, or Gov't Aid	317,314	Adjust to projected level.
Total Revenue	317,314	
Fund Balance	-	

BUDGET UNIT: FEDERAL ASSET FORFEITURE (SDN DAT)

I. GENERAL PROGRAM STATEMENT

This fund represents asset forfeitures filed through the federal asset forfeiture program. The U.S. Department of Justice sets forth terms by which law enforcement may use federally forfeited property for law enforcement purposes. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	354,201	169,293	348,278
Total Revenue	329,718	25,000	79,370	109,000
Fund Balance		329,201		239,278

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Federal Asset Forfeiture
FUND: Special Revenue SDN DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Transfers	-	58,000	-	-	58,000
Contingencies	169,293	296,201	-	-	296,201
Total Appropriation	169,293	354,201	-	-	354,201
Revenue					
Use of Money & Prop	8,920	-	-	-	-
Fines and Forfeitures	70,450	25,000	-	-	25,000
Total Revenue	79,370	25,000	-	-	25,000
Fund Balance		329,201	-	-	329,201

GROUP: Law and Justice
DEPARTMENT: District Attorney - Federal Asset Forfeiture
FUND: Special Revenue SDN DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Transfers	58,000	97,000	155,000	-	**155,000**	-	155,000
Contingencies	296,201	(102,923)	193,278	-	**193,278**	-	193,278
Total Appropriation	354,201	(5,923)	348,278	-	**348,278**	-	348,278
Revenue							
Use of Money & Prop	-	9,000	9,000	-	**9,000**	-	9,000
Fines & Forfeitures	25,000	75,000	100,000	-	**100,000**	-	100,000
Total Revenue	25,000	84,000	109,000	-	**109,000**	-	109,000
Fund Balance	329,201	(89,923)	239,278	-	**239,278**	-	239,278

Recommended Program Funded Adjustments

Transfers	97,000	Increase to projected level of activity.
Contingencies	(102,923)	Decrease contingencies - move to transfers.
Total Appropriation	(5,923)	
Revenue		
Use of Money & Prop	9,000	Adjust to projected level.
Fines & Forfeitures	75,000	Adjust to projected level.
Total Revenue	84,000	
Fund Balance	(89,923)	

OVERVIEW OF BUDGET

DEPARTMENT: LAW AND JUSTICE GROUP
CHAIRMAN: JAMES B. HACKLEMAN

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Law & Justice Group	115,587	49,000	66,587		1.0
2002 Law Enforcement Grant	232,612	3,568		229,044	-
2001 Law Enforcement Grant	89,999	3,080		86,919	-
2000 Law Enforcement Grant	-	-			-
TOTAL	438,198	55,648	66,587	315,963	1.0

BUDGET UNIT: LAW AND JUSTICE GROUP (AAA LNJ)

I. GENERAL PROGRAM STATEMENT

Under the general direction of the Law and Justice Group Chairman, the Law and Justice administrative analyst provides administrative support to the Law and Justice Group; conducts complex research and analytical studies involving administrative and operational relationships of the Law and Justice Group departments; and coordinates special projects of mutual concern to the Group.

The Law and Justice administrative analyst also serves as the County Alternative Dispute Resolution Program Coordinator. A surcharge on civil filing fees generates funding for the program; a portion of which is revenue to this budget unit to partially reimburse the analyst's salary.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	119,667	114,080	111,380	115,587
Total Revenue	98,461	49,000	49,000	49,000
Local Cost	21,206	65,080	62,380	66,587
Budgeted Staffing		1.0		1.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES
None.

PROGRAM CHANGES
None.

OTHER CHANGES
None.

IV. VACANT POSITION IMPACT
None.

V. OTHER POLICY ITEMS
None.

VI. FEE CHANGES
None.

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group
FUND: General AAA LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	100,039	100,039	7,619	-	107,658
Services and Supplies	11,301	14,001	(6,614)	-	7,387
Central Computer	40	40	524	-	564
Transfers	-	-	(22)	-	(22)
Total Appropriation	111,380	114,080	1,507	-	115,587
Revenue					
Current Services	49,000	49,000	-	-	49,000
Total Revenue	49,000	49,000	-	-	49,000
Local Cost	62,380	65,080	1,507	-	66,587
Budgeted Staffing		1.0	-	-	1.0

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group
FUND: General AAA LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	107,658	3,844	111,502	-	**111,502**	-	111,502
Services and Supplies	7,387	(4,039)	3,348	-	**3,348**	-	3,348
Central Computer	564	-	564	-	**564**	-	564
Transfers	(22)	195	173	-	**173**	-	173
Total Appropriation	115,587	-	115,587	-	**115,587**	-	115,587
Revenue							
Current Services	49,000	-	49,000	-	**49,000**	-	49,000
Total Revenue	49,000	-	49,000	-	**49,000**	-	49,000
Local Cost	66,587	-	66,587	-	**66,587**	-	66,587
Budgeted Staffing	1.0	-	1.0	-	**1.0**	-	1.0

Base Year Adjustments

Salaries and Benefits	2,577	MOU.
	4,923	Retirement.
	119	Risk Management Workers Comp.
	7,619	
Services and Supplies	(2,603)	4% Spend Down Plan.
	(11)	Risk Management Liabilities.
	(4,000)	30% Cost Reduction Plan.
	(6,614)	
Central Computer	524	
Transfers	(22)	Incremental change in EHAP.
Total Appropriation	1,507	
Total Revenue	-	
Local Cost	1,507	

Recommended Program Funded Adjustments

Salaries and Benefits	3,844	Transfer from services and supplies to adjust for actual salary costs.
Services and Supplies	(3,844)	Transfer to salaries and benefits to adjust for actual salary costs.
	(195)	GASB 34 Accounting Change (EHAP).
	(4,039)	
Transfers	195	GASB 34 Accounting Change (EHAP).
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

BUDGET UNIT: 2002 LOCAL LAW ENFORCEMENT BLOCK GRANT (SDT LNJ)

I. GENERAL PROGRAM STATEMENT

This is a 2002 Local Law Enforcement Block Grant (LLEBG) received from the U.S. Department of Justice for the purpose of reducing crime and improving public safety. The grant will provide funding for the creation of a law and justice data-sharing interface allowing the District Attorney, Public Defender, Probation, and the Superior Court to share information more efficiently. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	-	-	232,612
Total Revenue	-	-	229,044	3,568
Fund Balance		-		229,044

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

On September 10, 2002, the Board of Supervisors accepted the 2002 LLEBG grant in the amount of $227,544. These funds were originally allocated for 2.0 probation officer positions for drug courts, two jail visitation modules at West Valley Detention Center for attorney/client conferencing, and for further development of the electronic data-sharing project.

As recommended by the Law & Justice Group, on February 4, 2003 the Board reallocated funds from the earlier 2001 LLEBG grant for these three projects in order to spend that funding prior to the end of the 2001 grant period. This made the full amount of the 2002 grant available for the data-sharing project.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2002 LLEBG
FUND: Special Revenue SDT LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Transfers	-	-	227,544	-	227,544
Total Appropriation	-	-	227,544	-	227,544
Revenue					
Use of Money & Prop	1,500	-	-	-	-
State, Fed or Gov't Aid	227,544	-	227,544	-	227,544
Total Revenue	229,044	-	227,544	-	227,544
Fund Balance		-	-	-	-

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2002 LLEBG
FUND: Special Revenue SDT LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Transfers	227,544	5,068	232,612	-	**232,612**	-	232,612
Total Appropriation	227,544	5,068	232,612	-	**232,612**	-	232,612
Revenue							
Use of Money & Prop	-	3,568	3,568	-	**3,568**	-	3,568
State, Fed or Gov't Aid	227,544	(227,544)	-	-	**-**	-	-
Total Revenue	227,544	(223,976)	3,568	-	**3,568**	-	3,568
Fund Balance	-	229,044	229,044	-	**229,044**	-	229,044

Base Year Adjustments

Transfers	147,116	Probation officers for drug courts approved September 10, 2002.
	30,947	Jail visitation modules at West Valley Detention Center approved September 10, 2002.
	49,481	Development of the law and justice data-sharing project approved September 10, 2002.
	227,544	
Total Appropriation	227,544	
Revenue		
State, Fed or Gov't Aid	227,544	Grant accepted September 10, 2002.
Total Revenue	227,544	
Fund Balance	-	

Note: On February 4, 2003, the Board reallocated the funding for the probation officers and the jail visitation modules to the law and justice data-sharing project.

Recommended Program Funded Adjustments

Transfers	5,068	Anticipated interest in 2002-03 and 2003-04 to be applied toward approved projects.
Total Appropriation	5,068	
Revenue		
Use of Money & Prop	3,568	Anticipated interest earnings in 2003-04.
State, Fed or Gov't Aid	(227,544)	Grant revenue was received in 2002-03.
Total Revenue	(223,976)	
Fund Balance	229,044	

BUDGET UNIT: 2001 LOCAL LAW ENFORCEMENT BLOCK GRANT (RNE LNJ)

I. GENERAL PROGRAM STATEMENT

This is a 2001 Local Law Enforcement Block Grant (LLEBG) received from the U.S. Department of Justice for the purpose of reducing crime and improving public safety. The grant provides funding for 2.0 probation officer positions for drug courts in Fontana, Big Bear, and Barstow; the purchase of two mobile jail units to provide jail visitation at the West Valley Detention Center for attorney/client video conferencing; and for further development of the Law and Justice Group's electronic data-sharing project. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	298,451	208,452	89,999
Total Revenue	287,971	10,480	7,400	3,080
Fund Balance		287,971		86,919

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The 2001 LLEBG grant was originally allocated to fund a technology project to facilitate information sharing among the Law and Justice Group departments. Due to delays in the technology project, on February 4, 2003 the Board approved the reallocation of the majority of this funding for probation officers for drug courts and two mobile jail units. This budget is adjusted to that anticipated level of activity for 2003-04.

OTHER CHANGES

Contingencies of $7,000 is transferred to purchase radio equipment for Sheriff as recommended by the Law and Justice Group. As all grant funds must be spent by October 24, 2003, the remainder of the contingencies, $8,000, is transferred for other services and supplies.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2001 LLEBG
FUND: Special Revenue RNE LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Transfers	208,452	-	283,451	-	283,451
Contingencies	-	298,451	(283,451)	-	15,000
Total Appropriation	208,452	298,451	-	-	298,451
Revenue					
Use of Money & Prop	7,400	10,480	-	-	10,480
Total Revenue	7,400	10,480	-	-	10,480
Fund Balance		287,971	-	-	287,971

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2001-LLEBG
FUND: Special Revenue RNE LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Transfers	283,451	(193,452)	89,999	-	**89,999**	-	89,999
Contingencies	15,000	(15,000)	-	-	**-**	-	-
Total Appropriation	298,451	(208,452)	89,999	-	**89,999**	-	89,999
Revenue							
Use of Money & Prop	10,480	(7,400)	3,080	-	**3,080**	-	3,080
Total Revenue	10,480	(7,400)	3,080	-	**3,080**	-	3,080
Fund Balance	287,971	(201,052)	86,919	-	**86,919**	-	86,919

Base Year Adjustments

Transfers	147,116	Probation officers (2.0 positions) for drug courts approved February 4, 2003.
	30,947	Jail visitation modules for Sheriff approved February 4, 2003.
	105,388	Electronic data-sharing project approved February 4, 2003.
	283,451	
Contingencies	(283,451)	Reduction of contingencies for projects approved February 4, 2003.
Total Appropriation	-	
Total Revenue	-	
Fund Balance	-	

Recommended Program Funded Adjustments

Transfers	(208,452)	Reduce for portion of grant spent in 2002-03.
	7,000	From contingencies for radio equipment for Sheriff as recommended by Law and Justice Group.
	8,000	From contingencies for services and supplies.
	(193,452)	
Contingencies	(15,000)	
Total Appropriation	(208,452)	
Revenues		
Use of Money & Prop	(7,400)	To adjust to interest earnings anticipated during 2003-04.
Total Revenue	(7,400)	
Fund Balance	(201,052)	

BUDGET UNIT: 2000 LOCAL LAW ENFORCEMENT BLOCK GRANT (SDO LNJ)

I. GENERAL PROGRAM STATEMENT

This is a 2000 Local Law Enforcement Block Grant (LLEBG) received from the U.S. Department of Justice for the purpose of reducing crime and improving public safety. The grant provided funding for 1) cabling and radio equipment to allow for interoperability between county law enforcement agencies and the California Highway Patrol; 2) the development of Phase II and III of the Law and Justice Group e-Filing project; and 3) additional printers and computer equipment for the Office of the Public Defender to adequately interface with the e-Filing project. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	280,376	241,696	-
Total Revenue	238,124	42,252	3,572	-
Fund Balance		238,124		-

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The funding period for this grant was two years, November 21, 2000 to November 30, 2002. All funds have been expended.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2000 LLEBG
FUND: Special Revenue SDO LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services & Supplies	3,360	-	-	-	-
Transfers	238,336	142,860	137,516	-	280,376
Contingencies	-	137,516	(137,516)	-	-
Total Appropriation	241,696	280,376	-	-	280,376
Revenue					
Use of Money & Prop	3,572	42,252	-	-	42,252
Total Revenue	3,572	42,252	-	-	42,252
Fund Balance		238,124	-	-	238,124

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2000 LLEBG
FUND: Special Revenue SDO LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services & Supplies	-	-	-	-	-	-	-
Transfers	280,376	(280,376)	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-
Total Appropriation	280,376	(280,376)	-	-	-	-	-
Revenue							
Use of Money & Prop	42,252	(42,252)	-	-	-	-	-
Total Revenue	42,252	(42,252)	-	-	-	-	-
Fund Balance	238,124	(238,124)	-	-	-	-	-

Base Year Adjustments

Transfers	137,516	From contingencies for intrusion detection software and radio equipment approved September 10, 2002.
Contingencies	(137,516)	Reduction of contingencies for software and equipment approved September 10, 2002.
Total Appropriation	-	
Total Revenue	-	
Fund Balance	-	

		Recommended Program Funded Adjustments
Transfers	(280,376)	Grant ended November 30, 2002.
Total Appropriation	(280,376)	
Revenue		
Use of Money & Prop	(42,252)	Grant ended November 30, 2002.
Total Revenue	(42,252)	
Fund Balance	(238,124)	

OVERVIEW OF BUDGET

DEPARTMENT: PROBATION
ADMINISTRATOR: RAYMOND WINGERD

	2003-04				
	Appropriations	Revenue	Local Cost	Fund Balance	Staffing
Admin/Comm Corr	34,872,731	21,149,322	13,723,409	-	473.6
Court Ordered Placements	7,382,883	-	7,382,883	-	-
Detention Corrections	43,546,689	16,223,754	27,322,935	-	638.0
Pretrial Detention	512,610	-	512,610	-	7.0
Assembly Bill 1913 (AB1913)	260,781	260,781	-	-	75.0
Special Revenue	12,335,706	6,320,513	-	6,015,193	-
Total	98,911,400	43,954,370	48,941,837	6,015,193	1,193.6

BUDGET UNIT: PROBATION – ADMIN & COMMUNITY CORRECTIONS (AAA PRB)

I. GENERAL PROGRAM STATEMENT

The Probation Administration Bureau is responsible for the overall management of the Probation Department's field services, institutions, and pretrial detention units. The Community Corrections Bureau included in this budget unit provides adult and juvenile court related services in the areas of investigation and probationer supervision.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	29,720,431	30,833,153	32,895,377	34,872,731
Total Revenue	20,151,510	20,273,167	22,345,216	21,149,322
Local Cost	9,568,921	10,559,986	10,550,161	13,723,409
Budgeted Staffing		482.0		473.6
Workload Indicators				
Adult Services:				
Supervision (avgs)	16,992	18,842	19,000	20,000
Investigations (avgs)	10,532	12,000	13,000	14,000
Electronic Monitoring (avgs)	64	75	75	75
Juvenile Services:				
Supervision (avgs)	3,903	4,200	3,500	3,700
Investigations (avgs)	3,496	4,000	2,900	3,000
Intake/Community Service Team	6,060	6,100	7,500	7,800

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The 4% Spend Down Plan, included in Base Year Adjustments, eliminated 1.0 budgeted staff (1.0 Probation Officer). The end of funding from various grants and school contracts eliminated 11.0 positions (1.0 Administrative Clerk, 1.0 Clerk II, 1.0 Corrections Officer, 6.0 Probation Officers, 1.0 Public Service Employee, 1.0 Secretary I) while funding from new grants and contracts added 3.6 positions (1.0 Background Investigator, 2.6 Probation Officers) for a net decrease of 8.4 budgeted staff.

PROGRAM CHANGES

Vehicle charges, travel costs, and systems development are expected to increase in 2003-04; however, reductions in temporary help, general maintenance, rents/leases, and training costs combined with a transfer of Risk Management charges to AAA PRN (to cover liability insurance) will decrease service and supplies by approximately $300,000. A Federal Community Oriented Policing Services Technology grant was approved in January 2003, which will provide one-time funding for the installation of both an adult and juvenile Case Management system.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The departments has a total of 19.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	15.0	Slated for Deletion
Vacant Budgeted In Recruitment	4.0	Retain
Total Vacant	19.0	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 15.0 vacant budgeted positions that are slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	Administrative Services Bureau	3.0 $116,056 Local Cost	These 3.0 Clerk II positions provide administrative support including the processing of new cases, updating warrant information and conditions of probation, and reassignment of new cases.
	1	Administrative Services Bureau	1.0 $48,211 Local Cost	This Clerk IV position supervises the central administrative group; manages the report distribution system; develops cross divisional reports; and oversees the fingerprinting systems, submission process, central reception area, mail distribution, and issuance of department identification.
	1	Administrative Services Bureau	1.0 $108,584 Local Cost	This Probation Division Director I position is responsible for oversight of the Day Reporting Center in the Central Valley area, as well as six programs that monitor approximately 1,500 minors on probation in the Central Valley area. This position also monitors five separate grant funding sources.
	1	Juvenile Intake Management, Success and Aftercare Programs, adult investigations, and recruiting.	9.0 - **$660,335** $357,435 Local Cost $302,900 Revenue Supported	These 9.0 Probation Officer II positions divert cases from court sentencing to prevention programs resulting in reduced costs in investigation, attorney fees, and court costs. In addition, these positions manage high risk juvenile probations; and work within the Success Program in positions in excess of those funded by AB1913. Finally, one of these positions is responsible for management of high risk juveniles which increases community safety and substantial county savings in out-of-home placement and CYA costs and one is responsible for the recruitment of personnel for the department.
	1	Administrative Services Bureau	1.0 $59,895 Local Cost	This Supervising Accounting Technician position supervises a fiscal staff responsible for complex documentation for grants and entitlements; hires and trains staff; assigns and monitors work; evaluates work performance; performs a variety of accounting functions.

V. OTHER POLICY ITEMS

The department is presenting a single policy item, an Adult Sex Offender Program, totaling approximately $1.5 million and 14.0 new positions to hold sex offenders accountable and to protect the community. The adult sex offender is a great risk to public safety, and also has the highest recidivism rate of all lawbreakers.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Probation - Administration & Community Corrections
FUND: General AAA PRB

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	28,228,048	27,930,769	4,146,290	-	32,077,059
Services and Supplies	6,717,157	5,167,266	143,456	-	5,310,722
Central Computer	477,855	477,855	(166,696)	-	311,159
Other Charges	72,399	74,500	-	-	74,500
Equipment	28,600	28,600	-	-	28,600
Transfers	744,700	748,075	-	-	748,075
Total Exp Authority	36,268,759	34,427,065	4,123,050	-	38,550,115
Reimbursements	(3,373,382)	(3,593,912)	-	-	(3,593,912)
Total Appropriation	32,895,377	30,833,153	4,123,050	-	34,956,203
Revenue					
Taxes	7,266,320	7,266,320	166,250	-	7,432,570
Current Services	1,226,085	1,271,332	-	-	1,271,332
State, Fed or Gov't Aid	13,850,858	11,733,515	568,282	-	12,301,797
Other Revenue	1,953	2,000	-	-	2,000
Total Revenue	22,345,216	20,273,167	734,532	-	21,007,699
Local Cost	10,550,161	10,559,986	3,388,518	-	13,948,504
Budgeted Staffing		482.0	(1.0)		481.0

GROUP: Law and Justice
DEPARTMENT: Probation - Administration & Community Corrections
FUND: General AAA PRB

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	32,077,059	(248,018)	31,829,041	(993,081)	**30,835,960**	-	30,835,960
Services and Supplies	5,310,722	(302,802)	5,007,920	-	**5,007,920**	-	5,007,920
Central Computer	311,159	-	311,159	-	**311,159**	-	311,159
Other Charges	74,500	-	74,500	-	**74,500**	-	74,500
Equipment	28,600	-	28,600	-	**28,600**	-	28,600
Transfers	748,075	225,090	973,165	-	**973,165**	-	973,165
Total Exp Authority	38,550,115	(325,730)	38,224,385	(993,081)	**37,231,304**	-	37,231,304
Reimbursements	(3,593,912)	242,258	(3,351,654)	-	**(3,351,654)**	-	(3,351,654)
Total Appropriation	34,956,203	(83,472)	34,872,731	(993,081)	**33,879,650**	-	33,879,650
Revenue							
Taxes	7,432,570	-	7,432,570	-	**7,432,570**	-	7,432,570
Current Services	1,271,332	(16,705)	1,254,627	(14,400)	**1,240,227**	-	1,240,227
State, Fed or Gov't Aid	12,301,797	158,328	12,460,125	(288,500)	**12,171,625**	-	12,171,625
Other Revenue	2,000	-	2,000	-	**2,000**	-	2,000
Total Revenue	21,007,699	141,623	21,149,322	(302,900)	**20,846,422**	-	20,846,422
Local Cost	13,948,504	(225,095)	13,723,409	(690,181)	**13,033,228**	-	13,033,228
Budgeted Staffing	481.0	(7.4)	473.6	(15.0)	**458.6**	-	458.6

PROBATION

Base Year Adjustments

Salaries and Benefits	(170,000)	4% Spend Down Plan - overtime and termination benefits savings.
	446,744	MOU.
	1,453,184	Retirement.
	407,756	Risk Management Workers Comp.
	2,012,800	Approved by the Board on September 10, 2002 mid-year salary adjustment for Specialized Peace Officers.
	55,806	Approved by the Board on December 17, 2002 mid-year salary adjustment for Probation Division Directors.
	(60,000)	30% Cost Reduction Plan - delete 1.0 budgeted staff (1.0 Probation Officer).
	4,146,290	
Services and Supplies	252,161	Risk Management Liabilities.
	(3,705)	Incremental change in EHAP.
	(105,000)	4% Spend Down Plan - tuition/membership and rents/leases savings.
	143,456	
Central Computer	(166,696)	
Total Appropriation	4,123,050	
Taxes	166,250	Increase in Prop 172 revenues.
State, Fed or Gov't Aid	418,282	Federal Title IV-E revenues - 4% Spend Down Plan.
	150,000	Targeted case management revenues - 4% Spend Down Plan.
	568,282	
Total Revenue	734,532	
Local Cost	3,388,518	

On September 10, 2002 the Board of Supervisors and the San Bernardino County Safety Employees' Benefit Association approved a Memorandum of Understanding for the Specialized Peace Officer-Supervisory units. Additionally, the Board of Supervisors approved an amendment to the 2001-04 MOU to provide additional compensation to Probation Division Directors I and II. These increases of $2,068,606 are reflected in the local cost.

The Administration/Community Corrections Bureau agreed to decrease Salaries/Benefits (170,000), decrease services and supplies (105,000) and increase revenues (568,283) as part of the 4% Spend Down Plan. Additionally, $60,000 of local cost (1.0 Corrections Officer) was deleted in response to the 30% Cost Reduction plan.

PROBATION

Recommended Program Funded Adjustments

Salaries and Benefits	(98,401)	Promoting Safe and Stable Families funding - delete 1.5 positions (1.0 Admin Clerk, 0.5 Probation Officer).
	(195,275)	Change in school contract funding - delete 3.5 positins (1.0 Corrections Officer, 1.5 Probation Officers, 1.0 Secretary I).
	(212,507)	Children's System of Care funding - delete 4.0 positions (1.0 PSE, 1.0 Clerk II, 2.0 Probation Officers.
	209,494	Federal Department of Justice/COPS Grant - add 2.7 positions (1.7 Probation Officers, 1.0 Background Investigator).
	(63,135)	Juvenile Accountability Incentive Block Grant - delete 1.0 position (1.0 Probation Officer).
	(55,353)	High Intensity Drug Traffic - delete 1.0 position (1.0 Probation Officer).
	50,611	Local Law Enforcement Block Grant - add 0.9 position (0.9 Probation Officer).
	115,845	Prop 36 - overtime costs.
	110,582	Federal Passage Grant - overtime costs.
	(97,753)	Salary savings resulting from employee steps being lower than budgeted.
	(12,126)	Adjust for 4% Spend Down Plan - reduce salaries and benefits vs. services and supplies.
	(248,018)	
Services and Supplies	(70,000)	Reduce temporary help costs.
	(83,500)	Reduce general maintenance on equipment.
	250,000	Increase vehicle charges.
	20,000	Increase in travel costs.
	(60,000)	Decrease in DP equipment per ISD.
	12,800	Increase in systems development.
	(40,000)	Decrease in rents/leases.
	(35,570)	Decrease in training costs.
	12,126	Adjust for 4% Spend Down Plan - reduce salaries and benefits vs. services and supplies.
	(225,095)	Risk Management Liabilities transfer to PRN.
	(83,563)	GASB 34 Accounting Change (EHAP).
	(302,802)	
Transfers	79,231	HSS administratiave services.
	62,296	Rent - Victorville.
	83,563	GASB 34 Accounting Change (EHAP).
	225,090	
Reimbursements	(16,710)	HSS fiscal staff reimbursement.
	108,105	Family preservation fund.
	212,507	Loss of Behavioral Health funding.
	(11,033)	Fout Springs Parole Officer reimbursement.
	(50,611)	Local Law Enforcement reimbursements.
	242,258	
Total Appropriation	(83,472)	
Revenue		
Current Services	(43,705)	Adjustment - electronic monitoring.
	10,000	Adjustment - CYA reimbursement fees.
	17,000	Adjustment - adult supervision.
	(16,705)	
State, Fed or Gov't Aid	(20,320)	Reduction in Senate Bill 933 3stimates.
	15,077	State OCJP/SET Grant.
	(55,353)	Reduction in HIDTA Grant.
	21,240	State PASSAGE Grant.
	(355,000)	Reduction in state funding for STC 924 Program.
	391,016	Federal Title IV-E.
	(195,275)	Change in school contracts.
	209,494	Federal COPS Grant.
	124,834	Federal JAIBG/OCJP Grant.
	24,627	Night Light San Bernardino police contribution.
	(187,969)	Reduction in Federal JABG Grant.
	85,957	Federal Night Light Grant.
	100,000	Federal Prop 36.
	158,328	
Total Revenue	141,623	
Local Cost	(225,095)	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	15	15.0	993,081	302,900	690,181
Vacant Budgeted In Recruitment - Retain	4	4.0	199,802	-	199,802
Total Vacant	19	19.0	1,192,883	302,900	889,983
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Clerk II	02844	(1.0)	(39,216)	-	(39,216)
Clerk II	02848	(1.0)	(37,619)	-	(37,619)
Clerk II	02868	(1.0)	(39,216)	-	(39,216)
Clerk IV	**04351**	**(1.0)**	**(48,211)**	**-**	**(48,211)**
Probation Officer II	04559	(1.0)	(69,033)	(35,907)	(33,126)
Probation Officer II	04573	(1.0)	(67,871)	(35,326)	(32,545)
Probation Officer II	04582	(1.0)	(70,884)	(36,832)	(34,052)
Probation Officer II	04597	(1.0)	(70,884)	(36,832)	(34,052)
Probation Officer II	04608	(1.0)	(77,567)	(40,174)	(37,393)
Supervising Acct Tech	**09288**	**(1.0)**	**(59,895)**	**-**	**(59,895)**
Probation Officer II	09381	(1.0)	(72,181)	(37,480)	(34,701)
Probation Division Director	**11617**	**(1.0)**	**(108,584)**	**-**	**(108,584)**
Probation Officer II	14965	(1.0)	(77,567)	(40,174)	(37,393)
Probation Officer II	16128	(1.0)	(77,567)	(40,175)	(37,392)
Probation Officer II	75844	(1.0)	(76,781)	-	(76,781)
Subtotal Recommended - **Delete**		(15.0)	(993,076)	(302,900)	(690,176)
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		(15.0)	(993,076)	(302,900)	(690,176)
Vacant Budgeted In Recruitment - **Retain**					
Clerk II	11602	1.0	39,216	-	39,216
Automated Systems Analyst	15600	1.0	71,901	-	71,901
Fiscal Clerk III	16229	1.0	49,469	-	49,469
Clerk III	16233	1.0	39,216	-	39,216
Total in Recruitment Retain		4.0	199,802	-	199,802

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

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
1,485,900	-	1,485,900	14.0	Adult Sex Offender Program.
1,485,900	-	1,485,900	14.0	**Totals**

PROBATION

POLICY DESCRIPTION FORM

Department/Group: Probation/L&J **Budget Code:** AAA PRB

Title: Probation Vacancy Positions Reinstatement

PRIORITY: Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 993,081	$ 1,042,735

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.0	Clerk II	116,056
1.0	Clerk IV	48,211
1.0	Probation Division Director I	108,584
9.0	Probation Officer II	660,335
1.0	Supervising Accounting Tech.	59,895

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 993,081	$ 1,042,735

REVENUE (specify source)

8700 State – Realignment	139,917	146,910
9000 Federal Title IV-E	148,583	156,010
9635 Investigation Fees	14,400	14,400
Total:	$ 302,900	$ 317,320
LOCAL COST	$ 690,181	$ 725,415

PROBATION

Policy Item #1 – Probation Vacancy Positions Reinstatement

Clerk II – Position Numbers 02844, 02848, 02868

These are adult and juvenile positions responsible for processing of new cases from the courts for assignment to probation officers for investigations or for reassignment from investigation officers to case managers. Loss of these positions will create a backlog of cases and substantially delay processing of cases. These positions are the "horseshoe nail" in a long chain of events that leads to the ultimate resolution of juvenile and adult criminal cases.

Delays in the clerical processing inevitably lead to additional costs resulting from overtime to complete late reports and additional detention costs. These positions also update warrant information and conditions of probation. Failure to record this information results in either offenders remaining at large at a cost to community safety or erroneous arrests resulting in litigation against the county. We had obtained a certification list on a PR for 02868 several months ago and had selected a candidate. She failed background and we did not proceed with a second candidate because of a self-imposed "freeze" on filling vacancies that was started in November 2002, in anticipation of the effects from the spend-down plans.

Clerk IV – Position Number 04351

This position was vacated when the incumbent transferred to another department (ARMC). This position reports to the Administrative Manager and supervises the central administrative group comprised of one Clerk III, two Clerk II and one Clerk I positions. One position is currently vacant (Clerk III) and two of the authorized positions are currently filled with PSE's because of the current hiring controls and a long-term illness. The inability to fill this position significantly increases the level of overtime and is also currently requiring the use of staff from other divisions to properly perform the functions.

This position is the Probation Department's California Law Enforcements Terminal System (CLETS) Coordinator, managers the Automated Court/Probation Report distribution system, formats and assists with the publication of the Probation Department's internal publication, processes the Department of Justice billing for services, assists in the development of cross divisional reports and oversees the fingerprinting systems and submission process, the central reception area, mail distribution, central closed files of all adult and juvenile probationers, central ordering of clerical supplies and coordinates the issuance of County/Department ID

Division Director I – Position Number 11617

The DDI is responsible for overseeing the Day Reporting Center in the Central SB area, known as the Youth Justice Center. The DDI is directly responsible for 6 programs consisting of approximately 80 positions. These 6 programs/positions monitor approximately 1500 minors on Probation in the Central Valley area. The Day Reporting Center also houses a County School Program that has approximately 90 minors enrolled. There are approximately 5 separate grant funding sources that the DDI is directly responsible for monitoring compliance.

Probation Officer II – Multiple Position Numbers

Probation Officer II position numbers 04559 & 04582 are CST/QD positions responsible for intake of out-of-custody application for petitions from law enforcement agencies. These positions are partially funded by Title IV-E. The positions act as the front door to the juvenile justice systems. Cases diverted by these officers result in savings of substantial County costs. The absence of this diversion option may result in cases filed in the juvenile court with the commensurate costs of prosecution, defense and probation investigations resources. These officers directly reduce the number of probation officers required to complete more involved and time consuming court reports. Their diversion and prevention program also reduce end cost for supervision and placement of delinquent minors.

Probation Officer II position numbers 04573, 04597, 04608, 14965 & and 16128 are Success and Aftercare positions that are substantially funded by Title IV-E and HSS Realignment revenues. These positions manage high-risk juvenile probationers. Their services reduce recidivism by these minors resulting in increased community safety and substantial county savings in out-of-home placement costs and CYA costs.

PROBATION

Probation officer II positions number 09381 is an adult investigations positions. While completely county general funded at this time, they will be partially funded by Targeted Case Management claim next year. This function is mandated by Penal Code section 1203. Currently officers working overtime at additional expense complete the excess work created by these vacant positions.

Probation Officer II position number 75844 is the department's recruiting officer. It is currently vacant for obvious reasons. However, it will be a critical position immediately preceding the opening of the High Desert Juvenile Detention and Assessment Center. This will require the hiring of a large number of new Probation Corrections Officers and other positions in a very short time frame. It will be necessary to refill the recruiter position enough in advance of this effort to plan and organize a recruitment effort. Failure to fill this position at that time will result in a slow filling of positions over an extended period, adding to start-up costs or preventing opening of the facility on time, which is required per the County's agreement with the Board of Corrections

Supervising Accounting Technician – Position Number 09288

This position was vacated through an internal promotion. The position supervises a fiscal staff of five involved in processing technically complex documentation, such a MediCal, Foster Care/ SSI/ SSA and TANF applications, for various state/federal grants and entitlements. Hires and trains staff; assigns work and monitors workloads; evaluates work performance and prepares WPE's. Coordinates work schedules and provides temporary back-up as needed. The incumbent promoted to another position in Probation but must continue to provide operational oversight of the group while attempting to learn in the new position. We are using an existing staff member to help with the temporary supervision. This creates operational inefficiencies and delays the recovery of costs from grants and other sources of revenue.

This position also assists program staff assigned to various grants with program budgets/modifications, regulation interpretation, program planning and various other requests; interprets grant and entitlement regulations and implements procedures accordingly; prepares claims for state and federal grants. Verifies grant related expenses using time studies, spreadsheets, County FAS reports, Payroll Registers and other accounting documentation.

Other major functions include:

1. Maintains or supervises the maintenance of fiscal files and cost tracking systems in accordance with Generally Accepted Accounting Principles required by the County and other governmental agencies.

2. Audits a variety of payment documents for accuracy and compliance with established procedures and requirements. Processes necessary adjustments to reconcile fiscal transactions by researching discrepancies, and preparing corrected documents.

3. Provides advice to Chief Probation Officer and Deputy Chief Probation Officers in order to conduct program development that is consistent with requirements and restrictions of various grants and entitlements.

4. Researches statutes and regulatory updates to insure compliance with current internal procedures. Communicates both verbally and in writing with state and federal representatives to clarify regulatory intent.

5. Tracks and distributes incoming revenue for specific programs and/or departmental units. Provides, as needed statistical reports to management for program and budget purposes.

PROBATION

POLICY DESCRIPTION FORM

Department/Group: Probation/L&J **Budget Code:** AAA PRB

Title: Community Corrections – Adult Sex Offender Program

PRIORITY: Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

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

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 1,034,070	$ 1,063,962

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Supervising Probation Officer	96,938
1.0	Probation Officer III	83,017
10.0	Probation Officer II	775,017
2.0	Clerk II	78,442

	2003-04	Ongoing 2004-05
Services & Supplies	273,070	71,100
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount	2003-04	Ongoing 2004-05
Five (5) Full Size Vehicles	125,000	125,000	

	2003-04	Ongoing 2004-05
Reimbursements (specify) _____		
Total:	$ 1,485,900	$ 1,191,510
REVENUE (specify source)		
_____		
_____		
_____		
Total:	$	$
LOCAL COST	$ 1,485,900	$ 1,191,510

PROBATION

Policy Item #2 of 2 – Community Corrections – Adult Sex Offender Program

Program Change
Adult Services – Adult Sex Offender Program
One (1) Supervising Probation Officer
One (1) Probation Officer III
Ten (10) Probation Officer II's
Two (2) Clerk II's
Five (5) Cars

Sex offenders on adult probation represent one of the highest threats to public safety and potential for victimization of any group of criminals under supervised release. Their crimes, which often have a lifelong, profound effect on their victims and families, almost always involve multiple victims, most of whom are helpless against their advances. One self-report study of 153 child molesters accounted for 22,981 victims.

These predators are among the most difficult to supervise because of the hidden nature of their crimes and a reluctance of their victims to come foreword. Public awareness of this public safety issue and the danger that sex offenders represent in the community has increased recently, resulting in Megan's Law, mandatory offender registration and community access to lists of offenders. The traditional method of supervising these offenders in this county has offered little in the way of public protection. They are mixed into the regular adult caseloads and assigned a Probation Officer who has an average caseload size of 1:290, where the average face-to-face contact with a PO occurs every 3 to 6 months. Because these offenders are secretive, manipulative and convincing felons who specialize in keeping their activities hidden from the authorities, smaller caseloads of specially trained PO's are necessary to effectively supervise these people.

The most serious sex offenders are required by Penal Code section 290, to register with their local law enforcement. There are approximately 400 P.C. 290 registrants sex offenders under probation supervision in San Bernardino County. One specially trained unit of 10 probation officers could supervise all of these offenders, with a caseload ratio of 1:40, providing regular home visits, home searches, computer searches for pornography, enforce attendance in counseling and therapy sessions and protect potential victims.

In addition to the 10 Probation Officers, 1 Supervisor, 1 PO III, 2 clerks, equipment and space to house the unit would be necessary. Salaries, benefits, equipment (cars, radios, safety equipment, which are one time cost) and space for 1 year is 1.5 million dollars.

BUDGET UNIT: COURT-ORDERED PLACEMENTS (AAA PYA)

I. GENERAL PROGRAM STATEMENT

Juveniles are committed to the California Youth Authority or placed in group homes to facilitate their rehabilitation. The county is required to pay costs of support for those minors not eligible for state or federal reimbursement programs. Appropriations are located in an independent budget to present a clear picture of expenditures and to separate the ongoing operations of Administration/Community Corrections from those over which the department has little control. There is no staffing associated with this budget unit.

The department continues its efforts to reduce ordered placements by increasing options available in the community through day reporting centers, enhancing special supervision programs, and providing for detention options which are funded through the Crime Prevention Act 2000.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	8,200,255	8,329,483	6,672,740	7,382,883
Local Cost	8,200,255	8,329,483	6,672,740	7,382,883
Workload Indicators				
Average Monthly Non-CALWORKS Private Placements	15	15	15	15
Average Monthly CYA Commitments New and Existing	531	540	421	431

In 2001-02, an average of 531 wards were held in California Youth Authority facilities monthly due primarily to prior aggressive court sentencing practices. When a ward is committed to the California Youth Authority, the sentence must be completed unless reversed by court order.

Less aggressive sentencing practices, combined with many wards completing their terms, resulted in a decrease in average monthly commitments in 2002-03, and consequently a decrease in 2002-03 year end appropriation projections. In addition, the 2002-03 budget included fee increases from the California Youth Authority, which did not materialize in 2002-03.

The 2002-03 commitment level is expected to increase slightly in 2003-04. In addition, it is likely that the state will enact the sliding scale fee system which could increase fees by approximately 10%-20%. The anticipated fee increase (conservatively estimated at 10%) and expected population growth represents an increase of approximately $700,000 over 2002-03 estimated appropriations. If fees increase over 10%, the department may require a mid-year increase in appropriations.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Due to the implementation of new processes and through careful monitoring the departments has reduced the number of CYA commitments and has decreased the length of time wards stay in foster care These changes enabled the department to decrease local cost by $446,600 as part of the 4% Spend Down Plan.

In addition, based on the anticipated 2003-04 placements, state institutional costs have been decreased $500,000. As previously mentioned, if fees increase over 10%, the department may require a mid-year increase in appropriations

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Probation - Court Ordered Placements
FUND: General AAA PYA

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	7,619,408	9,333,643	(446,600)	-	8,887,043
Total Exp Authority	7,619,408	9,333,643	(446,600)	-	8,887,043
Reimbursements	(946,668)	(1,004,160)	-	-	(1,004,160)
Total Appropriation	6,672,740	8,329,483	(446,600)	-	7,882,883
Local Cost	6,672,740	8,329,483	(446,600)	-	7,882,883

GROUP: Law and Justice
DEPARTMENT: Probation - Court Ordered Placements
FUND: General AAA PYA

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	8,887,043	(511,033)	8,376,010	-	**8,376,010**	-	8,376,010
Total Expen Authority	8,887,043	(511,033)	8,376,010	-	**8,376,010**	-	8,376,010
Reimbursements	(1,004,160)	11,033	(993,127)	-	**(993,127)**	-	(993,127)
Total Appropriation	7,882,883	(500,000)	7,382,883	-	**7,382,883**	-	7,382,883
Local Cost	7,882,883	(500,000)	7,382,883	-	**7,382,883**	-	7,382,883

Base Year Adjustments

Other Charges	(446,600)	4% Spend Down Plan - reduction in juvenile placements.
Total Appropriation	(446,600)	
Local Cost	-	

Recommended Program Funded Adjustments

Other Charges	(11,033)	Decrease in charges for Fouts Springs Youth placement.
	(500,000)	Decrease in State Institutional costs.
	(511,033)	
Reimbursements	11,033	Decrease in HSS reimbursement due to decreased placement.
Total Appropriation	(500,000)	
Local Cost	(500,000)	

BUDGET UNIT: PROBATION – DETENTION CORRECTIONS (AAA PRN)

I. GENERAL PROGRAM STATEMENT

The Detention Corrections Bureau (DCB) of the Probation Department is responsible for the operations of the county's juvenile institutions which provide both pre- and post-adjudication custody, counseling, medical care and guidance of delinquent and custodial children in a variety of short and medium-term programs.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	32,586,222	39,825,733	37,488,564	43,546,689
Total Revenue	17,638,677	17,994,623	17,263,261	16,223,754
Local Cost	14,947,545	21,831,110	20,225,303	27,322,935
Budgeted Staffing		654.0		638.0
Workload Indicators				
Central Juvenile Hall	397	364	268	268
West Valley Juvenile Hall	34	182	175	175
Camp Heart Bar	19	22	20	20
Kuiper Youth Center	30	40	30	40
Regional Youth Education Facility	19	40	30	40
Average daily population (total)	499	648	523	543
Average length of stay at Juvenile Hall (days)	34	35	34	34

Estimated 2002-03 appropriations are less than budgeted due in part to the delay in the opening of the West Valley Juvenile Detention and Assessment Center. The 2002-03 Budget was developed with an estimated opening date of October 2002 for the center; however, the facility did not open and operate at full capacity until December 2002. In addition to salary savings, the delayed opening of the facility provided savings in clothing & personal supplies, utilities, laundry & dry-cleaning, and general household expenses.

Although the average daily population at all juvenile facilities is expected to decline, appropriations will increase due to full year funding of the West Valley facility, increased MOU and retirement costs, and mid-year salary adjustments for Probation Division Directors and Specialized Peace Officers.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Base year adjustments to staff include the reduction of 16.0 budgeted staff due to the elimination of the Challenge Grant (7.0 Probation Corrections Officers, 2.0 Probation Night Custody Officers, 2.0 Supervising Probation Officers, 1.0 Probation Officer II) and the 30% Cost Reduction Plan (2.0 Probation Division Directors, 1.0 Automated Systems Tech, 1.0 Clerk II). Although budgeted staff decreased, salaries and benefits increased as a result of full year funding for West Valley Juvenile Hall; mid year salary increases for Specialized Peace Officers and Probation Division Directors; increases in MOU and retirement costs; and increases in indemnification and overtime costs.

PROGRAM CHANGES

Service and supplies decreased significantly due to reductions in food/laundry services, inventoriable equipment, training, maintenance, and improvements; however, charges for Risk Management Liability costs for facilities have been transferred to this budget unit from Probation's Administration and Community Corrections budget unit (AAA PRB), which partially offset the savings. State revenue is expected to decrease as a result of the elimination of the Challenge Grant, a decrease in Standards and Training for Corrections state funding, and a decrease in meal claims due to the anticipated population decrease.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 37.0 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	25.0	Slated for Deletion
Vacant Budgeted In Recruitment	12.0	Retain
Total Vacant	37.0	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 25.0 vacant budgeted positions that are slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	West Valley Facility	1.0 $40,891 Local Cost	This Clerk III position provides clerical support for institutional administrative staff, including the intake areas and the medical clinic. In addition this position provides backup as a receptionist.
	1	Detention Center staffing and county sponsored program staffing	12.0 - **$684,585** $589,161 Local Cost $95,424 Revenue Supported	These 12.0 Probation Corrections Officers are responsible for supervision of court wards in the detention and treatment programs operated by the department.
	1	Detention Center staffing and county sponsored program staffing	4.0 - **$172,662** $155,288 Local Cost $17,374 Revenue Supported	These 4.0 Probation Night Custody Officers are responsible for supervising wards in detention and treatment facilities from 10 pm to 6 am.
	1	Detention Center staffing and county sponsored program staffing	4.0 - $296,164 $263,927 Local Cost $32,237 Revenue Supported	These 4.0 Probation Corrections Supervisor Is are the first line of supervison for Probation Correction Officers and Night Custody Officers. They are responsible for training, supervision, and evaluation of staff.
	1	Detention Center staffing and county sponsored program staffing	3.0 - **$260,186** $184,586 Local Cost $75,600 Revenue Supported	These 3.0 Probation Corrections Supervisor IIs represent the senior level of supervision. These positions manage the Probation Corrections Supervisor Is and serve as the Watch Commander for the 24/7 institutions. They are responsible for the day to day operations.
	1	High Desert Facility	1.0 $48,388 Local Cost	This Secretary I position will support the Director of the facility in compiling and maintaining records relating to the facility. In additon this posiiton will assist in transitioning the staff and wards into the facility.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Probation - Detention Corrections
FUND: General AAA PRN

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	30,810,009	33,081,886	3,831,467	-	36,913,353
Services and Supplies	5,650,306	5,669,118	(8,072)	-	5,661,046
Central Computer	203,322	203,322	(44,667)	-	158,655
Other Charges	135,000	135,100	25,000	-	160,100
Equipment	39,179	78,000	-	-	78,000
Transfers	650,748	658,307	29,248	-	687,555
Total Appropriation	37,488,564	39,825,733	3,832,976	-	43,658,709
Revenue					
Taxes	4,458,680	4,458,680	271,250	-	4,729,930
Current Services	352,175	440,000	-	-	440,000
State, Fed or Gov't Aid	11,688,406	12,331,943	(941,004)	-	11,390,939
Other Revenue	764,000	764,000	(764,000)	-	-
Total Revenue	17,263,261	17,994,623	(1,433,754)	-	16,560,869
Local Cost	20,225,303	21,831,110	5,266,730	-	27,097,840
Budgeted Staffing		654.0	(16.0)		638.0

FUND: General AAA PRN

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	**Recommended Program Funded Adjustments**	**2003-04 Department Request**	**Vacant Position Impact**	**2003-04 Proposed Budget (Adjusted)**	**Recommended Vacant Restoration**	**2003-04 Recommended Budget**
Appropriation							
Salaries and Benefits	36,913,353	476,972	37,390,325	(1,502,876)	**35,887,449**	-	35,887,449
Services and Supplies	5,661,046	(858,652)	4,802,394	-	**4,802,394**	-	4,802,394
Central Computer	158,655	-	158,655	-	**158,655**	-	158,655
Other Charges	160,100	-	160,100	-	**160,100**	-	160,100
Equipment	78,000	(35,000)	43,000	-	**43,000**	-	43,000
Transfers	687,555	304,660	992,215	-	**992,215**	-	992,215
Total Appropriation	43,658,709	(112,020)	43,546,689	(1,502,876)	**42,043,813**	-	42,043,813
Revenue							
Taxes	4,729,930	-	4,729,930	(164,138)	**4,565,792**	-	4,565,792
Current Services	440,000	-	440,000	-	**440,000**	-	440,000
State, Fed or Gov't Aid	11,390,939	(337,115)	11,053,824	(56,497)	**10,997,327**	-	10,997,327
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	16,560,869	(337,115)	16,223,754	(220,635)	**16,003,119**	-	16,003,119
Local Cost	27,097,840	225,095	27,322,935	(1,282,241)	**26,040,694**	-	26,040,694
Budgeted Staffing	638.0		638.0	(25.0)	**613.0**		613.0

PROBATION

Base Year Adjustments

Salaries and Benefits	835,374	MOU.
	1,565,884	Retirement.
	557,110	Risk Management Workers Comp.
	(692,196)	Elimination of Challenge Grant- 12 budgeted staff (7.0 Probation Corrections Officers, 2.0 Probation Night Custody Officers, 2.0 Supervising Probation Officres, 1.0 Probation Officer II).
	1,655,838	West Valley Juvenile Hall full year funding.
	(25,000)	4% Spend Down Plan.
	107,600	Approved by the Board on September 10, 2002 Mid Year Salary Adjustment for Specialized Peace Officers.
	70,194	Approved by the Board on December 17, 2002 Mid Year Salary Adjustment for Probation Divison Directors.
	(243,337)	30% Cost Reduction Plan - 4.0 budgeted staff (2.0 Probation Division Directors, 1.0 Automated Systems Tech, 1.0 Clerk II).
	3,831,467	
Services and Supplies	(5,052)	Incremental change in EHAP.
	170,925	West Valley Juvenile Hall full year funding.
	(173,945)	Elimination of Challenge Grant.
	(8,072)	
Central Computer	(44,667)	
Other Charges	25,000	West Valley Juvenile Hall full year funding.
Transfers	(140,752)	Elimination of Challenge Grant.
	170,000	West Valley Juvenile Hall full year funding.
	29,248	
Total Appropriation	3,832,976	
Taxes	271,250	Increase in Prop 172 revenue.
State, Fed or Gov't Aid	65,889	West Valley Juvenile Hall full year funding.
	(1,006,893)	Elimination of Challenge Grant.
	(941,004)	
Other Revenue	(764,000)	One-time West Valley Juvenile Hall.
Total Revenue	(1,433,754)	
Local Cost	5,266,730	

On September 10, 2002 the Board of Supervisors and the San Bernardino County Safety Employees' Benefit Association approved a Memorandum of Understanding for the Specialized Peace Officer-Supervisory units. Additionally, the Board of Supervisors approved an amendment to the 2001-04 MOU to provide additional compensation to Probation Division Directors I and II. These increases of $177,794 are reflected in the local cost.

The Administration/Community Corrections Bureau decreased salaries & benefits by $268,337 for the 4% Spend Down Plan and 30% Cost Reduction Plan. Full year funding for West Valley Juvenile Hall increased salaries & benefits by approximately $1.6 million.

Other base year changes include the elimination of the Challenge Grant ($1,006,893) and an increase in Prop 172 revenue ($271,250).

PROBATION

Recommended Program Funded Adjustments

Salaries and Benefits	(12,972)	Adjust for 30% cut - reduce salaries & benefits vs service & supplies.
	36,319	Increase in short term disability costs.
	24,986	Increase in social security medicare costs.
	215,469	Incrase in indemnification costs.
	213,170	Increase in anticipated overtime costs.
	476,972	
Services and Supplies	(2,300)	Offset federal TANF Eligibility Worker cost increase.
	(188,977)	West Valley Juvenile Hall food/laundry.
	12,972	Adjust for 30% cut - reduce salaries & benefits vs service & supplies.
	225,095	Risk Management Liabilities transfer from PRB.
	(118,435)	GASB 34 Accounting Change (EHAP).
	(176,358)	Decrease Meal Claims due to decreased population.
	(518,500)	Decrease Inventoriable Equipment.
	(52,500)	Decrease in training costs.
	(39,649)	Decrease in maintenance & improvements.
	(858,652)	
Equipment	(35,000)	
Transfers	2,300	Offset federal TANF Eligibility Worker cost increase.
	188,977	West Valley Juvenile Hall food/laundry.
	118,435	GASB 34 Accounting Change (EHAP).
	(5,052)	Salaries & benefits.
	304,660	
Total Appropriation	(112,020)	
Revenue		
State, Fed or Gov't Aid	(138,107)	Loss of Standards and Training for Corrections state funding.
	4,807	Increase in temporary assistance to needy families state funding.
	(27,457)	Loss of Federal Ranch/Camp Grant funding.
	(176,358)	Decrease in meal claims due to decreased population.
	(337,115)	
Total Revenue	(337,115)	
Local Cost	225,095	

PROBATION

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	25	25.0	1,502,876	220,635	1,282,241
Vacant Budgeted In Recruitment - Retain	12	12.0	738,617	79,121	659,496
Total Vacant	37	37.0	2,241,493	299,756	1,941,737
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Clerk III	77216	(1.0)	(40,891)		(40,891)
Probation Corrections Officer	02414	(1.0)	(58,273)	(23,556)	(34,717)
Probation Corrections Officer	02432	(1.0)	(60,673)	(24,756)	(35,917)
Probation Corrections Officer	02445	(1.0)	(58,273)	(23,556)	(34,717)
Probation Corrections Officer	**02450**	**(1.0)**	**(51,164)**		**(51,164)**
Probation Corrections Officer	02452	(1.0)	(58,273)	(23,556)	(34,717)
Probation Corrections Officer	**17039**	**(1.0)**	**(58,273)**		**(58,273)**
Probation Corrections Officer	70471	(1.0)	(48,291)		(48,291)
Probation Corrections Officer	77287	(1.0)	(58,273)		(58,273)
Probation Corrections Officer	77288	(1.0)	(58,273)		(58,273)
Probation Corrections Officer	77289	(1.0)	(58,273)		(58,273)
Probation Corrections Officer	77290	(1.0)	(58,273)		(58,273)
Probation Corrections Officer	77291	(1.0)	(58,273)		(58,273)
Probation Corrections Supv I	05398	(1.0)	(79,121)		(79,121)
Probation Corrections Supv I	05405	(1.0)	(75,634)	(32,237)	(43,397)
Probation Corrections Supv I	77253	(1.0)	(72,285)		(72,285)
Probation Corrections Supv I	77254	(1.0)	(69,124)		(69,124)
Probation Corrections Supv II	05400	(1.0)	(90,723)	(39,781)	(50,942)
Probation Corrections Supv II	05407	(1.0)	(86,665)		(86,665)
Probation Corrections Supv II	73583	(1.0)	(82,798)	(35,819)	(46,979)
Probation Night Custody Ofcr	03950	(1.0)	(45,918)	(17,374)	(28,544)
Probation Night Custody Ofcr	03952	(1.0)	(44,021)		(44,021)
Probation Night Custody Ofcr	03963	(1.0)	(42,230)		(42,230)
Probation Night Custody Ofcr	04706	(1.0)	(40,493)		(40,493)
Secretary I	75057	(1.0)	(48,388)		(48,388)
Subtotal Recommended - **Delete**		(25.0)	(1,502,876)	(220,635)	(1,282,241)
Total Slated for Deletion		(25.0)	(1,502,876)	(220,635)	(1,282,241)
Vacant Budgeted In Recruitment - **Retain**					
Clerk II	03082	1.0	37,619	-	37,619
Fiscal Clerk II	77221	1.0	44,445	-	44,445
Institutional Nurse 1 - Prob	08536	1.0	79,274	-	79,274
Institutional Nurse	77229	1.0	82,614	-	82,614
Institutional Nurse	77230	1.0	86,515	-	86,515
Institutional Nurse	77233	1.0	79,274	-	79,274
Institutional Nurse	77234	1.0	82,614	-	82,614
Probation Corrections Officer	70225	1.0	58,273	-	58,273
Probation Corrections Supv I	70531	1.0	79,121	79,121	-
Probation Food Service Worker	07085	1.0	38,802	-	38,802
Probation Food Service Worker	75322	1.0	34,338	-	34,338
Probation Food Service Worker	77239	1.0	35,728	-	35,728
Total in Recruitment Retain		12.0	738,617	79,121	659,496

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

PROBATION

POLICY DESCRIPTION FORM

Department/Group: Probation/L&J **Budget Code:** AAA PRN

Title: Probation Detention Corrections Vacancy Positions Reinstatement

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

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

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 1,502,876	$ 1,572,770

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk III	40,891
12.0	Probation Correction Officer	684,585
4.0	Probation Night Custody Officer	172,662
4.0	Probation Corrections Supervisor I	296,164
3.0	Probation Corrections Supervisor II	260,186
1.0	Secretary I	48,388

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 1,502,876	$ 1,572,770
REVENUE (specify source)		
8296 Prop 172 ½% Sales Tax	164,138	164,138
8700 State - Realignment	43,705	43,705
9010 Federal Ranch/Camp Funding	12,792	12,792
Total:	$ 220,635	$ 220,635
LOCAL COST	$ 1,282,241	$ 1,352,135

PROBATION

Policy Item #1 of 1 – Probation Detention Corrections Vacancy Positions Reinstatement

Clerk III, West Valley (Position #77216)
This position was approved as a part of the staffing for West Valley Juvenile Detention Center. It was filled, but the person recently left suddenly. This is lead clerical position that has to have the skills to fill in in a variety of posts in the institution, such as reception, staffing office, intake or the medical clinic. Even at full clerical staffing, West Valley is understaffed in clerical positions. In a 24/7 facility, shifts have to be filled. This vacancy has been filled using overtime.

Probation Corrections Officer (PCO) (Position #02414, 02432, 02445, 02450, 02452, 17039 and 70471 [Recurrent]) and Positions #77287, 77288, 77289, 77290 and 77291 [West Valley]

PCO positions are mandated by the State Board of Corrections at a ratio of 1 PCO for every 10 wards in custody from 6am to 10pm. These positions are needed to supervise the nearly 500 court wards in the detention and treatment programs operated by the department. (Central and West Valley J.D., Regional Youth Education Facility for Boys and Girls and Camp Heart Bar.) These vacancies represent shifts in the institutions that have to be filled in order to provide for safe and secure environment, supervise wards and minimize liability. Vacant shifts are currently being filled using overtime, which ultimately is more expensive to the County than filling regular positions. Recurrents are needed to fill in for regular employees who have emergency leave, illness, or other unplanned absence from work. They are also need for vacation and training relief.

These positions are a part of the approved staffing for the West Valley Juvenile Detention Center. They are held vacant in order to use the saved revenue on recurrent PCO's who fill in as needed. Filling these positions with regular employees and giving them a set shift in the institution would result in having too many people on duty at some times, and not enough at other times. Using the recurrents to fill in as needed not only provides for better staffing, it saves money in the process. Because of illness, emergency leave, medical situations that require immediate supervision off site at a hospital and other extraordinary situations, detention facilities cannot operate without recurrent help.

Probation Night Custody Officer (NCO) (Position #03950, 03952, 03963 and 04706)
The State Board of Corrections (BOC) mandates NCO's at a ratio of 1 to 20 court wards. They supervise wards in detention (Central and West Valley J.D.) and treatment (Regional Youth Education Facility and Camp Heart Bar) from 10pm to 6am. These vacancies represent shifts in the institutions that have to be filled. Failure to fill these position results in non-compliance with BOC requirements and overtime being paid to PCO's to fill the shifts. PCO's make more money than NCO's and when filling in for an NCO, they make it at the overtime rate.

Probation Corrections Supervisor I (Position #05398, 05405, 77253 and 77254)
PCS I's are the first line of supervision for PCO's and Night Custody Officers. They are responsible for their training, supervision and evaluation of these staff. With these positions filled, the staff to supervisor ratio would be 1 to 13. These are shift positions that work 24/7 and while vacant, the shifts must be filled via overtime.

Probation Corrections Supervisor II (Position #05400, 05407 and 73583)
These senior level supervisors manage the PCS I's and serve as the Watch Commander for the 24/7 institutions. As the lead supervisors, they are responsible for day-to-day operations, programming, staffing, new bookings, approval of certain disciplines for wards and security of the facility. These are 24/7 shift positions that have to be filled. Vacancies at this level generate overtime.

Secretary I, High Desert Juvenile Facility (Position #75057)
This position will play a key role in the implementation of the new High Desert Juvenile Detention Center. The staff person will support the Director II in compiling and maintaining records relating to construction and purchasing (for grant and other purposes), and assist with other issues involving the transitioning of staff and wards into the facility.

The Secretary 1 is also a position that requires confidentiality due to the nature or personnel and juvenile ward information that is handled in a Juvenile Detention Center. This person assists the management of the institution in day-to-day activities by ensuring that information/correspondence between the institution, administration and the State Board of Corrections is consistent. Additionally, this person performs duties and tasks integral to the daily operation and is trusted as such with a wide variety of confidential material.

BUDGET UNIT: PRETRIAL DETENTION (AAA POR)

I. GENERAL PROGRAM STATEMENT

The Pre-Trial Detention/Own-Recognizance Program was started in 1990 as a cooperative effort with the courts, the Sheriff, and Probation to alleviate jail overcrowding. This program provides on-site detention releases, as well as court ordered investigations and pre-arraignment conditional release monitoring and court reporting.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	411,185	480,982	409,215	512,610
Local Cost	411,185	480,982	409,215	512,610
Budgeted Staffing		7.0		7.0
Workload Indicators				
Felony Screening	32,000	33,000	37,000	39,000
Court Referrals	670	700	900	1,000
Daily Pre-Arraignment	5,228	6,000	5,700	5,900
On-site Interviews	319	400	400	500

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Probation - Pretrial Detention
FUND: General AAA POR

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	348,591	417,545	34,174	-	451,719
Services and Supplies	23,475	26,288	(864)	-	25,424
Central Computer	6,549	6,549	(1,682)	-	4,867
Transfers	30,600	30,600	-	-	30,600
Total Appropriation	409,215	480,982	31,628	-	512,610
Local Cost	409,215	480,982	31,628	-	512,610
Budgeted Staffing		7.0			7.0

GROUP: Law and Justice
DEPARTMENT: Probation - Pretrial Detention
FUND: General AAA POR

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	451,719	-	451,719	-	**451,719**	-	451,719
Services and Supplies	25,424	(1,213)	24,211	-	**24,211**	-	24,211
Central Computer	4,867	-	4,867	-	**4,867**	-	4,867
Transfers	30,600	1,213	31,813	-	**31,813**	-	31,813
Total Appropriation	512,610	-	512,610	-	**512,610**	-	512,610
Local Cost	512,610	-	512,610	-	**512,610**	**-**	512,610
Budgeted Staffing	7.0		7.0		**7.0**		7.0

Base Year Adjustments

Salaries and Benefits	9,632	MOU.
	18,105	Retirement.
	6,437	Risk Management Workers Comp.
	34,174	
Services and Supplies	(864)	Incremental change in EHAP.
Central Computer	(1,682)	
Total Appropriation	31,628	
Local Cost	31,628	

Recommended Program Funded Adjustments

Services and Supplies	(1,213)	GASB 34 Accounting Change (EHAP).
Transfers	1,213	GASB 34 Accounting Change (EHAP).
Total Appropriation	-	
Local Cost	-	

BUDGET UNIT: ASSEMBLY BILL 1913 (AAA PRG)

I. GENERAL PROGRAM STATEMENT

Assembly Bill 1913 (Schiff-Cardenas Crime Prevention Act 2000) was signed by Governor Davis on September 7, 2000. AB1913 annually allocates state resources to fund programs that address juvenile crime prevention needs within the county. A Juvenile Justice Coordinating Council (JJCC) develops and recommends programs for funding, as well as develops the Comprehensive Multi Agency Juvenile Justice Plan (CMJJP), which identifies and addresses gaps in service to juvenile offenders and their families throughout San Bernardino County. The county anticipates receiving approximately $5.9 million in 2003-04, which will be used to provide programs for local youth. The programs funded include: Day Reporting Centers; the House Arrest Program; the Let's End Truancy Program; the School Probation Officer Program; the SUCCESS Program; and the Preventing Repeat Offenders Program.

Appropriations for these programs occur in this budget unit and are reimbursed by funds maintained in a special revenue fund (SIG). All funds received by the county must be encumbered in the fiscal year received: however, the county has an additional fiscal year to spend the funds.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,424,360	317,384	237,212	260,781
Total Revenue	5,424,360	317,384	237,212	260,781
Local Cost	-	-	-	-
Budgeted Staffing		78.0		75.0
Workload Indicators				
House Arrest Program	52	65	70	70
Day Reporting Centers	238	750	800	800
Schools Programs	870	1,000	1,100	1,200
SUCCESS Expansion	360	450	550	575

GASB 34 prompted an accounting change in 2002-03 which designates that grant funding be shown as reimbursements rather than revenue. Consequently, budgeted and estimated revenues have significantly decreased from 2001-02. Budgeted revenues represent state funds received to defray costs for Probation Officers assigned to local schools.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Changes in budgeted staffing led to a net loss of 3.0 budgeted positions. The termination of funding from various school contracts eliminated 5.0 Probation Officer II's, while the additions of two new contracts added 2.0 (Probation Officer II's.

PROGRAM CHANGES

The department will continue the funding of the Day Reporting Centers which provide a structured environment throughout the day for youth on a regional basis; the House Arrest Program, which provides an intensive supervision program for minors awaiting disposition by the court; the Let's End Truancy Program, which allows Deputy District Attorneys to become, involved in school truancy programs; the School Probation Officer Program which funds on site Probation Officers at local schools; and the SUCCESS Program, which provides intensive supervision to minors who are wards of the court while they remain in the community with their families.

In addition, the department will begin the Preventing Repeat Offenders Program, which is aimed at reducing crime among the small group of juvenile offenders who may be at greatest risk of becoming serious repeat offenders.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

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

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

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 3.0 vacant budgeted positions that are slated for deletion. Because the West Valley Day Reporting Center is in the planning stage, the department is unsure when these positions will be required in 2003-04. Subsequently, the County Administrative Office recommends the deletion of these positions and advises the department to return to the Board to request these positions when the West Valley Day Reporting Center is nearing completion.

CAO Rec	Item	Program	Reimbursement Supported	Program Description
	1	Day Reporting Center	3.0 $139,021 Reimbursement Supported	The West Valley Day Reporting Center will provide a structured environment throughout the day for youth. The 3.0 budgeted staff (2.0 Probation Corrections Officer & 1.0 Clerk II) will operate the AB1913 funded Success program in the West Valley.

IV. OTHER POLICY ITEMS

None.

V. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Probation - AB 1913/CMJJP Grant
FUND: General AAA PRG

FUNCTION: Public Protection
ACTIVITY: Detention & Corrrections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	4,362,004	4,380,673	399,847	-	4,780,520
Services and Supplies	1,185,736	988,568	1,990	-	990,558
Central Computer	1,269	1,269	34,385	-	35,654
Other Charges	2,000	1,000	-	-	1,000
Transfers	491,338	720,791	-	-	720,791
Total Exp Authority	6,042,347	6,092,301	436,222	-	6,528,523
Reimbursements	(5,805,135)	(5,774,917)	(436,222)	-	(6,211,139)
Total Appropriation	237,212	317,384	-	-	317,384
Revenue					
State, Fed or Gov't Aid	237,212	317,384	-	-	317,384
Total Revenue	237,212	317,384	-	-	317,384
Local Cost	-	-	-	-	-
Budgeted Staffing		78.0			78.0

GROUP: Law and Justice
DEPARTMENT: Probation - AB 1913/CMJJP Grant
FUND: General AAA PRG

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	4,780,520	153,193	4,933,713	(139,021)	**4,794,692**	-	4,794,692
Services and Supplies	990,558	(794,544)	196,014	-	**196,014**	-	196,014
Central Computer	35,654	-	35,654	-	**35,654**	-	35,654
Other Charges	1,000	1,000	2,000	-	**2,000**	-	2,000
Transfers	720,791	13,566	734,357	-	**734,357**	-	734,357
Total Expen Authority	6,528,523	(626,785)	5,901,738	(139,021)	**5,762,717**	-	5,762,717
Reimbursements	(6,211,139)	570,182	(5,640,957)	139,021	**(5,501,936)**	-	(5,501,936)
Total Appropriation	317,384	(56,603)	260,781	-	**260,781**	-	260,781
Revenue							
State, Fed or Gov't Aid	317,384	(56,603)	260,781	-	**260,781**	-	260,781
Total Revenue	317,384	(56,603)	260,781	-	**260,781**	-	260,781
Local Cost	-	-	-	-	**-**	-	-
Budgeted Staffing	78.0	(3.0)	75.0	(3.0)	**72.0**	-	72.0

Base Year Adjustments

Salaries and Benefits	101,563	MOU.
	225,186	Retirement.
	73,098	Risk Management Workers Comp.
	399,847	
Services and Supplies	1,990	Incremental change in EHAP.
Central Computer	34,385	
Reimbursements	(399,847)	Increased salaries & benefits.
	(34,385)	Central computer.
	(1,990)	Incremental change in EHAP.
	(436,222)	
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

On September 10, 2002 the Board of Supervisors and the San Bernardino County Safety Employees' Benefit Association approved a Memorandum of Understanding for the Specialized Peace Officer-Supervisory units. Additionally, the Board of Supervisors approved an amendment to the 2003-04 MOU to provide additional compensation to Probation Division Director Is and IIs. These increases are not part of the local cost and are intended to be funded with additional grant monies. However, due to a decrease in grant funding, these costs will be paid by decreasing service and supplies appropriations as shown in the recommended program funded adjustments below.

Recommended Program Funded Adjustments

Salaries and Benefits	(77,567)	Contract with Fontana - 1.0 budgeted Probation Officer.
	(67,756)	Contract with Rialto - 1.0 budgeted Probation Officer.
	(147,640)	Contract with San Bernardino County Schools - 2.0 budgeted Probation Officers.
	(77,567)	Contract with Yucaipa - 1.0 budgeted Probation Officer.
	78,864	Contract with Chaffey - 1.0 budgeted Probation Officer.
	78,864	Contract with Barstow - 1.0 budgeted Probation Officer.
	365,995	Increase for Preventing Repeat Offenders Program.
	153,193	
Services and Supplies	(2,000)	Decrease in clothing and personal supplies.
	(27,242)	Decrease in communications.
	(78,750)	Decrease in food.
	(3,540)	Decrease in memberships.
	(2,600)	Decrease in publications.
	(45,614)	Decrease in Special department expense.
	(36,520)	Decrease in training.
	14,000	Increase in utilities.
	6,882	Increase in Risk Management liabilities.
	8,757	Increase in office expense.
	(1,300)	Decrease in courier and printing.
	10,135	Increse in distributed data cost.
	(353,169)	Decrease in professional services.
	(9,840)	Decrease in medical, dental, and laboratory supplies.
	(3,422)	Decrease in private mileage.
	(234,108)	Decrease in vehicle charges.
	(22,690)	Decrease in travel.
	(13,523)	GASB 34 Accounting Change (EHAP).
	(794,544)	
Other Charges	1,000	Increased Support to Minors.
Transfers	70,894	Increase in salaries & benefits transfer to Public Health and HSS.
	(70,851)	Decrease in rent & leases transfer for Day Reporting Centers.
	13,523	GASB 34 Accounting Change (EHAP).
	13,566	
Reimbursements	(204,387)	Salaries & benefits increase for various programs.
	774,569	Service & supplies decrease for various programs.
	570,182	
Total Appropriation	(56,603)	
Total Revenue	(56,603)	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Reimbursements	Local Cost
Vacant Budgeted Not In Recruitment - Delete	3	3.0	139,021	139,021	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	3	3.0	139,021	139,021	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Reimbursements	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Probation Corrections Officer	74574	(1.0)	(51,164)	(51,164)	-
Probation Corrections Officer	74575	(1.0)	(53,408)	(53,408)	
Clerk II	74578	(1.0)	(34,449)	(34,449)	
Total Slated for Deletion		(3.0)	(139,021)	(139,021)	-
Vacant Budgeted In Recruitment - Retain					
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

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

POLICY DESCRIPTION FORM

Department/Group: Probation/L&J **Budget Code:** AAA PRG
Title: AB 1913 Grant – Vacancy Positions Reinstatement

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

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

Clerk II (Position #074578) – This is an AB 1913 funded position for Success in the West Valley. The position is designated for the Day Reporting Center (DRC) in the West Valley. The DRC has not yet opened but the position will be necessary when it does. Deleting the position will result in the loss of a fully grant funded position; there is no local cost funding.

Probation Corrections Officers (Positions 74574 and 74575) – These are AB 1913 funded positions for the DRC in the West Valley. The DRC has not yet opened but these positions will be necessary when it does. Deleting the positions will result in the loss of fully grant funded positions; there is no local cost funding.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 139,021	$ 145,972

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk II	34,449
2.0	Probation Corrections Ofcr	104,572

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) AB 1913 SIG Special Revenue	(139,021)	(145,972)
Total:	$	$
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 0	$ 0

BUDGET UNIT: AB 1913 - SPECIAL REVENUE FUND (SIG PRG)

I. GENERAL PROGRAM STATEMENT

Assembly Bill 1913 (Schiff-Cardenas Crime Prevention Act 2000) was signed by Governor Davis on September 7, 2000. This Bill allocated $121.0 million to counties on a per capita basis to be spent on prevention and intervention of juvenile crime. San Bernardino County's share in 2000-01 was just over $5.9 million to fund programs during 2000-01 and 2001-02. Additional funding of $5.8 million was provided during 2001-02 for expenditures through June 30, 2003; and $5.9 million was received in 2002-03 for expenditures through June 30, 2005. In accordance with state law, a Juvenile Justice Coordinating Council (JJCC) was formed to develop and recommend programs for funding. Programs are approved by the Board of Supervisors and the California Board of Corrections. When spending plans for these programs are developed, the Board of Supervisors approves appropriations in the affected county department budgets. Departments then seek reimbursement from this special revenue fund. At this time, the county departments are Probation and the District Attorney's Office. There is no staffing associated with this budget unit.

Because this funding source was originally a trust fund, no budget was developed for 2001-02. During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	12,433,281	6,378,541	12,335,706
Total Revenue	6,112,768	6,320,513	6,280,966	6,320,513
Fund Balance		6,112,768		6,015,193

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None

GROUP: Law and Justice
DEPARTMENT: Probation - AB 1913
FUND: Special Revenue SIG PRG

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Transfers	6,378,541	6,483,748	-	-	6,483,748
Contingencies	-	5,949,533	-	-	5,949,533
Total Appropriation	6,378,541	12,433,281	-	-	12,433,281
Revenue					
Use of Money & Prop	360,453	400,000	-	-	400,000
State, Fed or Gov't Aid	5,920,513	5,920,513	-	-	5,920,513
Total Revenue	6,280,966	6,320,513	-	-	6,320,513
Fund Balance		6,112,768	-	-	6,112,768

Law and Justice | **FUNCTION: Public Protection**
Probation - AB 1913 | **ACTIVITY: Detention & Corrections**
Special Revenue SIG PRG

ANALYSIS OF 2003-04 BUDGET

E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I + J K 2003-04 Recommended Budget
6,483,748	(6,483,748)	-	-	**-**	-	-
5,949,533	6,386,173	12,335,706	-	**12,335,706**	-	12,335,706
12,433,281	(97,575)	12,335,706	-	**12,335,706**	-	12,335,706
400,000	-	400,000	-	**400,000**	-	400,000
5,920,513	-	5,920,513	-	**5,920,513**	-	5,920,513
6,320,513	-	6,320,513	-	**6,320,513**	-	6,320,513
6,112,768	(97,575)	6,015,193	-	**6,015,193**	-	6,015,193

Recommended Program Funded Adjustments

Transfers	(6,483,748)	Reclassified to contingencies.
Contingencies	6,386,173	Reclassified from transfers and adjustment for fund balance.
Total Appropriation	(97,575)	
Total Revenue	-	
Fund Balance	(97,575)	

OVERVIEW OF BUDGET

DEPARTMENT: PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/ CONSERVATOR/CORONER
ADMINISTRATOR: BRIAN McCORMICK

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
PA/PG/Conservator/Coroner	5,345,789	1,039,936	4,305,853		75.1
Forensic Pathology Grant	12,068	95		11,973	-
TOTAL	5,357,857	1,040,031	4,305,853	11,973	75.1

BUDGET UNIT: PA/PG/CONSERVATOR/CORONER (AAA PAC)

I. GENERAL PROGRAM STATEMENT

The Public Administrator is required by law to take charge of the property of persons who have died when no executor or estate administrator has been appointed. The Coroner investigates deaths to determine the cause and clarify all circumstances surrounding or pertaining to the manner of death. By court appointment, the Public Guardian acts as conservator of any individuals found to be gravely disabled or to lack capacity to manage their finances and provide for their own care.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	4,362,490	4,755,894	4,910,612	5,345,789
Total Revenue	765,741	614,000	804,530	1,039,936
Local Cost	3,596,749	4,141,894	4,106,082	4,305,853
Budgeted Staffing		78.5		75.1
Workload Indicators				
Public Administrator cases	405	350	400	480
Coroner cases	8,863	8,800	9,000	9,400
Autopsies	622	700	700	730
Public Guardian Probate cases	148	240	240	240
Public Guardian Conservator cases	449	625	625	625

Variance from budget in appropriations is in services and supplies - unanticipated temporary help needs, maintenance charges, unbudgeted risk management charges, and upgrades/maintenance costs of software used for the coroner and public administrator/public guardian activities.

Although the state SB90 reimbursement was eliminated, revenue is still expected to exceed budget by $190,000. This is due to an increase in Targeted Case Management revenue and increased collections in coroner fees, estate fees, and other current services. The net variance is expected to be $35,000 under local cost.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 4.0 positions (2.0 Deputy Coroner Investigator and 1.0 Clerk IV, and 1.0 PSE/Contract position) as the result of the 4% Spend Down and 30% Cost Reduction Plans.

A new Project Administrator position is added, funded by federal Targeted Case Management and MediCal Administration revenues. Additionally, budgeted units for several positions were reduced slightly by 0.4, resulting in a total net increase of 0.6 budgeted staffing.

PROGRAM CHANGES

None.

OTHER CHANGES

The proposed budget provides for an overall net increase of $68,000 in current service revenues to match the anticipated collection levels for 2002-03: PA/PG estate fees (+$30,000) Coroner report fees (+$3,000), and other services (+$35,000). Additionally a new source of revenue, federal Targeted Case Management (TCM), was identified mid-year in 2002-03. The actual TCM receipts are projected to be $280,000 for 2002-03, and the department expects that this revenue source will provide as much as $512,000 in 2003-04.

IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in the 2003-04 Department Request Budget. The breakdown of these positions is as follows:

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

V. OTHER POLICY ITEMS

Seven policy items are submitted for Board of Supervisors consideration. These items request the addition of 20.5 budgeted positions for a total local cost of $1,243,418.

VI. FEE CHANGES

The 2003-04 fee proposals recommend an increase in the private autopsy fee ($1,500 to $2,000) and the addition of various service fees, resulting in $28,620 of additional revenue.

GROUP: Law and Justice
DEPARTMENT: Public Administrator/ Public Guardian/Conservator/Coroner
FUND: General AAA PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	4,541,964	4,506,126	297,363	-	4,803,489
Services and Supplies	738,264	620,615	(21,330)	-	599,285
Central Computer	54,279	54,279	(15,686)	-	38,593
Other Charges	467,900	467,900	-	-	467,900
Equipment	1,231	-	-	-	-
Transfers	32,490	32,490	(1,735)	-	30,755
Total Exp Authority	5,836,128	5,681,410	258,612	-	5,940,022
Reimbursements	(925,516)	(925,516)	-	-	(925,516)
Total Appropriation	4,910,612	4,755,894	258,612	-	5,014,506
Revenue					
Current Services	516,000	450,000	-	-	450,000
State, Fed or Gov't Aid	288,530	94,000	94,653	-	188,653
Other Revenue	-	70,000	-	-	70,000
Total Revenue	804,530	614,000	94,653	-	708,653
Local Cost	4,106,082	4,141,894	163,959	-	4,305,853
Budgeted Staffing		78.5	(4.0)	-	74.5

GROUP: Law and Justice
DEPARTMENT: Public Administrator/Public Guardian/Conservator/Coroner
FUND: General AAA PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	4,803,489	180,512	4,984,001	-	**4,984,001**	-	4,984,001
Services and Supplies	599,285	425,395	1,024,680	-	**1,024,680**	-	1,024,680
Central Computer	38,593	-	38,593	-	**38,593**	-	38,593
Other Charges	467,900	(277,900)	190,000	-	**190,000**	-	190,000
Equipment	-	-	-	-	**-**	-	-
Transfers	30,755	15,344	46,099	-	**46,099**	-	46,099
Total Exp Authority	5,940,022	343,351	6,283,373	-	**6,283,373**	-	6,283,373
Reimbursements	(925,516)	(12,068)	(937,584)	-	**(937,584)**	-	(937,584)
Total Appropriation	5,014,506	331,283	5,345,789	-	**5,345,789**	-	5,345,789
Revenue							
Current Services	450,000	68,000	518,000	-	**518,000**	-	518,000
State, Fed or Gov't Aid	188,653	333,283	521,936	-	**521,936**	-	521,936
Other Revenue	70,000	(70,000)	-	-	**-**	-	-
Total Revenue	708,653	331,283	1,039,936	-	**1,039,936**	-	1,039,936
Local Cost	4,305,853	-	4,305,853	-	**4,305,853**	-	4,305,853
Budgeted Staffing	74.5	0.6	75.1	-	**75.1**	-	75.1

PA/PG/CONSERVATOR/CORONER

Base Year Adjustments

Salaries and Benefits	(109,200)	4% Spend Down Plan - 2.0 budgeted Deputy Coroner Investigator positions.
	248,753	MOU.
	206,114	Retirement.
	35,661	Risk Management Workers Comp.
	(83,965)	30% Cost Reduction Plan - delete 1.0 budgeted Clerk IV and 1.0 PSE/Contract position.
	297,363	
Services and Supplies	(56,476)	4% Spend Down Plan.
	6,493	Risk Management Liabilities.
	28,653	Increase in coroner transportation costs, offset by increased revenue.
	(21,330)	
Central Computer	(15,686)	
Transfers	(1,735)	Incremental change in EHAP.
Total Appropriation	258,612	
Revenue		
State, Fed or Gov't Aid	(84,000)	SB90 Revenue Loss.
	28,653	Increase in Targeted Case Management (TCM) revenues.
	150,000	30% Cost Reduction Plan.
	94,653	
Total Revenue	94,653	
Local Cost	163,959	

Recommended Program Funded Adjustments

Salaries and Benefits	63,775	Risk Management workers comp surcharge.
	79,712	Add 1.0 budgeted position for Project Administer for TCM revenue claims.
	37,025	Increase for overtime costs.
	180,512	
Services and Supplies	(15,344)	GASB 34 Accounting Change (EHAP).
	338,900	Reclassify professional services from other contract charges.
	12,068	To refurbish morgue tables with funds transferred in from special revenue fund (SAX).
	26,000	Increase general maintenance budget to reflect actual cost trends.
	20,000	Increase temporary help budget to reflect cost trends.
	40,000	Upgrade/maintenance of medical examiner and public guardian/admin. proprietary software.
	3,771	Minor adjustments for several line items.
	425,395	
Other Charges	61,000	Increase in forensic toxicology contract.
	(338,900)	Reclassify other contract charges to professional services.
	(277,900)	
Transfers	15,344	GASB 34 Accounting Change (EHAP).
Reimbursements	(12,068)	Transfers in from special revenue fund(SAX) to refurbish morgue tables.
Total Appropriation	331,283	
Revenue		
Current Services	3,000	Increase in coroner report fees.
	30,000	Increase in estate fees.
	35,000	Increase in other services revenue.
	68,000	
State, Fed or Gov't Aid	70,000	Reclassify other revenue for targeted case management to federal aid.
	263,283	Additional targeted case management revenues.
	333,283	
Other Revenue	(70,000)	Reclassify other revenue to state and federal aid.
Total Revenue	331,283	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment -Delete	-	-	-	-	-
Vacant Budgeted in Recruitment - Retain	1	1.0	43,492	43,492	-
Total Vacant	1	1.0	43,492	43,492	-
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact
AAA PAC Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		-	-	-	-
Vacant Budgeted In Recruitment - **Retain**					
Clerk III	2896	1.0	43,492	43,492	-
Total in Recruitment - Retain		1.0	43,492	43,492	-

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

OTHER POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
527,219	-	527,219	10.0	In-house body removal services.
129,425	-	129,425	1.0	Computer inventory system to decedents and estate assets.
56,000	-	56,000	1.0	Automated Systems Analyst current dual filled.
77,567	-	77,567	1.5	Restore funding for Deputy Coroner position.
62,212	31,106	31,106	1.0	Additional Deputy Public Guardian position.
68,532	34,266	34,266	1.0	Additional Supervising Deputy Public Guardian position.
387,835	-	387,835	5.0	Additional Deputy Coroner positions.
1,308,790	65,372	1,243,418	20.5	**Totals**

FEE ADJUSTMENT SUMMARY

DEPARTMENT: PUB/ADMIN/GRD/COR (AAA PAC)
PREPARED BY: Lex Banez
PHONE # 909-387-2574

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Private autopsy fee - 16.0220 (f)	$1,500.00	$2,000.00	$500.00	There has been a significant increase in the cost of performing autopsies, including the cost of toxicology tests and other investigative actions.	Increased cost in performing autopsies resulted in the reduction of budgeted overtime for forensic pathologists. In addition, failure to capture full reimbursement of these costs from private parties would result in additional local cost for overtime that could be used to cover salaries and benefits for other mandated operations.
X-ray procurement fee - 16.0220 (o)	$0.00	$25.00	$25.00	Department has been providing these services without reimbursement.	If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs.
Digital Photo on disk (CD Rom) - 16.0220 (p)	$0.00	$5.00	$5.00	Department has been providing these services without reimbursement.	If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs.
Polaroid Photograph Copies-16.0220 (q)	$0.00	$2.00/each	$2.00	Department has been providing these services without reimbursement.	If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs.
Paraffin block re-cuts processing fee - 16.0220 (r)	$0.00	$5.00	$5.00	Department has been providing these services without reimbursement.	If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs.
Digital and Polaroid photo processing fee 16.0220 (s)	$0.00	$5.00	$5.00	Department has been providing these services without reimbursement.	If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs.
Vehicle impound storage fee - 16.0220 (t)	$0.00	$15.00/day	$15.00	Department has been providing these services without reimbursement.	If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: PUB/ADMIN/GRD/COR (AAA PAC)
PREPARED BY: Lex Banez
PHONE # 909-387-2574

PAGE A - FEE ADJUSTMENT CALCULATION

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
Private autopsy fee - 16.0220 (f)	$1,500.00	$2,000.00	$500.00	14	24	10	$21,000.00	$48,000.00	$27,000.00
X-ray procurement fee -16.0220 (o)	$0.00	$25.00	$25.00	0	20	20	$0.00	$500.00	$500.00
Digital Photo on disk (CD Rom) - 16.0220 (p)	$0.00	$5.00	$5.00	0	12	12	$0.00	$60.00	$60.00
Polaroid Photograph Copies- 16.0220 (q)	$0.00	$2.00	$2.00	0	250	250	$0.00	$500.00	$500.00
Paraffin block re-cuts processing fee - 16.0220 (r)	$0.00	$5.00	$5.00	0	16	16	$0.00	$80.00	$80.00
Digital and Polaroid photo processing fee 16.0220 (s)	$0.00	$5.00	$5.00	0	60	60	$0.00	$300.00	$300.00
Vehicle impound storage fee - 16.0220 (t)	$0.00	$15.00	$15.00	0	12	12	$0.00	$180.00	$180.00
			$0.00			0	$0.00	$0.00	$0.00
			$0.00			0	$0.00	$0.00	$0.00
			$0.00			0	$0.00	$0.00	$0.00
TOTAL THIS PAGE	$1,500.00	$2,057.00	$557.00	14	394	380	$21,000.00	$49,620.00	$28,620.00
GRAND TOTAL (All Page A's)	$1,500.00	$2,057.00	$557.00	14	394	380	$21,000.00	$49,620.00	$28,620.00

NOTE: There is no appropriation increase for the six new fees, because the provision of these services is already included in the Department budget. This would reduce local cost by $1,620.

PA/PG/CONSERVATOR/CORONER

POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
Title: In-House Body Removal Services

PRIORITY: Rank 1 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☐ Program Change ☒ Workload ☐

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

As part of law enforcement, we recognize the importance of chain of evidence and the securing of personal property. More importantly, we recognize the sanctity of the decedents themselves. This past year a horrific crime occurred when a contract body transport employee violently and maliciously sexually assaulted the body of a young female decedent. This was despite having policies and procedures in place to ensure compliance throughout our prior contract body removal service. We feel it would be in the best interest of the County to provide this service on an "in-house" basis.

All details of this study are on file in our office. The March/2000 study indicated that by having control over staff and equipment, we could assure ultimately that all above mentioned is being carefully monitored. It is our opinion that performing this service on an "in-house" basis would offer the county the least risk and liability exposure. Policy budget consideration is requested.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 582,380	$ 599,851

CLASSIFICATIONS

Budgeted Staff	Title	Amount
10.0	Body Removal Tech	582,380

Services & Supplies	42,498	42,498
Other (specify) _____		
Equipment	82,341	

FIXED ASSETS

Item	Amount
3 Transport Vans	82,341

Reimbursements (specify) Contract Appropriation Available	(180,000)	(180,000)
Total:	$ 527,219	$ 462,349
REVENUE (specify source)		
_____		
_____		
Total:	$ 0	$ 0
LOCAL COST	$ 527,219	$ 462,349

PA/PG/CONSERVATOR/CORONER

POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L & J **Budget Code:** AAA PAC

Title: Computerized Inventory System for Decedent and Estate Assets

PRIORITY: Rank 2 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☐ Program Change ☒ Workload ☐

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

The Coroner, Public Administrator, and Public Guardian take possession of personal property belonging to clients under the jurisdiction of these three departments. A computerized inventory system is requested to track all personal property assets, and bar coding will be used for their individual and unique identity. A central database will be used to store data obtained in six (6) different physical locations. A detailed report is available upon request. Recent Grand Jury findings have consistently recommended the acquisition of this computerized inventory tracking system, and we certainly support their findings. Approval of this policy item will provide the desired level of fiduciary asset accountability, and minimize risk/liability to the county.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 43,492	$ 44,797

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk III	43,492

Services & Supplies	16,295	16,295
Other (specify) one-time expenses for start-up	69,638	
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 129,425	$ 61,092
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 129,425	$ 61,092

PA/PG/CONSERVATOR/CORONER

POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
Title: Request for Automated Systems Analyst Position

PRIORITY: Rank 3 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

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

This department has a fully developed local area network (LAN) system that connects 70+ workstations, as well as access to the county's wide area network (WAN) and the Internet. Currently the department is contracting for technical support and has utilized an existing employee as an Interim Automated Systems Analyst for the ***past 7 years*** and the need is to have a permanent "in-House" Systems Analyst position.

Without the guidance and expertise of a full-time Systems Analyst, there is considerable risk and liability for the county the longer this need remains unmet.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 56,000	$ 57,680

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Automated Systems Analyst I	56,000

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 56,000	$ 57,680
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 56,000	$ 57,680

PA/PG/CONSERVATOR/CORONER

POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
Title: Restoration of Funding for Deputy Coroner Positions

PRIORITY: Rank 4 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

One authorized Deputy Coroner position was not funded due to target funding limitations during the 2000-2001 budget. .5 funding reductions in 2001-02 were also made due to funding limitations. Given the geography of San Bernardino County and the extensive population growth in the desert regions, we have encountered an increase in reported deaths. The current number of Deputy Coroner Investigators cannot adequately cover our 24-hour/seven days a week operation. Overtime, standby and callback will continue to increase in order to cover sick, holiday and vacation time as well as occupational injuries, court testimony and continuing education. The addition of one deputy and funding for .5 FTE deputies will allow us to restore our staffing to only a baseline level to reduce risk/liability to the county.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 77,567	$ 79,894

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.5	Deputy Coroner	77,567

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 77,567	$ 79,894
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 77,567	$ 79,894

PA/PG/CONSERVATOR/CORONER

POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
Title: Request for Deputy Public Guardian Position

PRIORITY: Rank 5 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The Public Guardian Department places approximately 500 active LPS and Probate conservatees into 100+ different care facilities. The Deputy Public Guardians handle difficult placement issues, and engage in considerable dialog with the facilities.

There is a need for a centralized point of contact between the Public Guardian and these facilities. Some of the responsibilities may include, but should not be limited to: interface with the department of Health Services and residential care licensing regarding facility licensing issues, liaison to the care facilities, maintenance a facility information database and new facility reviews. This position would also be utilized to mitigate the existing case management workload.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 62,212	$ 64,078

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Deputy Public Guardian	62,212

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 62,212	$ 64,078
REVENUE (specify source)		
Federal Aid - Targeted Case Management/MediCal Administration	31,106	32,039
Total:	$ 31,106	$ 32,039
LOCAL COST	$ 31,106	$ 32,039

PA/PG/CONSERVATOR/CORONER

POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC

Title: Request for Additional Supervising Deputy Public Guardian Positions

PRIORITY: Rank 6 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The California Probate Code charges the Public Guardian's Department with responsibility for the care of individuals who are placed on conservatorship by the court. The Deputy Public Guardian staff acts as case managers who place conservatees in care facilities, and perform in-person visits, and manage all aspects of conservatee estates. A new Supervising Deputy Public Guardian position is requested to increase supervisor representation in court, at a variety of agency meetings, and to reduce supervisory span of control in the office.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 68,532	$ 70,588

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Supervising Deputy Public Guardian	68,532

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 68,532	$ 70,588
REVENUE (specify source)		
Federal Aid - Targeted Case Management/MediCal Administration	34,266	35,294
Total:	$ 34,266	$ 35,294
LOCAL COST	$ 34,266	$ 35,294

PA/PG/CONSERVATOR/CORONER

POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
Title: Request for Additional Deputy Coroner Positions

PRIORITY: Rank 7 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

With the addition of five (5) Deputy Coroner/Investigator positions, this would allow the Supervising Deputy Coroners more time to focus on supervision and personnel issues, providing extensive vacation/sick leave relief and performing investigations. With the addition of these deputies, overtime compensation will decrease.

The five (5) deputy positions will promote a more stress-free work environment for supervisory as well as other employees, in light of increasing caseloads.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 387,835	$ 399,470

CLASSIFICATIONS

Budgeted Staff	Title	Amount
5.0	Deputy Coroner/Investigators	387,835

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 387,835	$ 399,470
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 387,835	$ 399,470

BUDGET UNIT: FORENSIC PATHOLOGY GRANT (SAX PAC)

I. GENERAL PROGRAM STATEMENT

This budget unit includes funding received several years ago from the Loma Linda Eye and Tissue Bank for projects associated with the Coroner's morgue facility. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	11,555	-	12,068
Total Revenue	-	-	418	95
Fund Balance		11,555		11,973

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

This revenue was originally placed into a trust fund for the purpose of morgue facility improvements. Due to GASB 33 accounting requirements, the trust fund was closed and the funds transferred to this special revenue fund. As such, any expenditure requires an appropriation approved by the Board of Supervisors. The department has recently determined that 16 morgue tables require refurbishment, and this funding may be used for that purpose. The department expects to expend these funds and close this special revenue fund early in 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Public Administrator/Public Guardian/Conservator/Coroner
FUND: Special Revenue SAX PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Transfers	-	-	-	-	-
Contingencies	-	11,555	-	-	11,555
Total Appropriation	-	11,555	-	-	11,555
Revenue					
Use of Money & Prop	418	-	-	-	-
Total Revenue	418	-	-	-	-
Fund Balance		11,555	-	-	11,555

GROUP: Law and Justice
DEPARTMENT: Public Administrator/Public Guardian/Conservator/Coroner
FUND: Special Revenue SAX PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Transfers	-	12,068	12,068	-	**12,068**	-	12,068
Contingencies	11,555	(11,555)	-	-	**-**	-	-
Total Appropriation	11,555	513	12,068	-	**12,068**	-	12,068
Revenue							
Use of Money & Prop	-	95	95	-	**95**	-	95
Total Revenue	-	95	95	-	**95**	-	95
Fund Balance	11,555	418	11,973	-	**11,973**	-	11,973

Recommended Program Funded Adjustments

Transfers	11,555	From contingencies for refurbishment of morgue tables.
	513	Increase appropriation for interest earned in 2002-03 and 2003-04.
	12,068	Total transfer out to operating budget (AAA PAC) for morgue tables.
Contingencies	(11,555)	To be transfered out for refurbishment of morgue tables.
Total Appropriation	513	
Revenue		
Use of Money & Prop	95	Anticipated interest earnings in 2003-04.
Fund Balance	418	

OVERVIEW OF BUDGET

DEPARTMENT: PUBLIC DEFENDER
ADMINISTRATOR: JOHN ROTH
BUDGET UNIT: AAA PBD

I. GENERAL PROGRAM STATEMENT

The Public Defender's Office is constitutionally mandated to provide legal representation to anyone charged with an offense and is found by the Court to be unable to afford private counsel. The Public Defender's Office plays a key role in the timely administration of justice, serving as the first line of indigent defense by taking on the majority of indigent clients.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	16,476,624	17,745,871	18,585,700	19,718,736
Total Revenue	1,868,630	1,142,272	1,220,300	500,000
Local Cost	14,607,994	16,603,599	17,365,400	19,218,736
Budgeted Staffing		186.3		180.3
Workload Indicators				
Felony Appointments	12,411	13,000	13,100	13,250
Misdemeanor Appointments	27,946	31,500	28,800	30,000
Juvenile Delinquency Appts.	3,917	4,200	3,750	3,750
Juvenile Dependency Appts.	1,069	1,150	1,100	1,100

Estimated 2002-03 appropriations are higher than budgeted as a result of base-year and mid-year MOU and salary increases. Estimated 2002-03 revenues are higher than budgeted due to unanticipated collection of current service revenue.

2003-04 budgeted revenue will decrease significantly due to the suspension of SB90 funding and the termination of a state funded grant. These changes have correspondingly increased local cost. Department Requested appropriations for 2003-04 have increased due to salaries and benefits increase as well as increased MOU costs.

Overall staffing level has decreased as a result of the 4% Spend Down plan and the court awarding the Juvenile Dependency program WIC contract to a private law firm.

The Public Defender anticipates an increase in Felony and Misdemeanor Appointments, but expects no variation in juvenile appointments.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Base-year adjustments to staffing include the elimination of 3.0 budgeted staff (3.0 Deputy Public Defenders) in the 4% Spend Down plan. The elimination of the Dependency Unit decreased 6.0 budgeted staff (1.0 Social Service Practitioner, 4.5 Deputy Public Defenders, 0.5 Secretary): while the Central Courthouse reorganization added 3.0 budgeted staff (1.0 Assistant Public Defender, 2.0 Deputy Public Defenders). These changes have had the net effect of reducing budgeted staff by 6.0 budgeted positions for 2003-04.

PROGRAM CHANGES

Professional and specialized services are expected to increase as a result of the anticipated growth in felony and misdemeanor appointments. The increase will be partially offset by decreases in equipment maintenance and general office expense.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	2.0	Retain
Total Vacant	2.0	

V. OTHER POLICY ITEMS

The department is presenting a single policy item, an increase of 3.0 new positions, totaling approximately $400,000 for Mentally Disabled Offender cases. The Public Defender previously requested additional attorneys, however, the item never received Board consideration due to the suspension of SB 90 funding. The current positions for the MDO program is 1.0 budgeted attorney. Three additional attorneys are requested to avoid unavailability conflicts.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Public Defender
FUND: General AAA PBD

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	15,829,714	15,712,189	2,033,262	97,682	17,843,133
Services and Supplies	2,410,381	1,687,719	63,608	-	1,751,327
Central Computer	136,405	137,183	(39,415)	-	97,768
Other Charges	-	1,300	-	-	1,300
Equipment	4,200	42,000	-	-	42,000
Transfers	205,000	165,480	-	-	165,480
Total Appropriation	18,585,700	17,745,871	2,057,455	97,682	19,901,008
Revenue					
Current Services	437,300	420,000	-	-	420,000
State, Fed or Gov't Aid	783,000	722,272	(460,000)	-	262,272
Total Revenue	1,220,300	1,142,272	(460,000)	-	682,272
Local Cost	17,365,400	16,603,599	2,517,455	97,682	19,218,736
Budgeted Staffing		186.3	(6.0)		180.3

GROUP: Law and Justice
DEPARTMENT: Public Defender
FUND: General AAA PBD

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	17,843,133	(379,987)	17,463,146	-	**17,463,146**	-	17,463,146
Services and Supplies	1,751,327	204,197	1,955,524	-	**1,955,524**	-	1,955,524
Central Computer	97,768	-	97,768	-	**97,768**	-	97,768
Other Charges	1,300	(1,300)	-	-	**-**	-	-
Equipment	42,000	(42,000)	-	-	**-**	-	-
Transfers	165,480	36,818	202,298	-	**202,298**	-	202,298
Total Appropriation	19,901,008	(182,272)	19,718,736	-	**19,718,736**	-	19,718,736
Revenue							
Current Services	420,000	30,000	450,000	-	**450,000**	-	450,000
State, Fed or Gov't Aid	262,272	(212,272)	50,000	-	**50,000**	-	50,000
Total Revenue	682,272	(182,272)	500,000	-	**500,000**	-	500,000
Local Cost	19,218,736	-	19,218,736	-	**19,218,736**	-	19,218,736
Budgeted Staffing	180.3		180.3		**180.3**		180.3

		Base Year Adjustments
Salaries and Benefits	500,476	MOU.
	878,936	Retirement.
	71,377	Risk Management Workers Comp.
	1,090,186	Approved by the Board on July 23, 2002 for Public Attorney MOU costs.
	410,559	Attorneys and Support Staff for Central Courthouse Reorg - 3.0 budgeted staff (1.0 Assistant Public Defender, 2.0 Deputy Public Defenders).
	(586,200)	Elimination of Dependency Unit Staff due to Court awarding contract to private firm - 6.0 budgeted staff (1.0 Social Service Practitioner, 4.5 Deputy Public Defenders, 0.5 Secretary).
	(332,072)	4% Spend Down Plan-3.0 budgeted staff (3.0 Deputy Public Defenders).
	2,033,262	
Services and Supplies	21,737	Risk Management Liabilities.
	(2,729)	Incremental change in EHAP.
	44,600	Increased office expense due to Central Courthouse Reorg.
	63,608	
Central Computer	(39,415)	
Subtotal Base Year Appropriation	2,057,455	
Subtotal Base Year Revenue	(460,000)	Suspension of SB90 Funding.
Subtotal Base Year Local Cost	2,517,455	
		Mid-Year Adjustments
Salaries & Benefits	97,682	Supervising Deputy Public Defender negotiations.
Subtotal Mid-Year Local Cost	97,682	

Base-year adjustments to salaries and benefits include MOU, retirement, and workers comp increases. Staffing changes occurred as a result of the Court awarding the WIC 300 contract to a private law firm, the 4% Spend Down Plan, and the Central Courthouse reorganization. Mid-year adjustments include supervising attorney salary adjustments.

Base year adjustments to service and supplies include an increase in Risk Management Liabilities and an increase due to the Central Courthouse reorganization. Base year revenue increases also include the suspension of SB90 funding.

		Recommended Program Funded Adjustments
Salaries and Benefits	(379,987)	Reduce salaries & benefits to fund increases in services & supplies.
Services and Supplies	(162,871)	Decrease in equipment maintenance, comnet charges, and general office expense.
	(12,919)	GASB 34 Accounting Change EHAP.
	379,987	Increase in noninventoriable equipment, professional & specialized services, training, and rents & leases.
	204,197	
Other Charges	(1,300)	
Equipment	(42,000)	
Transfers	23,899	Increase in salaries & benefits and service & supplies paid by transfer.
	12,919	GASB 34 Accounting Change EHAP.
	36,818	
Total Appropriation	(182,272)	
Revenue		
Current Services	30,000	Increase for Justice Courts legal services.
State, Fed or Gov't Aid	(212,272)	Termination of state grant.
Total Revenue	(182,272)	
Local Cost	-	

PUBLIC DEFENDER

Vacant Position Impact Detail

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	2.0	2.0	86,529	-	86,529
Total Vacant	2.0	2.0	86,529	-	86,529.0
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Subtotal Recommended - **Delete**		-	-	-	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		-	-	-	-
Vacant Budgeted In Recruitment - **Retain**					
Clerk III	09878	1.0	43,037	-	43,037
Clerk III	71058	1.0	43,492	-	43,492
Total in Recruitment Remain		2.0	86,529	-	86,529

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
402,855	402,855		3.0	Deputy Public Defender IV
-	-	-	-	
-	-	-	-	
402,855	402,855	-	3.0	Total

PUBLIC DEFENDER

POLICY DESCRIPTION FORM

Department/Group: Public Defender/L&J **Budget Code:** AAA PBD
Title: Mentally Disordered Offender (MDO) Program

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☐ Program Change ☒ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Increase in Mentally Disordered Offender (MDO) Program resulted in the transfer of three (3) Deputy Public Defenders from the Central Office into the MDO Unit to provide coverage. The Public Defender presented a staffing request item to the board of Supervisors for consideration and no new staffing was approved for the Public Defender. However, the District Attorney requested additional attorney staffing which was approved. In order to continue to provide representation for the MDO cases, the Public Defender must seek replacement staff for the three Deputy Public Defenders transferred from the Central Office, or declare unavailability conflicts. The potential impact for three attorneys in regular criminal departments is approximately $480,000.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 402,855	$ 414,912

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.0	Deputy Public Defender IV	402,855

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 402,855	$ 414,912
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 402,855	$ 414,912

OVERVIEW OF BUDGET

DEPARTMENT: SHERIFF
SHERIFF: GARY PENROD

	2003-04				
	Appropriations	**Revenue**	**Local Cost**	**Fund Balance**	**Staffing**
Sheriff	256,705,621	170,704,153	86,001,468	-	2,858.7
Special Revenue	25,903,107	16,245,517	-	9,657,590	15.0
TOTAL	282,608,728	186,949,670	86,001,468	9,657,590	2,873.7

BUDGET UNIT: SHERIFF (AAA SHR)

I. GENERAL PROGRAM STATEMENT

The Sheriff acts as chief law enforcement officer of the county, providing a full range of police services throughout the unincorporated area and 14 cities that contract with the county for law enforcement services.

The general law enforcement mission is carried out through the operation of 15 county stations and centralized services including crime investigations, a crime laboratory and identification bureau, central records, communication dispatch and aviation division for general patrol and search and rescue activities. The Sheriff also contracts with the Courts to provide security and civil processing. The Sheriff manages three major detention facilities: the Central Detention Center; Glen Helen Rehabilitation Center and the West Valley Detention Center. The department also operates a regional law enforcement training academy and emergency driver training facility.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	236,533,926	244,244,638	244,099,091	256,705,621
Total Financing Sources	155,181,997	159,288,512	161,208,252	170,704,153
Local Cost	81,351,929	84,956,126	82,890,839	86,001,468
Budgeted Staffing		2,879.5		2,858.7
Workload Indicators				
Calls for Service	607,714	800,000	650,264	660,000
All Crimes Reported	103,969	135,000	112,937	120,000

Variance from budget is mainly due to receipt of Supplemental Law Enforcement Special Fund (SLESF) in the amount of $1,185,052, the California Law Enforcement Equipment Program (CLEEP) for $310,469, the IRNET grant from the Office of National Drug Control Policy for $675,000, amendments to law enforcement contracts, and various state grants that were not included in the 2002-03 budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

In addition to base year adjustments, which include Board approved mid-year items and 4% Spend Down Plan, the proposed budget also reflects a net decrease of 2.8 budgeted positions due to a technical correction and elimination of multiple Public Service Employee (PSE) positions which were deleted as part of the department's PSE Correction Plan and replaced with either regular or recurrent positions as needed. There is no increase in funding associated with these staffing changes.

PROGRAM CHANGES

The Sheriff's Department projects a $280,000 shortfall in Peace Officer Standards of Training (POST) reimbursement for mandatory law enforcement training of county personnel and related expenditures caused by an anticipated 40% decrease in State funding. This will result in reduction in available classes offered at the Sheriff's Training Academy and a corresponding reduction in instructor salaries and related expenditures.

The department is expecting a $497,332 increase in reimbursements from the Probation Department for food and laundry services provided to the West Valley Juvenile Hall. The new juvenile facility was opened last year. The Sheriff's Food Services personnel provide meals for both wards and Probation staff. Laundry services are also provided by West Valley Detention Center personnel. By utilizing existing personnel and equipment in the Sheriff's detention system, the county is saving considerable personnel and equipment cost.

The aviation law enforcement contract with the City of Fontana was terminated during 2002-03 resulting in a decrease of $200,000 in current services revenues budget. The corresponding expenditure savings is not yet determined at this time. The Aviation operation still patrols the unincorporated areas of Fontana and vicinity.

The new Inter-governmental agreement with US Marshal Services for incarceration of federal inmates at Central Detention Center allows the department to submit separate charges for prescription medication, previously included in the daily housing rate. Traditionally, only minor prescription medication such as pain relievers, are provided to inmates. An increasing number of federal inmates, with prescriptions ordered by medical practitioners from the US Marshal detention system, are being transferred to Sheriff's facilities. This significantly increased the overall housing costs of inmates. The department estimates $1.5 million in actual cost of medication to be fully offset by US Marshal revenue in 2003-04.

The cost of psychotropic medications for inmates, in the amount of $1.3 million, previously included in the Sheriff's budget, has been identified as an appropriate cost for which funding in the Behavioral Health budget unit is available. Therefore, these costs are removed from the Sheriff's budget along with a reduction in local cost.

OTHER CHANGES

Changes in accounting method for contract city overtime has resulted in an estimated $2.0 million increase in salaries and benefits with a corresponding increase in contract law enforcement revenues.

IV. VACANT POSITION IMPACT

The department has a total of 138.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	15.9	Slated for Deletion
Vacant Budgeted In Recruitment	122.3	Retain
Total Vacant	138.2	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of the 15.9 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 3.0 vacant budgeted positions that are funded via non-local cost funding sources such as Inmate Welfare Fund and CAL-DNA grant.

CAO Rec	Item	Program	Budgeted Staff	Program Description
X	1	Crime Lab Grant and Inmate Welfare Fund positions	3.0 $142,718 Revenue Supported	This request is to retain funding for 3.0 vacant budgeted positions. 1.0 Criminalist is for the Sheriff's Crime Lab and is funded via CAL-DNA grant; and 1.0 PSE and 1.0 Social Worker II are funded via Inmate Welfare Fund.
	2	Vacant Budgeted Not in Recruitment	12.9 $499,218 Local Cost	This request is to retain funding for 12.9 vacant budgeted positions that are not currently in recruitment due to budget uncertainty. Salary and benefits savings from vacancies such as these help to offset overtime costs; and elimination of these positions would result in a permanent increase in workload for existing employees.

V. OTHER POLICY ITEMS

Funding for 4.0 Systems Support Analyst III, 4.0 Automated Systems Analyst I and 3.0 Automated Systems Technicians totaling $843,285. The county is obligated to keep these positions for 1 year after grant funds has been depleted.

Funding for 3.0 Systems Development Team Leaders, 3.0 Systems Support Analysts, 3.5 Automated Systems Analyst I and 2.5 Automated Systems Technicians. The county provided local cost funding of $714,000 for these positions for 2002-03 as required by the CopsMORE Grant. The positions are still necessary for the conversion and maintenance several law enforcement applications still funded by the CopsMORE Grant.

Budget cuts at the state level may impact the California Peace Officers Standards and Training “POST” reimbursements to state’s Regional Training Centers. The Sheriff Department’s funding is expected to be reduced by $280,000. This constitutes salaries and benefits of training personnel providing mandatory peace officers training classes and travel and training related expenditures.

VI. FEE CHANGES

A livescan fingerprinting fee increase of $5 per card is requested, resulting in approximately $150,000 in incremental revenues. The revenue increase is expected to fully offset increased costs associated with providing livescan fingerprinting.

A $0.75 locker rental fee for West Valley Detention Center visiting lobby is proposed. Revenues collected would offset expenses related to locker equipment cost and maintenance and would reduce local cost.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department
FUND: General AAA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	204,588,752	202,345,741	15,702,317	-	218,048,058
Services and Supplies	34,476,592	37,321,874	(1,995,286)	-	35,326,588
Central Computer	1,956,883	1,956,883	(25,015)	-	1,931,868
Other Charges	1,217,222	1,234,500	-	-	1,234,500
Equipment	4,957,158	5,965,126	(256,000)	-	5,709,126
Transfers	1,214,014	1,104,014	(54,448)	-	1,049,566
Total Exp Authority	248,410,621	249,928,138	13,371,568	-	263,299,706
Reimbursements	(4,311,530)	(5,683,500)	(172,210)	-	(5,855,710)
Total Appropriation	244,099,091	244,244,638	13,199,358	-	257,443,996
Revenue					
Licenses & Permits	32,263	45,000	-	-	45,000
Fines & Forfeitures	4,012	-	-	-	-
Taxes	66,217,111	65,580,000	2,530,000	-	68,110,000
Use of Money & Prop	5,521	3,600	-	-	3,600
Current Services	68,410,299	70,604,608	5,609,954	-	76,214,562
State, Fed or Gov't Aid	23,280,673	18,941,439	1,714,062	-	20,655,501
Other Revenue	3,258,373	4,113,865	-	-	4,113,865
Total Revenue	161,208,252	159,288,512	9,854,016	-	169,142,528
Operating Transfer In	-	-	1,000,000	-	1,000,000
Total Financing Sources	161,208,252	159,288,512	10,854,016	-	170,142,528
Local Cost	82,890,839	84,956,126	2,345,342	-	87,301,468
Budgeted Staffing		2,879.5	(18.0)	-	2,861.5

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department
FUND: General AAA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	218,048,058	2,733,590	220,781,648	(641,936)	**220,139,712**	142,718	220,282,430
Services and Supplies	35,326,588	(2,629,411)	32,697,177	-	**32,697,177**	-	32,697,177
Central Computer	1,931,868	-	1,931,868	-	**1,931,868**	-	1,931,868
Other Charges	1,234,500	(12,850)	1,221,650	-	**1,221,650**	-	1,221,650
Equipment	5,709,126	(1,284,126)	4,425,000	-	**4,425,000**	-	4,425,000
Transfers	1,049,566	707,176	1,756,742	-	**1,756,742**	-	1,756,742
Total Exp Authority	263,299,706	(485,621)	262,814,085	(641,936)	**262,172,149**	142,718	262,314,867
Reimbursements	(5,855,710)	(252,754)	(6,108,464)	142,718	**(5,965,746)**	(142,718)	(6,108,464)
Total Appropriation	257,443,996	(738,375)	256,705,621	(499,218)	**256,206,403**	-	256,206,403
Revenue							
Licenses & Permits	45,000	-	45,000	-	**45,000**	-	45,000
Fines & Forfeitures	-	5,000	5,000	-	**5,000**	-	5,000
Taxes	68,110,000	-	68,110,000	-	**68,110,000**	-	68,110,000
Use of Money & Prop	3,600	2,500	6,100	-	**6,100**	-	6,100
Current Services	76,214,562	(1,780,863)	74,433,699	-	**74,433,699**	-	74,433,699
State, Fed or Gov't Aid	20,655,501	1,555,670	22,211,171	-	**22,211,171**	-	22,211,171
Other Revenue	3,413,865	779,318	4,193,183	-	**4,193,183**	-	4,193,183
Total Revenue	168,442,528	561,625	169,004,153	-	**169,004,153**	-	169,004,153
Operating Transfer In	1,700,000	-	1,700,000	-	**1,700,000**	-	1,700,000
Total Financing Sources	170,142,528	561,625	170,704,153	-	**170,704,153**	-	170,704,153
Local Cost	87,301,468	(1,300,000)	86,001,468	(499,218)	**85,502,250**	-	85,502,250
Budgeted Staffing	2,861.5	(2.8)	2,858.7	(15.9)	**2,842.8**	3.0	2,845.8

Base Year Adjustments

Salaries and Benefits	6,953,331	MOU (Safety).
	1,823,806	MOU (General).
	5,326,750	Retirement.
	2,727,685	Risk Management Workers Comp.
	(50,000)	Reduction in SB90 program due to state suspension of payments.
	(714,000)	One time local cost funding for 12.0 technical services positions.
	(1,680,000)	4% Spend Down Plan - 22.0 positions.
	903,679	Addition of 1.0 Deputy Sheriff for the City of Adelanto (9/24/02), 2.0 Deputy Sheriffs for the City of Apple Valley (8/6/02), 2.0 Sergeants, 1.0 Deputy Sheriff and deletion of 1.0 Detective for the City of Chino Hills (9/17/02), 1.0 Deputy Sheriff for the City of Highland (12/17/02), 6.0 Deputy Sheriffs for the City of Rancho Cucamonga(7/30/02 & 11/19/02), 2.0 Deputy Sheriffs for the City of Victorville (11/19/02) and deletion of 1.0 Detective and 1.0 Clerk II for the City of Needles (11/19/02).
	92,856	Addition of 1.0 Detective for enforcement of Megan's Law. (9/10/02).
	146,000	Amendment to MOU FLSA statement.
	136,358	Addition of 1.0 Staff Aide and 1.0 Nursing Supervisor for Inmate Welfare. (10/1/02)
	35,852	Addition of 1.0 Clerk II for Cal-ID. (9/17/02)
	15,702,317	
Services and Supplies	(1,893,041)	Risk Management Liabilities.
	(102,245)	4% Spend Down Plan.
	(1,995,286)	
Central Computer	(25,015)	Reduction in Central Computer cost per ISD estimate.
Fixed Assets	(256,000)	4% Spend Down Plan.
Transfers	(54,448)	Incremental change in EHAP.
Reimbursements	(172,210)	Reimbursements from Inmate Welfare and Cal-ID for 3.0 additional positions.
Subtotal Base Year Appropriation	13,199,358	
Taxes	2,530,000	Increase in Prop 172 revenues.
Current Services	903,679	Additional law enforcement revenues for positions added.
	4,706,275	Increase in law enforcement contract revenues caused by MOU salary increases.
	5,609,954	
	750,000	30% Cost Reduction Plan - Grant from Juvenile Accountability Program to fund for Operation Clean Sweep.
	1,014,062	Increase in US Marshal revenues caused by MOU salary increases.
	(50,000)	Reduction in SB90 revenues due to State suspension of payments.
State, Fed or Gov't Aid	1,714,062	
Subtotal Base Year Revenue	9,854,016	
Operating Transfer In	1,000,000	30% Cost Reduction Plan - Transfer from Justice Facility Reserve to offset safety MOU retirement cost increases.
Subtotal Base Year Sources	10,854,016	
Subtotal Base Year Local Cost	2,345,342	

Recommended Program Funded Adjustments

Salaries and Benefits	2,000,000	Change in accounting method for contract city overtime.
	733,590	Increase occupational injury compensation to projected level. Net decrease of 2.8 positions due to technical correction to remove vacancy factor and Public Service Employee corrective action plan.
	2,733,590	
Services and Supplies	150,000	Increase in various software licensing agreements for Technical Services Department.
	76,305	Increase in utility cost for outlying stations.
	1,000,000	Increase in prescription medication costs for US marshal inmates.
	(1,000,000)	Decrease in medication costs for county general population inmates due to new procedure in prescribing and dispensing medication.
	(1,300,000)	Decrease to reflect cost of psychotropic medications that are now covered by Behavioral Health.
	(280,000)	Decrease in travel and travel related expenditures due to reduction in POST reimbursements.
	(722,051)	Reduction in various expenditure items to reflect actual spending levels and to meet available funding level.
	(553,665)	GASB 34 Accounting Change (EHAP).
	(2,629,411)	
Other Charges	(12,850)	Reduction of budgeted contribution to the Regional Cal-ID fund to reflect actual cost.
Equipment	(1,284,126)	Reduction of patrol and unvercover vehicle purchases.
Transfers	43,511	Increase in reimbursements to County Counsel for legal services.
	110,000	Reimbursement to CAO for Administrative Analyst III position assigned to Sheriff's.
	553,665	GASB 34 Accounting Change (EHAP).
	707,176	
Reimbursements	(62,422)	Increase in Cal-ID reimbursement to cover salary increases.
	(6,000)	Increase in IRNET reimbursement to cover salary increases.
	(478,132)	Increase in reimbursement from the Probation for food & services supplied to the West Valley Juvenile Hall.
	(19,200)	Reimbursement from Probation Department for laundry services at West Valley Juvenile Hall.
	300,000	Reduction in contract training salary reimbursement resulting from reduction in classes offered.
	13,000	Reduction in reimbursements from Law & Justice Group for LLEBG grant projects.
	(252,754)	
Total Appropriation	(738,375)	
Revenue		
Fines & Forfeitures	5,000	Adjust to increase fees generated by Court Services for serving Court warrants.
Use of Money & Prop	2,500	Interest revenue adjusted to actual experience.
Current Services	205,000	Increase in revenues from dispatch and range contracts, mug shots, polygraph and other services.
	(204,956)	Reduce budgeted revenues for CLETS to reflect anticipated level for 2003-04.
	2,000,000	Change in accounting method for contract city overtime.
	(3,560,507)	Correction to shift budgeted revenue to appropriate category and reflect projected level of contract revenue.
	(20,400)	Decrease budgeted Civil Processing Fees to reflect current experience.
	(200,000)	Termination of helicopter patrol contract with the City of Fontana.
	(1,780,863)	
State, Fed or Gov't Aid	(280,000)	Reduction in POST reimbursement for mandated law enforcement training costs.
	30,000	Grant revenues from Operation High Hopes through the Crestline Unified School District.
	(886,651)	Reduction in various state grants (MIOCR, Drug Endangered Children, Career Criminal Apprehension, etc.).
	433,228	Increase in federal grants for narcotics operations.
	2,259,093	Shift from current services to budget anticipated revenue in appropriate category and adjust to projected level of US Marshal revenue.
	1,555,670	
Other Revenue	779,318	Shift from current services to budget anticipated revenue in appropriate category and adjust to projected level of reimbursements from Inmate Welfare.
Total Sources	561,625	
Local Cost	(1,300,000)	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	21	15.9	641,936	142,718	499,218
Vacant Budgeted In Recruitment - Retain	153	122.3	6,727,305	1,188,825	5,538,480
Total Vacant	174	138.2	7,369,241	1,331,543.0	6,037,698
Recommended Restoration of Vacant Deleted	3	3.0	142,718	142,718	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Administrative Clerk I	**00002502**	**(1.0)**	**(50,011)**	**-**	**(50,011)**
Clerk IV	**00004347**	**(1.0)**	**(47,418)**	**-**	**(47,418)**
Sheriff's CivilClerk II	**00005088**	**(1.0)**	**(32,621)**	**-**	**(32,621)**
Administrative Supervisor I	**00008814**	**(0.3)**	**(20,665)**	**-**	**(20,665)**
Sheriffs Fiscal Services Manag	**00010056**	**(0.3)**	**(30,479)**	**-**	**(30,479)**
Sheriffs Civil Clerk I	**00010788**	**(1.0)**	**(32,621)**	**-**	**(32,621)**
Sheriffs Services Coordinator	**00011435**	**(0.4)**	**(24,486)**	**-**	**(24,486)**
Fiscal Clerk II	**00012395**	**(1.0)**	**(36,216)**	**-**	**(36,216)**
Public Service Employee	**00071035**	**(0.2)**	**(5,206)**	**-**	**(5,206)**
Public Service Employee	**00071710**	**(0.2)**	**(6,116)**	**-**	**(6,116)**
Public Service Employee	**00071921**	**(0.2)**	**(5,466)**	**-**	**(5,466)**
Sheriffs Training Specialist I	**00073542**	**(1.0)**	**(61,148)**	**-**	**(61,148)**
Public Service Employee	**00074720**	**(0.2)**	**(5,206)**	**-**	**(5,206)**
Clerk II	**00075075**	**(1.0)**	**(23,970)**	**-**	**(23,970)**
Clerk II	**00077565**	**(1.0)**	**(36,093)**	**-**	**(36,093)**
Public Service Employee	**00090506**	**(1.0)**	**(18,604)**	**-**	**(18,604)**
Public Service Employee	**00091502**	**(1.0)**	**(35,854)**	**-**	**(35,854)**
Public Service Employee	**00094651**	**(1.0)**	**(27,038)**	**-**	**(27,038)**
Subtotal Recommended - Delete		**(12.9)**	**(499,218)**	**-**	**(499,218)**
Criminalist I	00015978	(1.0)	(65,060.0)	(65,060.0)	-
Social Worker II	00070563	(1.0)	(50,621.0)	(50,621.0)	-
Public Service Employee	00070668	(1.0)	(27,037.0)	(27,037.0)	-
Subtotal Recommended - **Retain**		(3.0)	(142,718)	(142,718)	-
Total Slated for Deletion		(15.9)	(641,936)	(142,718)	(499,218)

SHERIFF

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted In Recruitment - **Retain**					
Deputy Sheriff 12 Hour Shift	00000276	0.9	55,722		55,722
Deputy Sheriff	00001304	1.0	87,538	87,538	-
Deputy Sheriff	00001335	1.0	86,421	86,421	-
Deputy Sheriff	00001341	0.6	57,721		57,721
Deputy Sheriff 12 Hour Shift	00001420	1.0	74,545		74,545
Deputy Sheriff 12 Hour Shift	00001455	1.0	65,052		65,052
Deputy Sheriff	00001470	1.0	78,368		78,368
Deputy Sheriff	00001535	1.0	90,201	90,201	-
Sheriff's Detective/Corporal	00001590	0.9	65,405		65,405
Sheriffs Records Clerk	00003232	0.8	29,985		29,985
Sheriff's RecordsClerk	00003246	0.8	35,926		35,926
Sheriffs Records Clerk	00003248	0.8	29,985		29,985
Deputy Sheriff 12 Hour Shift	00003965	1.0	65,052		65,052
Clerk III	00005613	1.0	35,376	35,376	-
Sheriffs Cook II	00005728	0.5	22,175		22,175
Sheriffs Cook II	00005733	0.5	22,175		22,175
Sheriffs Comm Dispatcher I	00005752	0.9	38,929		38,929
Sheriff's Detective/Corporal	00005859	1.0	97,446		97,446
Sheriffs Maintenance Mechanic	00005896	1.0	52,864		52,864
Sheriff's Sergeant	00005953	1.0	110,600	110,600	-
Clerk II	00006607	1.0	32,002		32,002
Sheriffs Comm Dispatcher I	00007513	0.9	35,091		35,091
Sheriffs Comm Dispatcher II	00007739	0.8	38,820		38,820
Sheriffs Comm Dispatcher II	00007744	0.8	39,915		39,915
Deputy Sheriff	00007981	0.7	39,314		39,314
Deputy Sheriff	00008535	1.0	63,280		63,280
Sheriff's Detective/Corporal	00008620	0.9	65,405		65,405
Forensic Specialist II	00008627	0.8	41,893		41,893
Deputy Sheriff	00008659	0.7	39,314		39,314
Deputy Sheriff	00008752	0.7	39,314		39,314
Deputy Sheriff	00008758	0.7	39,314		39,314
Deputy Sheriff	00008796	0.7	39,314		39,314
Deputy Sheriff	00008805	0.7	39,314		39,314
Deputy Sheriff 12 Hour Shift	00008817	0.8	55,043		55,043
Supvg Station Clerk	00008869	1.0	41,595	41,595	-
Secretary II	00008886	1.0	48,388	-	48,388
Sheriffs Records Clerk	00008909	0.8	30,597		30,597
Sheriff's Detective/Corporal	00008916	0.9	65,405		65,405
Deputy Sheriff	00009064	0.7	39,314		39,314

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Deputy Sheriff 12 Hour Shift	00009080	0.9	58,447		58,447
Deputy Sheriff	00009135	0.7	39,314		39,314
Deputy Sheriff	00009286	0.7	39,314		39,314
Deputy Sheriff	00009302	0.9	57,083	57,083	-
Deputy Sheriff	00009311	0.7	39,314		39,314
Deputy Sheriff	00009583	0.7	39,314		39,314
Sheriffs Comm Dispatcher II	00009640	0.8	39,915		39,915
Sheriffs Comm Dispatcher II	00009641	0.8	39,915		39,915
Sheriffs Custody Assistant	00009993	0.8	30,344	30,344	-
Sheriffs Custody Assistant	00010064	0.8	30,121	30,121	-
Sheriffs Sergeant 12 Hour Shft	00010071	1.1	112,383		112,383
Sheriffs Station Clerk	00010382	1.0	46,378	46,378	-
Forensic Laboratory Tech II	00010477	1.0	53,373		53,373
Sheriffs Records Clerk	00010771	0.8	29,985		29,985
Motor Pool Services Assistant	00010996	1.0	40,866		40,866
Sheriffs Comm Dispatcher I	00011069	0.4	14,862		14,862
Deputy Sheriff	00011087	1.0	63,323		63,323
Deputy Sheriff	00011091	1.0	88,751		88,751
Sheriffs Comm Dispatcher I	00011528	0.9	43,116		43,116
Sheriffs Service Specialist	00011594	1.0	43,509	43,509	-
Motor Pool Services Assistant	00011867	1.0	48,428	48,428	-
Sheriffs Service Specialist	00011921	1.0	50,766	50,766	-
Sheriff's Detective/Corporal	00012270	0.9	86,720		86,720
Deputy Sheriff 12 Hour Shift	00012316	0.9	58,447		58,447
Deputy Sheriff 12 Hour Shift	00012317	0.9	58,447		58,447
Deputy Sheriff 12 Hour Shift	00012323	0.9	57,871		57,871
Deputy Sheriff	00012329	0.7	39,314		39,314
Deputy Sheriff 12 Hour Shift	00012335	0.9	58,447		58,447
Deputy Sheriff 12 Hour Shift	00012336	0.9	58,447		58,447
Deputy Sheriff 12 Hour Shift	00012339	0.9	58,447		58,447
Deputy Sheriff 12 Hour Shift	00012355	0.9	59,915		59,915
Deputy Sheriff	00012362	0.7	39,314		39,314
Deputy Sheriff	00012374	0.7	39,314		39,314
Deputy Sheriff	00012375	0.7	39,314		39,314
Deputy Sheriff	00012377	0.7	39,314		39,314
Deputy Sheriff	00012378	0.7	39,314		39,314
Sheriffs Maintenance Mechanic	00012423	1.0	57,642		57,642
Sheriffs Cook II	00012432	0.8	32,885		32,885
Sheriffs Custody Assistant	00012452	0.9	30,196		30,196
Sheriffs Custody Assistant	00012454	0.8	30,344	30,344	-
Sheriffs Custody Assistant	00012458	0.7	27,566		27,566
Sheriffs Custody Assistant	00012463	0.9	30,196		30,196
Sheriffs Custody Assistant	00012474	0.9	33,481		33,481
Sheriffs Custody Assistant	00012475	0.7	24,336		24,336
Sheriffs Custody Assistant	00012477	0.9	30,196		30,196
Sheriffs Custody Assistant	00012488	0.9	30,196		30,196
Sheriff's CustodySpecialist	00012500	0.9	49,339		49,339
Sheriff's CustodySpecial 12 hr	00012543	1.0	44,929		44,929
Sheriffs Custody Specialist	00012544	1.0	56,179		56,179
Sheriffs Custody Specialist	00012545	1.0	56,179		56,179
Sheriff's CustodySpecial 12 hr	00012548	1.0	44,929		44,929
Deputy Sheriff 12 Hour Shift	00012753	0.9	65,601		65,601
Sheriffs Comm Dispatcher I	00012982	0.9	35,091		35,091
Sheriffs Comm Dispatcher II	00013615	0.8	38,820		38,820

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Sheriffs Service Specialist	00014694	1.0	42,415	42,415	-
Sheriffs Comm Dispatcher II	00014983	0.8	38,820		38,820
Sheriffs Comm Dispatcher II	00014984	0.8	38,820		38,820
Deputy Sheriff	00015161	0.6	53,101		53,101
Deputy Sheriff 12 Hour Shift	00015175	0.9	60,520		60,520
Sheriffs Comm Dispatcher I	00015266	0.8	33,846		33,846
Deputy Sheriff 12 Hour Shift	00015706	1.0	64,818	64,818	-
Deputy Sheriff	00015992	0.7	39,314		39,314
Deputy Sheriff	00015993	0.7	39,314		39,314
Deputy Sheriff	00015996	0.7	39,314		39,314
Deputy Sheriff	00015998	0.5	26,898		26,898
Deputy Sheriff	00015999	0.5	26,898		26,898
Deputy Sheriff	00016000	0.5	26,898		26,898
Deputy Sheriff	00016001	0.5	26,898		26,898
Deputy Sheriff	00016002	0.5	26,898		26,898
Deputy Sheriff	00016003	0.5	26,898		26,898
Deputy Sheriff	00016004	0.5	26,898		26,898
Deputy Sheriff	00016006	0.5	26,898		26,898
Deputy Sheriff	00016007	0.5	26,898		26,898
Deputy Sheriff	00016008	0.5	26,898		26,898
Deputy Sheriff	00016010	0.5	26,904		26,904
Deputy Sheriff	00016013	0.5	26,898		26,898
Deputy Sheriff	00016014	0.5	26,898		26,898
Deputy Sheriff	00016015	0.5	26,898		26,898
Deputy Sheriff 12 Hour Shift	00017385	0.9	71,406		71,406
Deputy Sheriff	00017391	0.6	49,353		49,353
Deputy Sheriff	00070235	1.0	90,380	90,380	-
Deputy Sheriff	00070237	0.5	26,898		26,898
Deputy Sheriff	00070239	0.5	26,898		26,898
Deputy Sheriff	00070241	0.5	26,898		26,898
Deputy Sheriff	00070242	0.5	26,898		26,898
Deputy Sheriff	00070249	0.5	26,898		26,898
Deputy Sheriff	00070250	0.5	26,898		26,898
Sheriff's CustodySpecialist	00070256	0.8	39,056		39,056
Health Services Assistant I	00071169	0.7	21,252		21,252
Sheriff's RegisteredNurse II	00071173	0.8	54,967		54,967
Deputy Sheriff 12 Hour Shift	00072032	0.9	60,220		60,220
Sheriffs Cook II	00074236	0.8	32,885		32,885

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Sheriff's CommDispatcher II	00074268	0.8	38,820		38,820
Sheriff's CommDispatcher II	00074270	0.8	38,820		38,820
Sheriff's CommDispatcher II	00074989	0.8	28,757		28,757
Forensic Specialist II	00075364	0.8	41,893		41,893
Sheriff's Sergeant	00076181	1.0	114,380	114,380	-
Sheriff's CommDispatcher II	00076292	1.0	48,411		48,411
Deputy Sheriff	00076623	1.0	43,613	43,613	-
Sheriff's CommDispatcher II	00077462	0.8	28,757		28,757
Sheriff's CommDispatcher II	00077463	0.8	28,757		28,757
Sheriff's CommDispatcher II	00077464	0.8	28,757		28,757
Sheriff's CommDispatcher II	00077465	0.8	28,757		28,757
Staff Aide	00077482	1.0	44,515	44,515	-
Health Services Assistant I	00077574	0.7	21,252		21,252
Sheriff's CustodyAssistant	00077577	0.9	30,196		30,196
Sheriff's CustodyAssistant	00077578	0.9	30,196		30,196
Sheriff's CustodyAssistant	00077580	0.9	30,196		30,196
Sheriff's CustodyAssistant	00077581	0.9	30,196		30,196
Sheriff's CustodyAssistant	00077582	0.8	28,787		28,787
Sheriff's StationClerk	00077585	1.0	37,619		37,619
Safety Unit Extra Help (Seasonal April - September)	00092422	0.5	22,590		22,590
Safety Unit Extra Help (Seasonal April - September)	00092598	0.5	20,300		20,300
Safety Unit Extra Help (Seasonal April - September)	00092599	0.5	20,300		20,300
Total in Recruitment Retain		122.3	6,727,305	1,188,825	5,538,480

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
843,285	-	843,285	11.0	County pick-up of grant positions as required by CopsMORE.
714,000	-	714,000	12.0	County pick-up of the remaining 50% of grant positions as required by CopsMORE.
280,000	-	280,000	-	County pick-up of POST reimbursement shortfall for the Sheriff's Training Academy.
1,837,285	-	1,837,285	23.0	**Totals**

SHERIFF

POLICY DESCRIPTION FORM

Department/Group: Sheriff's Department/Law & Justice **Budget Code:** AAA SHR

Title: Retain Vacant Budgeted (Grant/Inmate Welfare Fund) Positions

PRIORITY: Rank 1 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The San Bernardino County Board of Supervisors recently took action to eliminate all vacant funded positions throughout the County. The San Bernardino Sheriff's Department has several vacant budgeted positions that are not currently in recruitment. A small number of these positions are being funded by revenues outside of the general fund (grants and/or Inmate Welfare Fund). The retainment of these positions are necessary to comply with the grants and or intent of funding sources. The total cost of these positions is $142,718.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 142,718	$ 149,854

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Criminalist I	65,060
1.0	Social Worker II	50,621
1.0	Public Service Employee	27,037

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) CAL – DNA and Inmate Welfare Fund	(142,718)	(149,854)
Total:	$ 0	$ 0
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 0	$ 0

SHERIFF

POLICY DESCRIPTION FORM

Department/Group: **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
Title: **Retain Vacant Budgeted (Grant/Inmate Welfare Fund) Positions**

PRIORITY: Rank 2 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The San Bernardino County Board of Supervisors recently took action to eliminate all vacant funded positions throughout the County. The Sheriff's Department is requesting that its 12.9 Local Cost funded vacant budgeted positions that are not currently in recruitment not be deleted. The present budget crisis has required that some positions be held vacant for longer than normal. This creates additional workload for remaining staff and contributes towards an increase in overtime. The funding in the base budget for the vacant positions that are not in recruitment assist in the funding of overtime costs. Also, elimination of these positions would have the effect of permanently increasing the workload of remaining staff.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 499,218	$ 524,179

CLASSIFICATIONS

Budgeted Staff	Title	Amount
12.9	Various – See Vacant Position Impact Detail	$499,218

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)___		
Total:	$ 499,218	$ 499,218
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 499,218	$ 524,179

SHERIFF

POLICY DESCRIPTION FORM

Department/Group: **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
Title: **Technical Services Positions (County pick-up of Grant Positions)**

PRIORITY: Rank 3 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

In 1998 the San Bernardino County Sheriff's Department secured a federal (COPSMORE '98) grant for $16 million. This grant pays for the salaries of personnel assigned to the Technical Services Division. During the course of this Grant, the salaries of these employees will be moved from Grant allocated funds to the general fund costs. The transfer of these positions to general fund costs was agreed upon during the grant application and acceptance process. At the end of the grant, all positions will become part of the general gund costs. In 2002-03 the county agreed to pick up 50% of the cost for the positions listed below. Funding is required for the remaining 50% for 2003-04.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 843,285	$ 885,449

CLASSIFICATIONS

Budgeted Staff	Title	Amount
4.0	Systems Support Analyst III	394,920
4.0	Automated Systems Analyst I	287,604
3.0	Automated Systems TechI	160,761

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify)			
	Total:	$ 843,285	$ 885,449
REVENUE (specify source)			
	Total:	$	$
	LOCAL COST	$ 843,285	$ 885,449

SHERIFF

POLICY DESCRIPTION FORM

Department/Group: **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
Title: **Technical Services Positions (County pick-up of Grant Positions)**

PRIORITY: Rank 4 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

In 1998 the San Bernardino County Sheriff's Department secured a federal (COPSMORE '98) grant for $16 million. This grant pays for the salaries of personnel assigned to the Technical Services Division. During the course of this grant, the salaries of these employees will be moved from grant allocated funds to the general fund costs. The transfer of these positions to general fund costs was agreed upon during the grant application and acceptance process. At the end of the grant, all positions will become part of the general fund costs. In 2002-03 the county agreed to pick up 50% of the cost for the positions listed below. Funding is required for the remaining 50% for 2003-04.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 714,000	$ 749,700

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.0	Systems Development Team Leaders	
3.0	Systems Support Analyst III	
3.5	Automated Systems Analyst I	
2.5	Automated Systems Tech	

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)___		
Total:	$ 714,000	$ 749,700
REVENUE (specify source)		
Total:	$	$
LOCAL COST	$ 714,000	$ 749,700

SHERIFF

POLICY DESCRIPTION FORM

Department/Group: **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
Title: **California State POST Training Reimbursement**

PRIORITY: Rank 5 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Budget cuts at the state level may impact the California Peace Officer Standards and Training (POST) reimbursements to State's Regional Training Centers. The San Bernardino County Sheriff Department's POST funding is anticipated to be reduced by approximately 40%. This request is for local cost replacement for anticipated reduction in POST revenue in the amount of $280,000.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 280,000	$ 280,000

CLASSIFICATIONS

Budgeted Staff	Title	Amount

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify)___			
	Total:	$ 280,000	$ 280,000
REVENUE (specify source)			
	Total:	$	$
	LOCAL COST	$ 280,000	$ 280,000

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Sheriff (AAA SHR)
PREPARED BY: Carolyn Bondoc
PHONE # 387-0360

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0266 (a) Daily Prisoner Housing Rate	$44.00	N/A	N/A	Remove fee from fee ordinance. Revenues for daily prisoner housing is recovered based on actual cost per contract agreement.	
16.0226(f) Fingerprinting/Livescan	$10.00	$15.00	$5.00	Required to cover increased costs due to MOU increases and inflationary increase for services and supplies. Rate has not been changed in 6 years. Surrounding agencies charge between $15.00 and $25.00 for this service.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased costs (estimated at $150,000) would be absorbed within available local cost funding and limit the resources available for other operational needs.
16.0226(a) Locker Rental (WVDC Visiting Lobby)	$0.00	$0.75	$0.75	Lockers are in a public area for use by the public at WVDC and are subject to abuse. Fee will help recover the cost of replacing and maintaining the lockers.	Approval of this fee would help to collect funding to maintain and replace lockers in jail visiting areas. Without this fee in place, this cost (estimated at $5,000) would be covered by local cost funding and thus consume resources available for other operational needs.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Sheriff (AAA SHR)
PREPARED BY: Carolyn Bondoc
PHONE # 387-0360

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0226(f) Fingerprinting/Livescan	$10.00	$15.00	$5.00	30,000	30,000	0	$300,000.00	$450,000.00	$150,000.00
16.0226(a) Locker Rental (WVDC Visiting Lobby)	$0.00	$0.75	$0.75	0	6,667	6,667	$0.00	$5,000.25	$5,000.25
TOTAL THIS PAGE			$5.75			0			$155,000.25
GRAND TOTAL (All Page A's)			$5.75			0			$155,000.25

BUDGET UNIT: SHERIFF'S SPECIAL REVENUE CONSOLIDATED

I. GENERAL PROGRAM STATEMENT

The Sheriff's special revenue funds include several law enforcement functions that are fully financed from non-general fund sources. The present functions include:

1. Contract Training – represents special law enforcement training provided to the county Sheriff and other agencies.
2. Public Gatherings – appropriations set aside to fund Sheriff services for public gatherings.
3. Aviation – accumulates aviation services revenue to fund replacement of aviation equipment.
4. Inland Regional Narcotic Enforcement Team (IRNET) Federal– accounts for IRNET's share of federal asset forfeitures
5. Inland Regional Narcotic Enforcement Team (IRNET) State – accounts for IRNET's share of state asset forfeitures.
6. High Intensity Drug Trafficking Area (HIDTA) Program – enables regional cooperation and coordination in fighting major drug trafficking and surveillance of criminal and narcotics activities, with funding from asset seizures.
7. Seized Assets (Federal: Dept. of Justice) – represents funds appropriated from drug asset seizures to be used for the purchase of non-budgeted services and equipment.
8. Seized Assets (Federal: Treasury) – represents funds appropriated from federal treasury asset seizures for the purchase of specialized law enforcement equipment.
9. Seized Assets (State) – represents funds appropriated from drug asset seizures to be used for the purchase of non-budgeted services, equipment and personnel costs related to the IRNET and HIDTA.
10. Vehicle Theft Task Force – represents funds received from a $1 registration assessment on vehicles registered in San Bernardino to be used for task force expense including salaries and benefits.
11. Search and Rescue – funded from reimbursements for search and rescue operations and an estate donation to be used for search and rescue equipment.
12. CAL-ID Program – an automated criminal identification system through fingerprinting, funded by multi-agency contributions.
13. COPSMORE Grant – represents grant funds and local match used for the purchase of computer equipment and systems to upgrade the technology in patrol cars and provide computer based training to staff.
14. Sheriff Capital Project Fund – represents funds received from State Criminal Alien Assistance Program and special programs for one-time law enforcement or detention programs.
15. Court Services Auto– represents funds received from processing fee per AB 1109 for maintenance and purchasing of vehicle equipment for Sheriff Court Services.
16. Court Services Tech – represents funds received from processing fee per AB709 for Sheriff Court Services automated equipment and furnishings.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	13,749,666	33,012,099	14,278,540	26,113,374
Total Financing Sources	19,242,176	22,938,528	14,072,826	16,245,517
Fund Balance		10,073,571		9,867,857
Budgeted Staffing		23.0		15.0

Estimated 2002-03 is significantly lower than budget 2002-03 because it reflects only one year of COPSMORE grant program activity while the entire grant awarded was budgeted. State and federal asset forfeiture revenues were lower than anticipated, therefore, expenditures were curtailed and appropriations in contingencies remained unspent. Expenditures for CIP projects funded by Sheriff's capital project fund are carried over to next year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes reflect a reduction of 8.0 technical positions for which COPSMORE grant funding is no longer available.

PROGRAM CHANGES

Decrease estimated revenue by $7,793,011 and decrease estimated appropriations to reflect projected level of activity based on 2002-03 estimated receipts and expenditures.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Special Revenue Consolidated
FUND: Special Revenue Consolidated

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	941,076	1,516,456	-	-	1,516,456
Services and Supplies	4,517,209	8,135,528	-	-	8,135,528
Other Charges	765	8,500	-	-	8,500
Improvement to Structure	-	95,000	-	-	95,000
Equipment	5,337,636	13,611,973	-	-	13,611,973
Transfers	3,481,854	5,327,000	-	-	5,327,000
Contingencies	-	600,000	-	-	600,000
Total Exp Authority	14,278,540	29,294,457	-	-	29,294,457
Reimbursements	-	-	-	-	-
Total Appropriation	14,278,540	29,294,457	-	-	29,294,457
Operating Transfer Out	-	3,717,642	-	-	3,717,642
Total Requirements	14,278,540	33,012,099	-	-	33,012,099
Revenue					
Fines & Forfeitures	15,885	236,910	-	-	236,910
Use of Money & Prop	255,586	115,852	-	-	115,852
Current Services	2,067,714	2,088,807	-	-	2,088,807
State, Fed or Gov't Aid	9,550,274	17,070,747	-	-	17,070,747
Other Revenue	1,604,367	3,426,212	-	-	3,426,212
Total Revenue	13,493,826	22,938,528	-	-	22,938,528
Operating Transfer In	579,000	-	-	-	-
Total Financing Sources	14,072,826	22,938,528	-	-	22,938,528
Fund Balance		10,073,571	-	-	10,073,571
Budgeted Staffing		23.0	-	-	23.0

GROUP: Law and Justice | **FUNCTION: Public Protection**
DEPARTMENT: Sheriff's Department - Special Revenue Consolidated | **ACTIVITY: Other Protection**
FUND: Special Revenue Consolidated

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,516,456	(442,920)	1,073,536	-	**1,073,536**	-	1,073,536
Services and Supplies	8,135,528	(1,194,897)	6,940,631	-	**6,940,631**	-	6,940,631
Other Charges	8,500	(8,500)	-	-	**-**	-	-
Improvement to Structure	95,000	-	95,000	-	**95,000**	-	95,000
Equipment	13,611,973	(4,382,015)	9,229,958	-	**9,229,958**	-	9,229,958
Transfers	5,327,000	744,620	6,071,620	-	**6,071,620**	-	6,071,620
Contingencies	600,000	794,629	1,394,629	-	**1,394,629**	-	1,394,629
Total Exp Authority	29,294,457	(4,489,083)	24,805,374	-	**24,805,374**	-	24,805,374
Reimbursements	-	(800,000)	(800,000)	-	**(800,000)**	-	(800,000)
Total Appropriation	29,294,457	(5,289,083)	24,005,374	-	**24,005,374**	-	24,005,374
Operating Transfer Out	3,717,642	(1,609,642)	2,108,000	-	**2,108,000**	-	2,108,000
Total Requirements	33,012,099	(6,898,725)	26,113,374	- -	**26,113,374**	- -	26,113,374
Revenue							
Fines & Forfeitures	236,910	(161,910)	75,000	-	**75,000**	-	75,000
Use of Money & Prop	115,852	67,148	183,000	-	**183,000**	-	183,000
Current Services	2,088,807	133,405	2,222,212	-	**2,222,212**	-	2,222,212
State, Fed or Gov't Aid	17,070,747	(6,347,548)	10,723,199	-	**10,723,199**	-	10,723,199
Other Revenue	3,426,212	(1,484,106)	1,942,106	-	**1,942,106**	-	1,942,106
Total Revenue	22,938,528	(7,793,011)	15,145,517	-	**15,145,517**	-	15,145,517
Operating Transfer In	-	1,100,000	1,100,000	-	**1,100,000**	-	1,100,000
Total Financing Sources	22,938,528	(6,693,011)	16,245,517	-	**16,245,517**	-	16,245,517
Fund Balance	10,073,571	(205,714)	9,867,857	-	**9,867,857**	-	9,867,857
Budgeted Staffing	23.0	(8.0)	15.0	-	**15.0**	-	15.0

BUDGET UNIT: SHERIFF'S – CONTRACT TRAINING (SCB SHR)

I. GENERAL PROGRAM STATEMENT

Contract training represents a special law enforcement training function provided to the county Sheriff's Department and other law enforcement agencies that prepare candidates to assume law enforcement sworn positions. Funding comes from contract law enforcement training activities. A large portion of the funding comes from a contract with San Bernardino Valley College for driver training, with the balance coming from other law enforcement and security agencies. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,576,178	2,114,000	1,518,562	2,201,981
Total Revenue	1,865,829	1,599,927	1,609,716	1,596,754
Fund Balance		514,073		605,227

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Contract Training
FUND: Special Revenue SCB SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	462,918	466,100	-	-	466,100
Other Charges	765	8,500	-	-	8,500
Improvement to Structures	-	95,000	-	-	95,000
Equipment	21,775	44,400	-	-	44,400
Transfers	1,033,104	1,500,000	-	-	1,500,000
Total Appropriation	1,518,562	2,114,000	-	-	2,114,000
Revenue				-	
Use of Money & Prop	13,645	14,000	-	-	14,000
Current Services	990,023	1,085,927	-	-	1,085,927
State, Fed or Gov't Aid	604,839	400,000	-	-	400,000
Other Revenue	1,209	100,000	-	-	100,000
Total Revenue	1,609,716	1,599,927	-	-	1,599,927
Fund Balance		514,073	-	-	514,073

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Contract Training
FUND: Special Revenue SCB SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-2004 Recommended Budget
Appropriation							
Services and Supplies	466,100	243,112	709,212	-	**709,212**	-	709,212
Other Charges	8,500	(8,500)	-	-	**-**	-	-
Improvement to Structures	95,000	-	95,000	-	**95,000**	-	95,000
Equipment	44,400	153,369	197,769	-	**197,769**	-	197,769
Transfers	1,500,000	(300,000)	1,200,000	-	**1,200,000**	-	1,200,000
Total Appropriation	2,114,000	87,981	2,201,981	-	**2,201,981**	-	2,201,981
Revenue							
Use of Money & Prop	14,000	1,000	15,000	-	**15,000**	-	15,000
Current Services	1,085,927	95,827	1,181,754	-	**1,181,754**	-	1,181,754
State, Fed or Gov't Aid	400,000	-	400,000	-	**400,000**	-	400,000
Other Revenue	100,000	(100,000)	-	-	**-**	-	-
Total Revenue	1,599,927	(3,173)	1,596,754	-	**1,596,754**	-	1,596,754
Fund Balance	514,073	91,154	605,227	-	**605,227**	-	605,227

Recommended Program Funded Adjustments

Services and Supplies	243,112	Adjust to reflect increase in general liabilty insurance.
Other Charges	(8,500)	Adjust to anticipated level.
Equipment	153,369	Law Enforcement training equipment, new & used vehicles to replace fleet for Emergency Vehicle Operations Center.
Transfers	(300,000)	Reflect reduction in Peace Officers Standards Training reimbursements.
Total Appropriation	87,981	
Revenue		
Use of Money	1,000	Interest on cash balance
Current Services	95,827	Adjust revenue to anticipated level.
Other Revenue	(100,000)	Adjust revenue to anticipated level.
Total Revenue	(3,173)	
Fund Balance	91,154	

BUDGET UNIT: SHERIFF'S – PUBLIC GATHERINGS (SCC SHR)

I. GENERAL PROGRAM STATEMENT

The Sheriff's Department provides protective services for various public gatherings throughout the county. This program is fully funded from the fees charged to the organization that has generated the public gathering.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	600,631	612,487	557,887	615,933
Total Revenue	275,000	444,643	500,518	505,458
Fund Balance		167,844		110,475
Budgeted Staffing		12.0		12.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Increase rates for private policing by Sheriff's Office at Public Gatherings as follows to recover increase in salaries:

Sheriff Reserve Deputy increase by $6.01.
Sheriff Deputy II increase by $6.09.
Sheriff Deputy III increase by $6.63.
Sheriff Sergeant increase by $7.56.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Public Gathering
FUND: Special Revenue SCC SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaroes and Benefits	543,031	567,000	-	-	567,000
Services and Supplies	14,856	45,487	-	-	45,487
Total Appropriation	557,887	612,487	-	-	612,487
Revenue					
Current Services	500,518	444,643	-	-	444,643
Other Revenue	-	-	-	-	-
Total Revenue	500,518	444,643	-	-	444,643
Fund Balance		167,844	-	-	167,844
Budgeted Staffing		12.0	-	-	12.0

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Public Gathering
FUND: Special Revenue SCC SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	567,000	-	567,000	-	**567,000**	-	567,000
Services and Supplies	45,487	(542)	44,945	-	**44,945**	-	44,945
Transfers	-	3,988	3,988	-	**3,988**	-	3,988
Total Appropriation	612,487	3,446	615,933	-	**615,933**	-	615,933
Revenue							
Current Services	444,643	60,815	505,458	-	**505,458**	-	505,458
Total Revenue	444,643	60,815	505,458	-	**505,458**	-	505,458
Fund Balance	167,844	(57,369)	110,475	-	**110,475**	-	110,475
Budgeted Staffing	12.0	-	12.0	-	**12.0**	-	12.0

Recommended Program Funded Adjustments

Services and Supplies	(1,808)	Risk Management Liabilities.
	(75)	Risk Management surety bonds.
	1,341	Adjustment to professional services expenditure to meet fund balance.
	(542)	
Transfers	3,988	Incremental change in EHAP.
Total Appropriation	3,446	
Revenue		
Current Services	60,815	Adjust revenues to anticipated level of activity.
Total Revenue	60,815	
Fund Balance	(57,369)	

BUDGET UNIT: SHERIFF'S – AVIATION (SCE SHR)

I. GENERAL PROGRAM STATEMENT

The Sheriff's Aviation Division provides law enforcement, search and rescue, fire suppression and transportation services for the Sheriff's Department and the county and other fire and law enforcement agencies. This fund is established for the maintenance and acquisition of additional helicopters, aircraft, search and rescue, fire fighting and aviation equipment. It is funded by contract revenues and proceeds from the sale of surplus aircraft and equipment. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,925,012	1,307,981	697,161	1,756,173
Total Revenue	181,320	510,000	1,145,353	510,000
Fund Balance		797,981		1,246,173

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

A fee increase of $195 is requested for Helicopter (MD500E).
A fee increase of $400 is requested for Helicpoter (UH-1H).
A fee increase of $700 is requested for Helicopter (B-212).
A fee of $3,000 is proposed for newly acquired Helicopter (H-3).
A fee increase of $100 is requested for Helicopter (MDH 600).
A fee of $1,000 is proposed for newly acquired Jet Saberliner.
A fee increase of $445 is requested for Helicopter (EC-120).
Revenues recovered from fees offset the cost of fuel and maintenance for Sheriff aviation fleet vehicles.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Aviation
FUND: Special Revenue SCE SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	102,227	50,000	-	-	50,000
Transfers	594,934	1,257,981	-	-	1,257,981
Total Appropriation	697,161	1,307,981	-	-	1,307,981
Revenue					
Current Services	566,353	510,000	-	-	510,000
Other Revenue	579,000	-	-	-	-
Total Revenue	1,145,353	510,000	-	-	510,000
Fund Balance		797,981	-	-	797,981

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Aviation
FUND: Special Revenue SCE SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	50,000	453,192	503,192	-	**503,192**	-	503,192
Equipment	1,257,981	(5,000)	1,252,981	-	**1,252,981**	-	1,252,981
Total Appropriation	1,307,981	448,192	1,756,173	-	**1,756,173**	-	1,756,173
Revenue				-		-	-
Current Services	510,000	-	510,000	-	**510,000**	-	510,000
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	510,000	-	510,000	-	**510,000**	-	510,000
Fund Balance	797,981	448,192	1,246,173	-	**1,246,173**	-	1,246,173

Recommended Program Funded Adjustments

Services & Supplies	453,192	New mandatory pilot training and FAA -required aircraft maintence & service. Additional maintenance required for existing equipment.
Equipment	(5,000)	Anticipated decrease in purchase of aviation equipment.
Total Appropriation	448,192	
Total Revenue	-	
Fund Balance	448,192	

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Sheriff (SCE SHR/SCC SHR)
PREPARED BY: Carolyn Bondoc
PHONE # 387-0360

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0226(l)(1) Helicopter (MD500E)	$250.00	$445.00	$195.00	To cover fuel and maintenance cost increases and salary cost increase. As the helicopter ages, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not been revised for several years.	Revenues based on the existing fee would fall short (by an estimated $51,090) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit.
16.0226(l)(2) Helicopter (UH-1H)	$600.00	$1,000.00	$400.00	To cover fuel and maintenance cost increases and salary cost increase. Due to the age of the helicopter, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not been changed for several years.	Revenues based on the existing fee would fall short (by an estimated $104,800) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit.
16.0226(l)(3) Helicopter (B-212)	$800.00	$1,500.00	$700.00	To cover fuel and maintenance cost increases and salary cost increase. As the helicopter ages, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not be revised for several years.	Revenues based on the existing fee would fall short (by an estimated $183,400) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit.
16.0226 (l)(5) Helicopter (H-3)	N/A	$3,000.00	$3,000.00	Newly acquired equipment. Estimated cost of fuel, maintence, and pilot's salary for use of this aircraft. (This replaces fee for Cessna 421 aircraft which is no longer part of Sheriff's fleet)	Revenues would fall short of the costs incurred as a result of providing service with this new equipment. The dollar impact is difficult to estimate since this equipment is newly acquired and will ultimately depend on the request for service.
16.0226(l)(4) Helicopter (MDH 600)	$500.00	$600.00	$100.00	To cover fuel and maintenance cost increases and salary cost increase. As the helicopter ages, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not been revised for several years.	Revenues recovered based on the existing fee would short fall(by an estimated $26,200) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit.
16.0226(l)(8) Jet Saberliner	N/A	$1,000.00	$1,000.00	Newly acquired equipment. Estimated cost of fuel, maintence, and pilot's salary for use of this aircraft. (This replaces fee for Pilot. This fee is removed since this cost is already included in aircraft fees.)	Revenues would fall short of the costs incurred as a result of providing service with this new equipment. The dollar impact is difficult to estimate since this equipment is newly acquired and will ultimately depend on the request for service.
116.0226(l)(6) Helicopter (EC-120)	N/A	$445.00	$445.00	Newly acquired equipment. Estimated cost of fuel, maintence, and pilot's salary for use of this aircraft.	Revenues would fall short of the costs incurred as a result of providing service with this new equipment. The dollar impact is difficult to estimate since this equipment is newly acquired and will ultimately depend on the request for service.
16.0226(m)(1) Sheriff Reserve Deputy	$31.06	$37.07	$6.01	Reserve Sheriff Deputy salary increase.	If this fee increase is not approved the revenue recovered based on the existing fee would short fall(by an estimated $40,740) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its public gathering unit.
16.0226(m)(2) Sheriff Deputy II	$61.00	$67.10	$6.09	Reflects salary increase per safety MOU.	If this fee increase is not approved the revenue recovered based on the existing fee would fall short (by an estimated $28,530) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its public gathering unit.
16.0226(m)(3) Sheriff Deputy III	$66.35	$72.98	$6.63	Reflects salary increase per safety MOU.	Revenues would fall short of costs incurred and Special Revenue fund balance would be decline as operational costs would be covered by available fund balance.
16.0226(m)(4) Sheriff Sergeant	$75.60	$83.16	$7.56	Reflects salary increase per safety MOU.	Revenues would fall short of costs incurred and Special Revenue fund balance would be decline as operational costs would be covered by available fund balance.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Sheriff (SCE SHR/SCC SHR)
PREPARED BY: Carolyn Bondoc
PHONE # 387-0360

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0226(I)(1) Helicopter (MD500E)	$250.00	$445.00	$195.00	262	262	0	$65,500.00	$116,590.00	$51,090.00
16.0226(I)(2) Helicopter (UH-1H)	$600.00	$1,000.00	$400.00	262	262	0	$157,200.00	$262,000.00	$104,800.00
16.0226(I)(3) Helicopter (B-212)	$800.00	$1,500.00	$700.00	262	262	0	$209,600.00	$393,000.00	$183,400.00
16.0226 (I)(5) Helicopter (H-3)	N/A	$3,000.00	$3,000.00	0	0	0	$0.00	$0.00	$0.00
16.0226(I)(4) Helicopter (MDH 600)	$500.00	$600.00	$100.00	262	262	0	$131,000.00	$157,200.00	$26,200.00
16.0226(I)(8) Jet Saberliner	N/A	$1,000.00	$1,000.00	0	0	0	$0.00	$0.00	$0.00
116.0226(I)(6) Helicopter (EC-120)	N/A	$445.00	$445.00	0	0	0	$0.00	$0.00	$0.00
16.0226(m)(1) Sheriff Reserve Deputy	$31.06	$37.07	$6.01	6,790	6,790	0	$210,897.40	$251,705.30	$40,807.90
16.0226(m)(2) Sheriff Deputy II	$61.00	$67.10	$6.10	4,755	4,755	0	$290,055.00	$319,060.50	$29,005.50
TOTAL THIS PAGE			$5,852.11			0			$435,303.40
GRAND TOTAL (All Page A's)			$5,866.30			0			$435,303.40

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Sheriff (SCE SHR/SCC SHR)
PREPARED BY: Carolyn Bondoc
PHONE # 387-0360

PAGE A 2 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0226(m)(3) Sheriff Deputy III	$66.35	$72.98	$6.63	0	0	0	$0.00	$0.00	$0.00
16.0226(m)(4) Sheriff Sergeant	$75.60	$83.16	$7.56	0	0	0	$0.00	$0.00	$0.00
TOTAL THIS PAGE			$14.19			0			$0.00

BUDGET UNIT: SHERIFF'S – IRNET - FEDERAL SCF SHR)

I. GENERAL PROGRAM STATEMENT

This fund accounts for the Inland Regional Narcotics Enforcement Team (IRNET) share of federal asset forfeitures. IRNET is a joint project of city, county, state and federal agencies in the Inland Empire aiming to combat major narcotics trafficking and money laundering operations. Funding is provided by the team's share of seized assets. This fund also accounts for $320,166 of the HIDTA grant award from the Office of National Drug Control Policy allocated for task force operating expenses. This account is maintained for federal audit purposes. This program is intended to be self-funded. No county general funds are used. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	373,791	1,407,872	394,330	1,227,584
Total Revenue	1,065,517	546,125	376,167	384,000
Fund Balance		861,747		843,584

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Irnet - Federal
FUND: Special Revenue SCF SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	394,330	607,872	-	-	607,872
Equipment	-	200,000	-	-	200,000
Contingencies	-	600,000	-	-	600,000
Total Appropriation	394,330	1,407,872	-	-	1,407,872
Revenue					
Fines & Forfeitures	15,743	-	-	-	-
Use of Money & Prop	33,774	4,000	-	-	4,000
State, Fed or Gov't Aid	88,340	242,125	-	-	242,125
Other Revenue	238,310	300,000	-	-	300,000
Total Revenue	376,167	546,125	-	-	546,125
Fund Balance		861,747	-	-	861,747

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Irnet - Federal
FUND: Speical Revenue SCF SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	607,872	125,083	732,955	-	**732,955**	-	732,955
Equipment	200,000	-	200,000	-	**200,000**	-	200,000
Contingencies	600,000	(305,371)	294,629	-	**294,629**	-	294,629
Total Appropriation	1,407,872	(180,288)	1,227,584	-	**1,227,584**	-	1,227,584
Revenue							
Fines and Forfeitures	-	10,000	10,000	-	**10,000**	-	10,000
Use of Money & Prop	4,000	-	4,000	-	**4,000**	-	4,000
State, Fed or Gov't Aid	242,125	(192,125)	50,000	-	**50,000**	-	50,000
Other Revenue	300,000	20,000	320,000	-	**320,000**	-	320,000
Total Revenue	546,125	(162,125)	384,000	-	**384,000**	-	384,000
Fund Balance	861,747	(18,163)	843,584	-	**843,584**	-	843,584

Recommended Program Funded Adjustments

Services and Supplies	125,083	Adjust for anticipated increase in special department expenditures.
Contingencies	(305,371)	Adjust contigencies to anticipated level of activity.
Total Appropriation	(180,288)	
Revenue		
Fines & Forfeitures	10,000	Adjust revenue to reflect expected level of activity and fund balance.
State, Fed or Gov't Aid	(192,125)	Adjust revenue to reflect expected level of activity and fund balance.
Other Revenue	20,000	Adjust revenue to reflect increase in grant funds available for 2003-04.
Total Revenue	(162,125)	
Fund Balance	(18,163)	

BUDGET UNIT: SHERIFF'S – IRNET-STATE (SCX SHR)

I. GENERAL PROGRAM STATEMENT

This fund accounts for Inland Regional Narcotics Enforcement Team's (IRNET) share of state asset forfeitures. This fund was established in compliance with the "Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies" issued by the Justice and Treasury Departments requiring that state forfeiture funds be kept separate from federally forfeited funds. Expenditures for this fund include task force operating expenses not reimbursed by the HIDTA grant and electronic surveillance equipment required to efficiently investigate highly sophisticated criminal organizations. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	316,971	518,012	154,857	391,223
Total Revenue	48,170	196,010	102,604	121,474
Fund Balance		322,002		269,749

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - IRNET - State
FUND: Special Revenue SCX SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	154,857	268,012	-	-	268,012
Equipment	-	250,000	-	-	250,000
Total Appropriation	154,857	518,012	-	-	518,012
Revenue					
Use of Money & Prop	9,030	5,000	-	-	5,000
State, Fed or Gov't Aid	81,853	91,010	-	-	91,010
Other Revenue	11,721	100,000	-	-	100,000
Total Revenue	102,604	196,010	-	-	196,010
Fund Balance		322,002	-	-	322,002

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - IRNET - State
FUND: Special Revenue SCX SHR

FUNCTION: Public Protection
ACTIVITY: Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	268,012	(26,789)	241,223	-	**241,223**	-	241,223
Equipment	250,000	(100,000)	150,000	-	**150,000**	-	150,000
Total Appropriation	518,012	(126,789)	391,223	-	**391,223**	-	391,223
Revenue							
Use of Money & Prop	5,000	5,000	10,000	-	**10,000**	-	10,000
State, Fed or Gov't Aid	91,010	10,464	101,474	-	**101,474**	-	101,474
Other Revenue	100,000	(90,000)	10,000	-	**10,000**	-	10,000
Total Revenue	196,010	(74,536)	121,474	-	**121,474**	-	121,474
Fund Balance	322,002	(52,253)	269,749	-	**269,749**	-	269,749

Recommended Program Funded Adjustments

Services and Supplies	(26,789)	Adjust expenditure to available fund balance.
Equipment	(100,000)	Adjust expenditures to available fund balance.
Total Appropriation	(126,789)	
Revenue		
Use of Money & Prop	5,000	Increase interest on cash balance to current level.
State, Fed or Gov't Aid	10,464	Anticipated increase in state asset forfeiture proceeds.
Other Revenue	(90,000)	Decrease in task force reimbursement.
Total Revenue	(74,536)	
Fund Balance	(52,253)	

BUDGET UNIT: SHERIFF'S – HIGH INTENSITY DRUG TRAFFICKING AREA (SCN SHR)

I. GENERAL PROGRAM STATEMENT

This fund accounts for the High Intensity Drug Trafficking Area (HIDTA) task force revenues and operating expenses. Expenditures are for computer/electronic equipment and undercover vehicles to be used in the surveillance of narcotics related criminal activities. This is a joint project of local, state and federal law enforcement agencies throughout Southern California. This account is maintained for federal and state audit purposes. No county general funds are used. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	21,830	122,165	15,624	265,903
Total Revenue	134,846	11,912	92,274	79,000
Fund Balance		110,253		186,903

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-High Intensity Drug Trafficking Area
FUND: Special Revenue SCN SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	-	-	-	-	-
Equipment	15,624	122,165	-	-	122,165
Total Appropriation	15,624	122,165	-	-	122,165
Revenue					
Use of Money & Prop	3,670	1,912	-	-	1,912
State, Fed or Gov't Aid	88,969	10,000	-	-	10,000
Other Revenue	(365)	-	-	-	-
Total Revenue	92,274	11,912	-	-	11,912
Fund Balance		110,253	-	-	110,253

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-High Intensity Drug Trafficking Area
FUND: Special Revenue SCN SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	-	23,308	23,308	-	**23,308**	-	23,308
Equipment	122,165	120,430	242,595	-	**242,595**	-	242,595
Total Appropriation	122,165	143,738	265,903	-	**265,903**	-	265,903
Revenue							
Use of Money & Prop	1,912	2,088	4,000	-	**4,000**	-	4,000
State, Fed or Gov't Aid	10,000	65,000	75,000	-	**75,000**	-	75,000
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	11,912	67,088	79,000	-	**79,000**	-	79,000
Fund Balance	110,253	76,650	186,903	-	**186,903**	-	186,903

Services and Supplies	23,308	Miscellaneous law enforcement and surveillance equipment.
Equipment	120,430	Unmarked vehicles for undercover law enforcement investigations.
Total Appropriation	143,738	
Revenue		
Use of Money	2,088	Adjust budget to actual receipts.
State, Fed or Gov't Aid	65,000	Anticipated increase in federal asset forfeiture proceeds generated by the HIDTA task force based on actual receipts.
Total Revenue	67,088	
Fund Balance	76,650	

BUDGET UNIT: SHERIFF'S - FEDERAL SEIZED ASSETS – DOJ (SCK SHR)

I. GENERAL PROGRAM STATEMENT

This fund accounts for asset forfeitures from federal cases filed through the U.S. Department of Justice (DOJ) through its asset forfeiture program. DOJ requires that all funds received from this program be maintained in a separate special fund and be subject to the terms and conditions set forth in the "Guide to Equitable Sharing of Federally Forfeited Property for Local Law Enforcement Agencies" issued in March 1994. These funds are to be audited as part of the Single Audit Act and must not replace any existing funds that would, in the absence of forfeiture funds be made available to the Sheriff's Department. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Budget 2003-04
Total Appropriation	1,491,687	1,873,788	1,226,099	1,318,545
Total Revenue	2,403,361	736,781	577,637	830,000
Fund Balance		1,137,007		488,545

III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Seized Assets - Federal (DOJ)
FUND: Special Revenue SCK SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	1,226,099	1,873,788	-	-	1,873,788
Total Appropriation	1,226,099	1,873,788	-	-	1,873,788
Revenue					
Use of Money & Prop	29,074	5,000	-		5,000
State, Fed or Gov't Aid	554,145	440,000	-	-	440,000
Net Incr/Decr in Fair Value	(5,582)	-	-	-	-
Other Revenue	-	291,781	-	-	291,781
Total Revenue	577,637	736,781	-	-	736,781
Fund Balance		1,137,007	-	-	1,137,007

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Seized Assets - Federal (DOJ)
FUND: Special Revenue SCK SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjust)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	1,873,788	(555,243)	1,318,545	-	**1,318,545**	-	1,318,545
Total Appropriation	1,873,788	(555,243)	1,318,545	-	**1,318,545**	-	1,318,545
Revenue							
Use of Money & Prop	5,000	25,000	30,000	-	**30,000**	-	30,000
State, Fed or Gov't Aid	440,000	160,000	600,000	-	**600,000**	-	600,000
Net Incr/Decr in Fair Value	-	-	-	-	**-**	-	-
Other Revenue	291,781	(91,781)	200,000	-	**200,000**	-	200,000
Total Revenue	736,781	93,219	830,000	-	**830,000**	-	830,000
Fund Balance	1,137,007	(648,462)	488,545	-	**488,545**	-	488,545

Recommended Program Funded Adjustments

Services and Supplies	(555,243)	Adjust for decrease in computer lease payments based on projected decrease in cash balance. Will be buying computers as lease agreements expire. Computers will be replaced less frequently resulting in savings.
Total Appropriation	(555,243)	
Revenue		
Use of Money	25,000	Increase interest on cash balance to current level.
State and Federal Aid	160,000	Adjust budget to anticipated asset forfeiture level.
Other Revenue	(91,781)	Adjust budget to anticipated level of reimbursement for asset forfeiture maintenance expenses.
Total Revenue	93,219	
Fund Balance	(648,462)	

BUDGET UNIT: SHERIFF'S – FEDERAL SEIZED ASSETS - TREASURY (SCO SHR)

I. GENERAL PROGRAM STATEMENT

This fund accounts for asset forfeitures from federal cases filed through the U.S. Department of Treasury through its asset forfeiture program. The Department requires that all funds received from this program be maintained in a separate special fund and be subject to the terms and conditions set forth in the "Guide to Equitable Sharing of Federally Forfeited Property for Local Law Enforcement Agencies" issued in October 1996. These funds are to be audited as part of the Single Audit Act and must not replace any existing funds that would, in the absence of forfeiture funds be made available to the Sheriff's Department. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	1,100,000	800,071	147,911
Total Revenue	777,687	242,850	20,832	70,000
Fund Balance		857,150		77,911

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-Federal Seized Assets - Treasury
FUND: Special Revenue SCO SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	800,071	1,000,000	-	-	1,000,000
Equipment	-	100,000	-	-	100,000
Total Exp Authority	800,071	1,100,000	-	-	1,100,000
Reimbursements	-	-	-	-	-
Total Appropriation	800,071	1,100,000	-	-	1,100,000
Revenue					
Use of Money & Prop	23,267	5,940	-	-	5,940
Fines & Forfeitures	142	236,910	-	-	236,910
Other Revenue	(2,577)	-	-	-	-
Total Revenue	20,832	242,850	-	-	242,850
Fund Balance		857,150	-	-	857,150

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-Federal Seized Assets - Treasury
FUND: Special Revenue SCO SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	1,000,000	(102,089)	897,911	-	**897,911**	-	897,911
Equipment	100,000	(50,000)	50,000	-	**50,000**	-	50,000
Total Exp Authority	1,100,000	(152,089)	947,911	-	**947,911**	-	947,911
Reimbursements	-	(800,000)	(800,000)	-	**(800,000)**	-	(800,000)
Total Appropriation	1,100,000	(952,089)	147,911	-	**147,911**	-	147,911
Revenue							
Use of Money & Prop	5,940	(940)	5,000	-	**5,000**	-	5,000
Fines & Forfeitures	236,910	(171,910)	65,000	-	**65,000**	-	65,000
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	242,850	(172,850)	70,000	-	**70,000**	-	70,000
Fund Balance	857,150	(779,239)	77,911	-	**77,911**	-	77,911

Recommended Program Funded Adjustments

Services and Supplies	(102,089)	Decrease in computer lease payments.
Equipment	(50,000)	Adjust expenditures to anticipated fund balance.
Total Exp Authority	(152,089)	
Reimbursements	(800,000)	Reimbursements from Sheriff Capital Project Fund (SHR SQA) for computer lease payments.
Total Appropriation	(952,089)	
Revenue		
Use of Money & Prop	(940)	Decrease interest on cash balance to current level.
Fines & Forfeitures	(171,910)	Adjust revenue to anticipated Federal asset forfeiture proceeds from US Dept. of Treasury.
Total Revenue	(172,850)	
Fund Balance	(779,239)	

BUDGET UNIT: SHERIFF'S – STATE SEIZED ASSETS- (SCT SHR)

I. GENERAL PROGRAM STATEMENT

This fund accounts for asset forfeiture proceeds from cases filed and adjudicated under State Asset Seizure statutes. The California Health and Safety Code requires these funds be maintained and accounted for in a special fund and 15% of all forfeitures made after January 1994 be set aside to fund drug education and gang intervention programs. Currently, these funds are used for salaries and benefits of staff assigned to the Inland Regional Narcotics Enforcement Team (IRNET) and High Intensity Drug Trafficking Area (HIDTA) task forces. The 15% allocated for drug education programs are used to fund the Sheriff's Drug Use Is Life Abuse (DUILA), Crime Free Multi-Housing, Law Enforcement Internship Program, and Operation Clean Sweep programs. Funds are also used for maintenance of seized property. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,234,848	2,464,776	943,155	2,575,096
Total Revenue	1,164,013	1,749,187	1,271,640	1,531,022
Fund Balance		715,589		1,044,074

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Shieriff's Department-State Seized Assets
FUND: Special Revenue SCT SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	115,273	170,776	-	-	170,776
Equipment	12,132	100,000	-	-	100,000
Transfers	815,750	2,194,000	-	-	2,194,000
Total Appropriation	943,155	2,464,776	-	-	2,464,776
Revenue					
Use of Money & Prop	26,265	50,000	-	-	50,000
State, Fed or Gov't Aid	737,093	1,199,187	-	-	1,199,187
Other Revenue	508,282	500,000	-	-	500,000
Total Revenue	1,271,640	1,749,187	-	-	1,749,187
Fund Balance		715,589	-	-	715,589

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-State Seized Assets
FUND: Special Revenue SCT SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	170,776	-	170,776	-	**170,776**	-	170,776
Equipment	100,000	104,320	204,320	-	**204,320**	-	204,320
Transfers	2,194,000	6,000	2,200,000	-	**2,200,000**	-	2,200,000
Total Appropriation	2,464,776	110,320	2,575,096	-	**2,575,096**	-	2,575,096
Revenue							
Use of Money & Prop	50,000	(20,000)	30,000	-	**30,000**	-	30,000
State, Fed or Gov't Aid	1,199,187	(199,187)	1,000,000	-	**1,000,000**	-	1,000,000
Other Revenue	500,000	1,022	501,022	-	**501,022**	-	501,022
Total Revenue	1,749,187	(218,165)	1,531,022	-	**1,531,022**	-	1,531,022
Fund Balance	715,589	328,485	1,044,074	-	**1,044,074**	-	1,044,074

Recommended Program Funded Adjustments

Equipment	104,320	Anticipated need for specialized equipment and replacement vehicles.
Transfers	6,000	Anticipated increase in salary transfers due to MOU salary increases.
Total Appropriation	110,320	
Revenue		
Use of Money & Prop	(20,000)	Decrease interest on cash balance to current levels.
State, Fed or Gov't Aid	(199,187)	Anticipated decrease in state asset forfeiture proceeds.
Other Revenue	1,022	Increase in task force overtime expense reimbursement
Total Revenue	(218,165)	
Fund Balance	328,485	

BUDGET UNIT: SHERIFF'S – VEHICLE THEFT TASK FORCE (SCL SHR)

I. GENERAL PROGRAM STATEMENT

On May 2, 1995, the County Board of Supervisors adopted a resolution implementing a $1 registration assessment on vehicles registered in San Bernardino and authorized the formation of the countywide auto theft task force specializing in the investigation of major vehicle theft organizations. The San Bernardino Auto Theft Task Force (SANCATT) was established. This fund accounts for the fees allocated to SANCATT for operating expenses and reimbursement to participating agencies for qualified expenditures. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	797,950	916,860	656,418	807,870
Total Revenue	719,000	441,733	459,161	530,000
Fund Balance		475,127		277,870

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Vehicle Theft Task Force
FUND: Special Revenue SCL SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	462,418	692,860	-	-	692,860
Equipment	-	30,000	-	-	30,000
Transfers	194,000	194,000	-	-	194,000
Total Appropriation	656,418	916,860	-	-	916,860
Revenue					
Use of Money & Prop	10,665	10,000	-	-	10,000
Net Incr/Decr in Fair Value	(2,679)	-	-	-	-
Other Revenue	451,175	431,733	-	-	431,733
Total Revenue	459,161	441,733	-	-	441,733
Fund Balance		475,127	-	-	475,127

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Vehicle Theft Task Force
FUND: Special Revenue SCL SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	692,860	(108,990)	583,870	-	**583,870**	-	583,870
Equipment	30,000	-	30,000	-	**30,000**	-	30,000
Transfers	194,000	-	194,000	-	**194,000**	-	194,000
Total Appropriation	916,860	(108,990)	807,870	-	**807,870**	-	807,870
Revenue							
Use of Money & Prop	10,000	-	10,000	-	**10,000**	-	10,000
Net Incr/Decr in Fair Value	-	-	-	-	**-**	-	-
Other Revenue	431,733	88,267	520,000	-	**520,000**	-	520,000
Total Revenue	441,733	88,267	530,000	-	**530,000**	-	530,000
Fund Balance	475,127	(197,257)	277,870	-	**277,870**	-	277,870

Recommended Program Funded Adjustments

Services and Supplies	(108,990)	Adjust for decrease in salary & benefit reimbursements to outside agencies involved in SANCATT and to meet fund balance.
Total Appropriation	(108,990)	
Revenue		
Other Revenue	88,267	Adjust for anticipated increase in revenue allocated for SANCATT Task force based on actual receipts.
Total Revenue	88,267	
Fund Balance	(197,257)	

BUDGET UNIT: SHERIFF'S – SEARCH AND RESCUE (SCW SHR)

I. GENERAL PROGRAM STATEMENT

This fund was originally created to account for $60,000 generated from an estate donation plus accumulated interest as well as reimbursements for search and rescue operations and other donations. Budgeted expenditures represent the purchase of search and rescue supplies and equipment. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	134,538	202,861	28,845	164,338
Total Revenue	25,373	53,237	13,559	30,000
Fund Balance		149,624		134,338

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-Search & Rescue
FUND: Special Revenue SCW SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	28,845	162,861	-	-	162,861
Equipment	-	40,000	-	-	40,000
Total Appropriation	28,845	202,861	-	-	202,861
Revenue					
Use of Money & Prop	4,675	5,000	-	-	5,000
Current Services	10,820	48,237	-	-	48,237
Other Revenue	(1,936)	-	-	-	-
Total Revenue	13,559	53,237	-	-	53,237
Fund Balance		149,624	-	-	149,624

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Search & Rescue
FUND: Special Revenue SCW SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	162,861	(38,523)	124,338	-	**124,338**	-	124,338
Equipment	40,000	-	40,000	-	**40,000**	-	40,000
Total Appropriation	202,861	(38,523)	164,338	-	**164,338**	-	164,338
Revenue							
Use of Money & Prop	5,000	-	5,000	-	**5,000**	-	5,000
Current Services	48,237	(23,237)	25,000	-	**25,000**	-	25,000
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	53,237	(23,237)	30,000	-	**30,000**	-	30,000
Fund Balance	149,624	(15,286)	134,338	-	**134,338**	-	134,338

Recommended Program Funded Adjustments

Services and Supplies	(38,523)	Adjust expenditures to anticipated fund balance.
Total Appropriation	(38,523)	
Revenue		
Current Services	(23,237)	Anticipated decrease in Search and Rescue revenues.
Total Revenue	(23,237)	
Fund Balance	(15,286)	

BUDGET UNIT: SHERIFF'S – CAL-ID PROGRAM (SDA SHR)

I. GENERAL PROGRAM STATEMENT

The CAL-ID account is used for operating the local portion of the Inland Empire Regional Automated Fingerprint Identification System. Expenditure transfers represent reimbursement to the Sheriff's general fund for staff salaries and benefits. This budget is funded from a joint trust account into which all local contracting municipal agencies contribute. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,987,680	2,835,500	1,915,205	2,471,569
Total Revenue	1,983,510	2,834,804	1,914,509	2,471,569
Fund Balance		696		-
Workload Indicators				
Latent Fingerprints	136,723	140,000	140,000	142,000
Prints	22,346	23,000	23,000	23,200
AFIS Searches	6,672	7,000	7,000	7,200
Suspects Identified	3,751	4,000	4,000	4,500

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - CAL-ID Program
FUND: Special Revenue SDA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	440,296	656,500	-	-	656,500
Equipment	35,909	740,000	-	-	740,000
Transfers	1,439,000	1,439,000	-	-	1,439,000
Total Appropriation	1,915,205	2,835,500	-	-	2,835,500
Revenue					
State, Fed or Gov't Aid	1,913,024	2,834,804	-	-	2,834,804
Other Revenue	1,485	-	-	-	-
Total Revenue	1,914,509	2,834,804	-	-	2,834,804
Fund Balance		696	-	-	696

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - CAL-ID Program
FUND: Special Revenue SDA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	656,500	(321,900)	334,600	-	**334,600**	-	334,600
Equipment	740,000	(276,663)	463,337	-	**463,337**	-	463,337
Transfers	1,439,000	234,632	1,673,632	-	**1,673,632**	-	1,673,632
Total Appropriation	2,835,500	(363,931)	2,471,569	-	**2,471,569**	-	2,471,569
Revenue							
State, Fed or Gov't Aid	2,834,804	(363,235)	2,471,569	-	**2,471,569**	-	2,471,569
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	2,834,804	(363,235)	2,471,569	-	**2,471,569**	-	2,471,569
Fund Balance	696	(696)	-	-	**-**	-	-

Recommended Program Funded Adjustments

Services and Supplies	(321,900)	Adjust expenditure to available fund balance.
Equipment	(276,663)	Adjust expenditure to available fund balance.
Transfers	234,632	Increase in salaries and benefits for laboratory personnel.
Total Appropriation	(363,931)	
Revenue		
State, Fed or Gov't Aid	(363,235)	Anticipated decrease in revenue from participating agencies.
Total Revenue	(363,235)	
Fund Balance	(696)	

BUDGET UNIT: SHERIFF'S – COPSMORE GRANT (SDE SHR)

I. GENERAL PROGRAM STATEMENT

The COPSMORE 98 grant was awarded and accepted by the Board of Supervisors on October 19, 1999. This grant provides funding to upgrade the department's aging Computer Aided Dispatch (CAD) and Records Management System (RMS) software. The grant also provides funding for Mobile Data Computers (MDCs) located in each patrol unit. In addition to upgrading the technology in the patrol cars, this grant provides $500,000 for computer-based training.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	3,786,700	12,916,883	5,186,988	7,719,681
Total Financing Sources	4,215,000	12,193,731	5,508,361	6,675,156
Fund Balance		723,152		1,044,525
Budgeted Staffing		11.0		3.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing reduced by 8.0 positions to reflect termination of grant funding for personnel. Policy item submitted in Sheriff general fund budget to request Local Cost funding to keep positions on-board per grant agreement.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The Department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	1.0	Retain
Total Vacant	1.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-COPSMORE Grant
FUND: Special Revenue SDE SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	398,045	949,456	-	-	949,456
Services and Supplies	131,681	1,390,000	-	-	1,390,000
Equipment	4,657,262	10,577,427	-	-	10,577,427
Contingencies	-	-	-	-	-
Total Appropriation	5,186,988	12,916,883	-	-	12,916,883
Revenue					
Use of Money & Prop	26,350	15,000	-	-	15,000
State, Fed or Gov't Aid	4,982,011	11,353,621	-	-	11,353,621
Other Revenue	500,000	825,110	-	-	825,110
Total Revenue	5,508,361	12,193,731	-	-	12,193,731
Operating Transfer In	-	-	-	-	-
Total Financing Sources	5,508,361	12,193,731	-	-	12,193,731
Fund Balance		723,152	-	-	723,152
Budgeted Staffing		11.0	-	-	11.0

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-COPSMORE Grant
FUND: Special Revenue SDE SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	949,456	(442,920)	506,536	-	**506,536**	-	506,536
Services and Supplies	1,390,000	(1,290,483)	99,517	-	**99,517**	-	99,517
Equipment	10,629,165	(4,615,537)	6,013,628	-	**6,013,628**	-	6,013,628
Contingencies	-	1,100,000	1,100,000	-	**1,100,000**	-	1,100,000
Total Appropriation	12,968,621	(6,348,940)	7,719,681	-	**7,719,681**	-	7,719,681
Revenue							
Use of Money & Prop	15,000	(15,000)	-	-	**-**	-	-
State, Fed or Gov't Aid	11,353,621	(5,778,465)	5,575,156	-	**5,575,156**	-	5,575,156
Other Revenue	825,110	(825,110)	-	-	**-**	-	-
Total Revenue	12,193,731	(6,618,575)	5,575,156	-	**5,575,156**	-	5,575,156
Operating Transfer In	-	1,100,000	1,100,000	-	1,100,000	-	1,100,000
Total Financing Sources	12,193,731	(5,518,575)	6,675,156	-	**6,675,156**	-	6,675,156
Fund Balance	774,890	(830,365)	1,044,525	-	**1,044,525**	-	1,044,525
Budgeted Staffing	11.0	(8.0)	3.0	-	**3.0**	-	3.0

Recommended Program Funded Adjustments

Salaries and Benefits	(442,920)	Expended portion of the COPS MORE Grant.
Services and Supplies	(1,290,483)	Expended portion of the COPS MORE Grant.
Equipment	(4,615,537)	Expended portion of the COPS MORE Grant.
Contingencies	1,100,000	Increase Contingencies to match fund balance/revenues.
Total Appropriation	(6,348,940)	
Revenue		
State, Fed or Gov't Aid	(5,778,465)	Claimed portion of the COPS MORE Grant based on actual receipts.
Other Revenue	(840,110)	Reflect reduction of matching funds received in 2003.
Total Revenue	(6,618,575)	
Operating Transfer In	1,100,000	Grant Match from SQA SHR Sheriff special revenue fund.
Total Sources	(5,518,575)	
Fund Balance	(830,365)	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
Vacant Budgeted Not In Recruitment	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	1	1.0	49,504	49,504	-
Total Vacant	1	1.0	49,504	49,504	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted In Recruitment - **Retain**					
Automated Systems Technician	72152	1.0	49,504	49,504	-
Total in Recruitment Retain		1.0	49,504	49,504	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

BUDGET UNIT: SHERIFF CAPITAL PROJECT FUND (SQA SHR)

I. GENERAL PROGRAM STATEMENT

This fund is being established as a Special Revenue Fund from a trust fund (NQA_SHR) to comply with GASB 34 Revenue Recognition rules that eliminated certain Trust Funds. Revenue is realized from several special programs and expenditures are for one-time purchases for special law enforcement or detention related programs. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	-	4,095,854	116,373	3,642,219
Total Revenue	-	927,588	70,326	520,000
Fund Balance		3,168,266		3,122,219

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-Sheriff Capital Project Fund
FUND: Special Revenue SQA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	116,373	228,212	-	-	228,212
Equipment	-	150,000	-	-	150,000
Transfers	-	-	-	-	-
Total Appropriation	116,373	378,212	-	-	378,212
Operating Transfer Out	-	3,717,642	-	-	3,717,642
Total Requirements	116,373	4,095,854	-	-	4,095,854
Revenue					
State, Fed or Gov't Aid	500,000	500,000	-	-	500,000
Other Revenue	(429,674)	427,588	-	-	427,588
Total Revenue	70,326	927,588	-	-	927,588
Fund Balance		3,168,266	-	-	3,168,266

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department
FUND: Special Revenue SQA SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	228,212	356,007	584,219	-	**584,219**	-	584,219
Equipment	150,000	-	150,000	-	**150,000**	-	150,000
Transfers	-	800,000	800,000	-	**800,000**	-	800,000
Total Appropriation	378,212	1,156,007	1,534,219	-	**1,534,219**	-	1,534,219
Operating Transfer Out	3,717,642	(1,609,642)	2,108,000	-	**2,108,000**	-	2,108,000
Total Requirements	4,095,854	(453,635)	3,642,219	-	**3,642,219**	-	3,642,219
Revenue							
State, Fed or Gov't Aid	500,000	(50,000)	450,000	-	**450,000**	-	450,000
Other Revenue	427,588	(357,588)	70,000	-	**70,000**	-	70,000
Total Revenue	927,588	(407,588)	520,000	-	**520,000**	-	520,000
Fund Balance	3,168,266	(46,047)	3,122,219	-	**3,122,219**	-	3,122,219

Recommended Program Funded Adjustments

Services and Supplies	356,007	Adjust to fund balance.
Transfers	800,000	Transfer to Sheriff's Seized Assets - Federal (SCO SHR) to cover anticipated computer lease payments.
Total Appropriation	1,156,007	
Operating Transfer Out	(1,609,642)	Adjust for fund balance, grant match for COPSMORE, and remaining payments for Capital Improvement Projects.
Total Requirements	(453,635)	
Revenue		
State, Fed or Gov't Aid	(50,000)	Adjust to reflect anticipated loss of State Criminal Alien Assistance Program revenue.
Other Revenue	(357,588)	Adjust to anticipated level based on 2002-03 experience.
Total Revenue	(407,588)	
Fund Balance	(46,047)	

BUDGET UNIT: COURT SERVICES AUTO (SQR SHR)

I. GENERAL PROGRAM STATEMENT

This is fund is for replacement of a trust fund (NQR-MAR) which is to account for the processing fee per AB 1109, Government Code #26746 that is collected under a writ of execution, possession or sale by Sheriff Court Services that is to be used for the maintenance and purchase of vehicle equipment necessary for the Sheriff Court Services division. This trust fund has been replaced by a special revenue fund per the GASB 33 Recognition of Revenues ruling. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	290,226	-	574,751
Total Revenue	-	240,000	284,525	240,000
Fund Balance		50,226		334,751

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Court Auto Services
FUND: Special Revenue SQR SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	-	290,226	-	-	290,226
Vehicles	-	-	-	-	-
Total Appropriation	-	290,226	-	-	290,226
Revenue					
Other Revenue	284,525	240,000	-	-	240,000
Total Revenue	284,525	240,000	-	-	240,000
Fund Balance		50,226	-	-	50,226

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department
FUND: Special Revenue SQR SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	290,226	(2,541)	287,685	-	**287,685**	-	287,685
Vehicles	-	287,066	287,066	-	**287,066**	-	287,066
Total Appropriation	290,226	284,525	574,751	-	**574,751**	-	574,751
Revenue							
Other Revenue	240,000	-	240,000	-	**240,000**	-	240,000
Total Revenue	240,000	-	240,000	-	**240,000**	-	240,000
Fund Balance	50,226	284,525	334,751	-	**334,751**	-	334,751

Recommended Program Funded Adjustments

Services and Supplies	(2,541)	
Vehicles	287,066	Increase to reflect anticipated expenditure.
Total Appropriation	284,525	
Total Revenue	-	
Fund Balance	284,525	

BUDGET UNIT: COURT SERVICES TECH (SQT SHR)

I. GENERAL PROGRAM STATEMENT

This fund is for replacement of a trust fund (NQS-MAR) which is to account for the processing fee per AB 709, Government Code #26731. This code states that these fees are to be collected in a separate fund and used for Sheriff Court Service's equipment and furnishings for automated and non-automated equipment and furnishings. This trust fund has been replaced by a special revenue fund per the GASB 33 recognition of revenues ruling. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	232,834	66,965	232,597
Total Revenue	-	210,000	125,644	151,084
Fund Balance		22,834		81,513

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Court Services Tech
FUND: Special Revenue SQT SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	66,965	232,834	-	-	232,834
Total Appropriation	66,965	232,834	-	-	232,834
Revenue					
Other Revenue	125,644	210,000	-	-	210,000
Total Revenue	125,644	210,000	-	-	210,000
Fund Balance		22,834	-	-	22,834

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Coiurt Services Tech
FUND: Special Revenue SQT SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	232,834	(237)	232,597	-	**232,597**	-	232,597
Total Appropriation	232,834	(237)	232,597	-	**232,597**	-	232,597
Revenue							
Other Revenue	210,000	(58,916)	151,084	-	**151,084**	-	151,084
Total Revenue	210,000	(58,916)	151,084	-	**151,084**	-	151,084
Fund Balance	22,834	58,679	81,513	-	**81,513**	-	81,513

Recommended Program Funded Adjustments

Services and Supplies	(237)	
Total Appropriation	(237)	
Revenue		
Other Revenue	(58,916)	Adjust to projected level based on 2002-03.
Total Revenue	(58,916)	
Fund Balance	58,679	

ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP
SUMMARY

	Page #	Approp	Revenue	Local Cost
GENERAL FUND				
AGRICULTURE, WEIGHTS AND MEASURES	6-2-1	5,115,736	3,353,445	1,762,291
AIRPORTS	6-3-1	2,461,753	2,422,940	38,813
COUNTY MUSEUM	6-5-1	3,711,941	2,099,089	1,612,852
ECONOMIC AND COMMUNITY DEVELOPMENT:				
ECONOMIC PROMOTION	6-6-9	780,751	-	780,751
SMALL BUSINESS DEVELOPMENT	6-6-13	200,107	40,000	160,107
ECONOMIC DEV/PUBLIC SVC GROUP ADMIN	6-1-1	65,856	-	65,856
LAND USE SERVICES:				
ADMINISTRATION	6-8-1	-	-	-
ADVANCE PLANNING	6-8-13	3,445,459	2,142,113	1,303,346
BUILDING AND SAFETY	6-8-20	5,629,926	5,629,926	-
CODE ENFORCEMENT	6-8-27	2,960,413	408,200	2,552,213
CURRENT PLANNING	6-8-6	2,292,380	2,292,380	-
FIRE HAZARD ABATEMENT	6-8-31	1,951,692	1,951,692	-
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS DIVISION	6-9-1	6,758,286	5,803,925	954,361
SURVEYOR	6-9-39	3,310,588	3,310,588	-
REGISTRAR OF VOTERS	6-10-1	4,484,686	1,744,134	2,740,552
SPECIAL DISTRICTS:				
FRANCHISE ADMINISTRATION	6-11-1	298,177	-	298,177
TOTAL GENERAL FUND		43,467,751	31,198,432	12,269,319
SPECIAL REVENUE FUNDS		**Approp**	**Revenue**	**Fund Balance**
AGRICULTURE, WEIGHTS AND MEASURES:				
CALIFORNIA GRAZING	6-2-8	148,825	6,000	142,825
AIRPORTS:				
COMMERCIAL HANGAR	6-3-7	1,251,766	438,809	812,957
COUNTY LIBRARY	6-4-1	11,637,419	11,151,850	485,569
ECONOMIC AND COMMUNITY DEVELOPMENT	6-6-1	66,916,771	45,630,828	21,285,943
JOBS AND EMPLOYMENT SERVICES	6-7-1	17,020,579	16,982,049	38,530
LAND USE SERVICES:				
GENERAL PLAN UPDATE	6-8-38	2,304,375	1,000,000	1,304,375
HABITAT CONSERVATION	6-8-41	140,928	-	140,928

ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP
SUMMARY

SPECIAL REVENUE FUNDS	Page #	Approp	Revenue	Fund Balance
PUBLIC WORKS DEPARTMENT:				
COUNTY TRAIL SYSTEM	6-9-8	9,289,986	9,225,000	64,986
BOATING & WATERWAYS	6-9-18	948,000	1,222,000	(274,000)
PROPOSITION 12 PROJECTS	6-9-12	2,234,184	2,164,184	70,000
PROPOSITION 40 PROJECTS	6-9-15	1,000,000	1,000,000	-
REGIONAL PARKS MAINTENANCE/DEV	6-9-24	619,457	185,000	434,457
CALICO GHOST TOWN MARKETING SCVS	6-9-27	371,370	370,500	870
OFF-HIGHWAY VEHICLE LICENSE FEE	6-9-30	87,242	25,000	62,242
GLEN HELEN PAVILION IMPROVEMENTS	6-9-33	193,658	29,500	164,158
GLEN HELEN AMPHITHEATER	6-9-21	1,126,417	1,087,000	39,417
SURVEY MONUMENT PRESERVATION	6-9-45	305,937	94,190	211,747
ROAD OPERATIONS CONSOLIDATED	6-9-48	67,078,421	52,112,083	14,966,338
ETIWANDA INTERCHANGE IMPROVEMENT	6-9-60	629,000	479,000	150,000
HIGH DESERT CORRIDOR	6-9-63	839,300	772,225	67,075
CALTRANS CONTRACT	6-9-57	148,186	298,186	(150,000)
DEVELOPMENT PROJECTS	6-9-66	3,760,952	779,743	2,981,209
MEASURE I FUNDS	6-9-69	21,434,383	8,793,864	12,640,519
SPECIAL DISTRICTS:				
FISH AND GAME COMMISSION	6-11-6	69,087	59,200	9,887
TOTAL SPECIAL REVENUE FUNDS		209,556,243	153,906,211	55,650,032

ENTERPRISE FUNDS		Operating Expense	Revenue	Revenue Over (Under) Exp
MUSEUM:				
ULTRASCREEN THEATRE	6-5-6	-	-	-
MUSEUM STORE	6-5-9	147,448	148,400	952
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS SNACK BARS	6-9-36	71,129	76,600	5,471
SOLID WASTE OPERATIONS	6-9-73	46,513,636	45,543,580	(970,056)
SITE CLOSURE/MAINTENANCE	6-9-80	10,806,246	10,059,246	(747,000)
SITE ENHANCEMENT/EXPANSION	6-9-84	3,806,788	8,204,667	4,397,879
GROUNDWATER REMEDIATION	6-9-88	3,422,934	9,283,976	5,861,042
ENVIRONMENTAL MITIGATION	6-9-91	2,003,000	2,095,595	92,595
TOTAL ENTERPRISE FUNDS		66,771,181	75,412,064	8,640,883

OTHER AGENCY FUNDS

	Page #	Approp	Revenue	Fund Balance
REDEVELOPMENT AGENCY:				
OPERATING FUND	8-4-1	5,847,251	1,586,200	4,261,051
HOUSING FUND	8-4-6	4,900,887	632,900	4,267,987
DEBT SERVICE FUND	8-4-9	4,601,251	3,664,296	936,955
CAPITAL PROJECTS	8-4-12	7,256,559	73,350	7,183,209
HOUSING PROJECTS	8-4-15	252,251	4,350	247,901
VICTOR VALLEY ECONOMIC DEVELOPMENT	8-4-18	830,219	174,415	655,804
VICTOR VALLEY ECON DEVLP - HOUSING	8-4-21	252,685	43,604	209,081
COUNTY ECONOMIC DEVELOPMENT CORP	8-2-1	18,850	12,600	6,250
INDUSTRIAL DEVELOPMENT AUTHORITY	8-3-1	40,337	1,200	39,137
TOTAL OTHER AGENCY FUNDS		24,000,290	6,192,915	17,807,375

OVERVIEW OF BUDGET

DEPARTMENT: ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP ADMINISTRATION
ASSISTANT COUNTY ADMINISTRATOR: JOHN GOSS
BUDGET UNIT: AAA PSG

I. GENERAL PROGRAM STATEMENT

Economic Development/Public Services Group (ED/PSG) Administration is responsible to the County Administrative Officer for the overall administration of 12 county departments and functions. These departments, which provide most of the municipal functions and services for the county, include the following: Agriculture/Weights and Measures, Airports, Economic and Community Development, County Fire, Jobs and Employment Services, County Library, Land Use Services, Museums, the Redevelopment Agency, Registrar of Voters, Special Districts, and Public Works. This latter department includes the divisions of Transportation, Flood Control, Regional Parks and Solid Waste Management.

Included in this budget unit is an ongoing contribution to the University of California/Riverside Agricultural Extension program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	256,214	98,000	163,000	65,856
Total Revenue	31,565	-	5,000	-
Local Cost	224,649	98,000	158,000	65,856
Budgeted Staffing		20.5		17.0

2002-03 estimated expenditures are expected to exceed budget by $65,000. This overage is primarily due to a $60,000 Board-approved allocation of funds to support programs provided by the Arts Council for San Bernardino County.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The Department proposes to reduce budgeted staffing by 3.5 positions. This reduction includes the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 Public Service Employee) and the transfer of 1.0 Staff Analyst II to the Jobs and Employment Services Department (JESD). This reduction in staff is the result of changing workload priorities and requirements of the office.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic Development/Public Services Administration
FUND: General AAA PSG

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,563,555	1,749,809	116,985	-	1,866,794
Services and Supplies	373,053	347,090	(394)	-	346,696
Central Computer	38,629	38,629	(9,810)	-	28,819
Other Charges	190,000	100,000	(34,144)	-	65,856
Transfers	-	41,123	-	-	41,123
Total Exp Authority	2,165,237	2,276,651	72,637	-	2,349,288
Reimbursements	(2,002,237)	(2,178,651)	(104,781)	-	(2,283,432)
Total Appropriation	163,000	98,000	(32,144)	-	65,856
Revenue					
Other Revenue	5,000	-	-	-	-
Total Revenue	5,000	-	-	-	-
Local Cost	158,000	98,000	(32,144)	-	65,856
Budgeted Staffing		20.5	-	-	20.5

GROUP: Economic Development/Public Services
DEPARTMENT: Economic Development/Public Services Administration
FUND: General AAA PSG

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,866,794	(134,352)	1,732,442	-	**1,732,442**	-	1,732,442
Services and Supplies	346,696	(139,040)	207,656	-	**207,656**	-	207,656
Central Computer	28,819	-	28,819	-	**28,819**	-	28,819
Other Charges	65,856	-	65,856		**65,856**	-	65,856
Transfers	41,123	(37,568)	3,555	-	**3,555**	-	3,555
Total Exp Authority	2,349,288	(310,960)	2,038,328	-	**2,038,328**	-	2,038,328
Reimbursements	(2,283,432)	310,960	(1,972,472)	-	**(1,972,472)**	-	(1,972,472)
Total Oper Expense	65,856	-	65,856	-	**65,856**	-	65,856
Revenue							
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	-	-	-	-	**-**	-	-
Local Cost	65,856	-	65,856	-	**65,856**	-	65,856
Budgeted Staffing	20.5	(3.5)	17.0	-	**17.0**	-	17.0

ED/PSG ADMINISTATION

Base Year Adjustments

Salaries and Benefits	39,051	MOU.
	75,902	Retirement.
	2,032	Risk Management Workers' Comp.
	116,985	
Services and Supplies	(2,136)	Risk Management Liabilities.
	(258)	Incremental change in EHAP.
	2,000	Increase resulting from the 2% local cost reduction from 2002-03 being transferred to the other charges category.
	(394)	
Central Computer	(9,810)	Decrease in accordance with projections provided by the Information Svcs Dept.
Other Charges	(3,920)	4% Spend Down Plan.
	(28,224)	30% Cost Reduction Plan.
	(2,000)	2% local cost reduction from 2002-03 transferred from services & supplies.
	(34,144)	
Reimbursements	(104,781)	Increase from ED/PSG non general fund departments to offset additional costs in salaries & benefits, services & supplies, and computer charges.
Base Year Appropriation	(32,144)	
Base Year Revenue	-	
Base Year Local Cost	(32,144)	

Recommended Program Funded Adjustments

Salaries and Benefits	(134,352)	Decrease is due to the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 PSE) and the transfer of 1.0 Staff Analyst II to JESD.
Services and Supplies	(145,651)	Decrease is primarily the result of reduced appropriations for services related the the Economic Development Subgroup. These reductions include the following: Media Buys (25,000), Conferences/Events (38,307), International Trade/Promotion (41,040), Rent Expense (21,920), and Travel Costs (19,384).
	(3,555)	GASB 34 Accounting charge (EHAP).
	10,166	Increased memberships related to the Economic Development Subgroup (6,980) and a number of other minimal increases totaling approximately $3,000.
	(139,040)	
Transfers	3,555	GASB 34 Accounting charge (EHAP).
	(41,123)	Elimination of transfer to the county's Redevelopment Agency for reimbursement of costs of non-RDA related activities.
	(37,568)	
Reimbursements	310,960	Reduced reimbursements from ED/PSG non-general departments primarily due to less costs associated with the Economic Development Subgroup and the deletion of vacant positions.
Total Appropriation	-	
Total Revenues	-	
Local Cost	-	

OVERVIEW OF BUDGET

DEPARTMENT: AGRICULTURE/WEIGHTS AND MEASURES
AGRICULTURAL COMMISSIONER/SEALER: EDOUARD P. LAYAYE

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Ag, Weights & Measures	5,115,736	3,353,445	1,762,291		64.5
California Grazing	148,825	6,000		142,825	-
Total	5,264,561	3,359,445	1,762,291	142,825	64.5

BUDGET UNIT: AGRICULTURE/WEIGHTS AND MEASURES (AAA AWM)

I. GENERAL PROGRAM STATEMENT

The Department of Agriculture, Weights and Measures enforces state and local laws protecting the environment, public health, worker safety and the general welfare of the public by regulating the agricultural industry, pest control businesses, and all business transactions based on count, weight and volume. Additional duties include the inspection of produce and eggs, control of vegetation along state and county road right-of-ways and flood control channels, and the manufacture of rodent baits for sale to the public. The Department is also responsible for management of the county's predatory animal control program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	4,560,872	5,256,794	4,873,365	5,115,736
Total Revenue	3,479,143	3,638,090	3,278,735	3,353,445
Local Cost	1,081,729	1,618,704	1,594,630	1,762,291
Budgeted Staffing		72.7		64.5
Workload Indicators				
Quarantine Shipments	27,743	33,000	28,000	30,000
Detection Traps	5,318	6,600	5,000	5,100
Pesticide Use Inspections	1,075	1,100	1,100	1,100
Dozen Eggs Inspected	2,194,494	2,000,000	1,408,000	1,000,000
Weed Control Acres	5,730	7,000	6,200	6,500
Devices Inspected	33,967	35,000	34,000	34,000
Packages Inspected	175,129	200,000	100,000	125,000
Petroleum Sign Inspections	1,523	1,700	1,400	1,500

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Department recommended changes to staffing include the elimination of 3.0 Agricultural Field Aide positions that were added in the 2002-03 budget in anticipation of an increase in pest detection services provided to the state, which did not occur; the reduction of 0.5 Public Service Employee (PSE) used in the pest detection program; and the elimination of 1.0 Agricultural Standards Officer IV position due to budgeting this position as an Agricultural Field Aide. The department has also reduced budgeted staffing from 1.0 to 0.5 Agricultural Field Aide due to workload requirements.

Included in Base Year Adjustments is the elimination of 3.2 positions (1.0 Plant Path/Entomologist, 1.0 Agricultural Standards Officer (ASO) and 1.2 PSE) as a result of the 4% Spend Down Plan and the portion of the 30% Cost Reduction Plan implemented.

PROGRAM CHANGES

The Pest Detection program is being reduced in accordance with the contract terms specified by the California Department of Food and Agriculture resulting in the reduction of the positions specified in staffing changes and $84,000 in equipment budgeted last year for the acquisition of compact trucks.

Staffing and revenues associated with egg inspection have decreased as a result of the current Newcastle disease epidemic at poultry ranches. The Agricultural Standards Officer IV position has been reassigned to weights and measures inspections. The workload indicator for package inspection has been decreased as staff is encountering smaller lots of packaged goods more frequently. The amount of time spent on inspecting a small lot compared to a large lot is not significantly different.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department had a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	2.0	Retain
Total Vacant	2.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The department has proposed revising its fees based on the increase in hourly rates from the 1999-2000 level, changes in the administrative overhead costs and an increase in the amount of time necessary to complete packing plant and price scanner inspections. The proposed revisions total $79,610 in additional revenue.

If the Board approves these fee increases, the department has requested to restore $79,610 in services and supplies funding cuts associated with the 4% Spend Down Plan, 30% Cost Reduction Plan, and other recommended program funded adjustments. Specifically, the department would use this additional revenue to reinstate reductions in herbicide purchases ($20,000), small equipment ($21,000), memberships and training ($10,000), bait resale purchases ($10,000), special departmental expense ($7,000), and various reductions ($11,610). Restoration of these reductions will enable the department to properly train and provide staff with equipment/supplies necessary to provide the public with an adequate level of service.

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights and Measures
FUND: General AAA AWM

FUNCTION: Public Protection
ACTIVITY: Protective Insp

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,398,638	3,635,585	182,220	-	3,817,805
Services and Supplies	1,261,146	1,375,341	(27,994)	-	1,347,347
Central Computer	17,034	17,034	(3,447)	-	13,587
Other Charges	7,405	7,405	(1,462)	-	5,943
Equipment	118,497	150,822	(38,417)	-	112,405
Transfers	70,645	70,607	(883)	-	69,724
Total Appropriation	4,873,365	5,256,794	110,017	-	5,366,811
Revenue					
License & Permits	464,100	448,600	-	-	448,600
Fines & Forfeitures	37,000	42,000	-	-	42,000
Use of Money & Prop	1,446	1,000	-	-	1,000
Current Services	849,990	940,050	-	-	940,050
State, Fed or Gov't Aid	1,874,648	2,159,940	(33,570)		2,126,370
Other Revenue	50,200	46,500	-	-	46,500
Other Financing Sources	1,351	-	-	-	-
Total Revenue	3,278,735	3,638,090	(33,570)	-	3,604,520
Local Cost	1,594,630	1,618,704	143,587	-	1,762,291
Budgeted Staffing		72.7	(3.2)	-	69.5

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights & Measures
FUND: General AAA AWM

FUNCTION: Public Protection
ACTIVITY: Protective Insp

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,817,805	(121,135)	3,696,670	-	**3,696,670**	-	3,696,670
Services and Supplies	1,347,347	(62,696)	1,284,651	-	**1,284,651**	-	1,284,651
Central Computer	13,587	-	13,587	-	**13,587**	-	13,587
Other Charges	5,943	69	6,012	-	**6,012**	-	6,012
Equipment	112,405	(82,647)	29,758	-	**29,758**	-	29,758
Transfers	69,724	15,334	85,058	-	**85,058**	-	85,058
Total Appropriation	5,366,811	(251,075)	5,115,736	-	**5,115,736**	-	5,115,736
Revenue							
License & Permits	448,600	15,700	464,300	-	**464,300**	-	464,300
Fines & Forfeitures	42,000	(5,000)	37,000	-	**37,000**	-	37,000
Use of Money & Prop	1,000	300	1,300	-	**1,300**	-	1,300
Current Services	940,050	(35,000)	905,050	-	**905,050**	-	905,050
State, Fed or Gov't Aid	2,126,370	(217,575)	1,908,795	-	**1,908,795**	-	1,908,795
Other Revenue	46,500	(9,500)	37,000	-	**37,000**	-	37,000
Other Financing Sources	-	-	-	-	**-**	-	-
Total Revenue	3,604,520	(251,075)	3,353,445	-	**3,353,445**	-	3,353,445
Local Cost	1,762,291	-	1,762,291	-	**1,762,291**	-	1,762,291
Budgeted Staffing	69.5	(5.0)	64.5	-	**64.5**	-	64.5

AGRICULTURE/WEIGHTS AND MEASURES

Base Year Adjustments

Salaries and Benefits	100,270	MOU.
	184,192	Retirement.
	47,623	Risk Management Workers Comp.
	(66,365)	Pest Exclusion support , 4% Spend Down Plan, 1.0 Plant Path/Entomologist.
	(26,800)	Red Imported Fire Ant survey staff,1.2 PSE, 30% Cost reduction Plan.
	(56,700)	Fruit,Vegetable inspection,1.0 Agricultural Standards Officer IV position, 30% Cost Reduction Plan.
	182,220	
Services and Supplies	(9,575)	Risk Management Liabilities.
	(13,445)	General miscellaneous reductions, 30% Cost Reduction Plan.
	(4,574)	Small equipment and training, 4% Spend Down Plan.
	(400)	Membership fee reduction, 4% Spend Down Plan, Plant Path/Ent. Position.
	(27,994)	
Central Computer	(3,447)	Reduction in computer operation charges.
Other Charges	(1,462)	Lease Purchase interest, 4% Spend Down Plan.
Equipment	(38,417)	Lease purchase termination, 4% Spend Down Plan.
Transfers	(883)	Incremental change in EHAP.
Total Base Year Appropriation	110,017	
State, Fed or Gov't Aid	(46,470)	Gas tax reimbursement change, 4% Spend Down Plan.
	12,900	Accounting change, 30% Cost Reduction Plan.
Total Base Year Revenue	(33,570)	
Total Base Year Local Cost	143,587	

AGRICULTURE/WEIGHTS AND MEASURES

Recommended Program Funded Adjustments

Salaries and Benefits	(111,763)	Reduction of 3.0 Ag. Field Aide, 0.5 PSE and deletion of 1.0 Ag. Standard Officer position.
	(20,315)	Reduction of 0.5 Agricultural Field Aide.
	10,943	Net change in benefits, range and step adjustments for all staff.
	(121,135)	
Services and Supplies	(49,900)	Reduction in herbicides ($20,000), purchase for resale ($10,000) and non-inventoriable equipment ($19,000).
	9,000	Increase in presort, mail and courier service rates.
	(13,488)	GASB Accounting Changes (EHAP).
	(8,308)	Net reduction from adjustment of all other services and supply categories.
	(62,696)	
Other Charges	69	Net increase for interest on lease-purchase agreements.
Equipment	(84,000)	Elimination of last year's one-time funding for compact trucks.
	1,353	Net change in Lease purchase agreements.
	(82,647)	
Transfers	1.721	Rent increase for Ontario and Fontana office space.
	13.488	GASB Accounting Changes (EHAP).
	125	Sign making charges from Public Works.
	15,334	
Total Appropriation	(251,075)	
Revenue		
Licenses & Permits	14,000	Increase in device and price scanner registrations.
	1,700	Net increase from changes in pest control business registrations and native plant permits.
	15,700	
Fines & Forfeitures	6.000	Increase in administrative penalties levied for pesticide violations.
	(11,000)	Decrease in administrative penalties levied for weights and measures violations.
	(5,000)	
Use of Money & Prop	300	Increase in the amount of rent received from beekeepers for use of county property.
Current Services	(15,000)	Reduction in phytosanitary certification ($7,000) and grape maturity certification ($8,000).
	(10.000)	Net reduction in weed control services.
	(10,000)	Net reduction in reinspection fees, standby, non-commercial device inspections and other svcs.
	(35,000)	
State. Fed or Gov't Aid	(18,460)	Reduction in egg inspection reimbursement due to Newcastle epidemic.
	(167,155)	Elimination of last year's one-time funding for vehicles for pest detection and contract funding correction.
	(46,430)	Net reduction in unclaimed gas tax revenue based on anticipate local cost to perform agriculture programs.
	(9,930)	Reduction in reimbursement rate for petroleum and weighmaster inspections.
	24,400	Net increase in all other state revenue sources.
	(217,575)	
Other Revenue	(10,000)	Reduction in the amount of rodent baits sold to the public.
	500	Increase in the amount of data sales.
	(9,500)	
Total Revenue	(251,075)	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	2.0	2.0	68,053	68,053	-
Total Vacant	2.0	2.0	68,053	68,053	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
		-	-	-	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		-	-	-	-
Vacant Budgeted In Recruitment - **Retain**					
Agricultural Field Aide	LY300292	1.0	34,373	34,373	-
Agricultural Field Aide	LY300293	1.0	33,680	33,680	-
Total in Recruitment Retain		2.0	68,053	68,053	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Agriculture/Weights and Measures (AAA AWM)
PREPARED BY: John Gardner
PHONE # 387-2117

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.021 (a)(1)(A) Certification Services	$30.00	$36.00	$6.00	Eliminates local cost funding for this requested service. Updates fee for inflationary costs incurred since 1999-00. Program change in the calculation of overhead.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (a)(2) Certification Services	$47.50	$57.00	$9.50	As above	As Above
16.021 (d)(1) Producer Certificate (site	$47.50	$57.00	$9.50	As above	As above
16.021 (d)(2) Farmer's Market Certificate	$200.00	$240.00	$40.00	As above	As above
16.021 (e)(1) Apiary Inspection	$47.50	$57.00	$9.50	As above	As above
16.021 (f)(3) Records research	$47.50	$57.00	$9.50	As Above	As Above
16.021 (h) Pest Identifications (hourly rate only)	$47.50	$57.00	$9.50	As above	As above
16.021 (k) (2) Commodity Packer	$200.00	$250.00	$50.00	Updates fees for inflationary costs incurred since 1999-00. Program change increases the amount of time spent for each inspection of a packer .	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (k) (3) Pricing Scanners	$95.00	$160.00	$65.00	Updates fees for inflationary costs incurred since 1999-00. Program change increases the amount of time spent for each inspection of price scanners .	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (l)(2) Standby	$47.50	$57.00	$9.50	Eliminates local cost funding for this requested service. Updates fee for inflationary costs incurred since 1999-00. Program change in the calculation of overhead.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (l) (3) Inspection Services	$47.50	$57.00	$9.50	As above	As above

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Agriculture/Weights and Measures (AAA AWM)
PREPARED BY: John Gardner
PHONE # 387-2117

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.021 (a)(1)(A) Certification Services	$30.00	$36.00	$6.00	3,030	3,030	0	$90,900.00	$109,080.00	$18,180.00
16.021 (a)(2) Certification Services	$47.50	$57.00	$9.50	150	150	0	$7,125.00	$8,550.00	$1,425.00
16.021 (d)(1) Producer Certificate (site fee portion only)	$47.50	$57.00	$9.50	60	60	0	$2,850.00	$3,420.00	$570.00
16.021 (d)(2) Farmer's Market Certificate	$200.00	$240.00	$40.00	4	4	0	$800.00	$960.00	$160.00
16.021 (e)(1) Apiary Inspection	$47.50	$57.00	$9.50	0	0	0	$0.00	$0.00	$0.00
16.021 (f)(3) Records research	$47.50	$57.00	$9.50	0	0	0	$0.00	$0.00	$0.00
16.021 (h) Pest Identifications (hourly rate only)	$47.50	$57.00	$9.50	0	0	0	$0.00	$0.00	$0.00
16.021 (k) (2) Commodity Packer	$200.00	$250.00	$50.00	310	310	0	$62,000.00	$77,500.00	$15,500.00
16.021 (k) (3) Pricing Scanners	$95.00	$160.00	$65.00	520	520	0	$49,400.00	$83,200.00	$33,800.00
16.021 (l)(2) Standby	$47.50	$57.00	$9.50	50	50	0	$2,375.00	$2,850.00	$475.00
16.021 (l) (3) Inspection Services	$47.50	$57.00	$9.50	1,000	1,000	0	$47,500.00	$57,000.00	$9,500.00
TOTAL THIS PAGE			$227.50						$79,610.00
GRAND TOTAL (All Page A's)									

BUDGET UNIT: CALIFORNIA GRAZING (SCD ARE)

I. GENERAL PROGRAM STATEMENT

The California Grazing budget funds a variety of range improvement projects such as cattle guards, pipelines, tanks, and water dispensing facilities recommended by the county's Range Improvement Advisory Committee (RIAC). RIAC is comprised of five Bureau of Land Management (BLM) lessees and one wildlife member, and are appointed by the Board of Supervisors. RIAC recommends to the Board of Supervisors various grazing improvement projects for funding. The Bureau of Land Management, the federal agency responsible for leasing the grazing allotments to ranchers, reviews the environmental impact of projects. Funding for these projects comes from fees paid to the federal government for grazing leases by ranchers under the provisions of the federal Taylor Grazing Act of 1934. A portion of the grazing fees is distributed back to the county to fund improvements on the federal lands. The county acts in a trustee capacity for these funds. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	140,240	-	148,825
Total Revenue	9,207	6,000	8,585	6,000
Fund Balance		134,240		142,825

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the estimated expenditures in this fund are significantly less than budgeted. The amount not expended in 2002-03 will be carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights and Measures - California Grazing
FUND: Special Revenue SCD ARE

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	-	140,240	-	-	140,240
Total Appropriation	-	140,240	-	-	140,240
Revenue					
State, Fed or Gov't Aid	8,585	6,000	-	-	6,000
Total Revenue	8,585	6,000	-	-	6,000
Fund Balance		134,240	-	-	134,240

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights & Measures - California Grazing
FUND: Special Revenue SCD ARE

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	140,240	8,585	148,825	-	**148,825**	-	148,825
Total Appropriation	140,240	8,585	148,825	-	**148,825**	-	148,825
Revenue							
State, Fed or Gov't Aid	6,000	-	6,000	-	**6,000**	-	6,000
Total Revenue	6,000	-	6,000	-	**6,000**	-	6,000
Fund Balance	134,240	8,585	142,825	-	**142,825**		142,825

Recommended Program Funded Adjustments

Services and Supplies	8,585	Available fund balance based on 2002-03 revenue received.
Total Appropriation	8,585	
Revenue		
State, Fed or Gov't Aid	-	
Total Revenue	-	
Fund Balance	8,585	

OVERVIEW OF BUDGET

DEPARTMENT: AIRPORTS
DIRECTOR: J. WILLIAM INGRAHAM

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Airports	2,461,753	2,422,940	38,813		28.9
Commercial Hangar	1,251,766	438,809		812,957	-
TOTAL	3,713,519	2,861,749	38,813	812,957	28.9

BUDGET UNIT: AIRPORTS (AAA APT)

I. GENERAL PROGRAM STATEMENT

Airports provides for the management, maintenance, and operation of the five county owned airports (Chino, Barstow-Daggett, Needles, Twentynine Palms, and Baker) and the special district facility at Apple Valley. The department also assists the county's private and municipal airport operators in planning, interpreting, and implementing FAA general aviation requirements.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,415,329	2,518,785	2,326,017	2,461,753
Total Revenue	2,356,612	2,461,028	2,270,571	2,422,940
Local Cost	58,717	57,757	55,446	38,813
Budgeted Staffing		28.9		28.9
Workload Indicators				
Maintenance Hours:				
Chino	10,510	11,000	11,891	11,800
Barstow-Daggett	5,488	7,200	5,596	7,200
Apple Valley	5,960	7,200	5,996	7,200
Needles	603	400	883	600
Twentynine Palms	832	800	502	600
Baker	83	120	221	120

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	2.0	Retain
Total Vacant	2.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: ED/PSG
DEPARTMENT: Airports
FUND: General AAA APT

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,517,223	1,668,587	129,614	-	1,798,201
Services and Supplies	1,093,133	1,247,920	140,851	-	1,388,771
Central Computer	6,741	6,741	(1,559)	-	5,182
Other Charges	51,519	51,519	-	-	51,519
Transfers	112,615	-	(932)	-	(932)
Total Exp Authority	2,781,231	2,974,767	267,974	-	3,242,741
Reimbursements	(455,214)	(455,982)	(230,333)	-	(686,315)
Total Appropriation	2,326,017	2,518,785	37,641	-	2,556,426
Revenue					
Use of Money & Prop	2,092,289	2,199,794	56,585	-	2,256,379
State Aid	40,000	40,000	-	-	40,000
Current Services	134,282	140,128	-	-	140,128
Other Revenue	4,000	81,106	-	-	81,106
Total Revenue	2,270,571	2,461,028	56,585	-	2,517,613
Local Cost	55,446	57,757	(18,944)	-	38,813
Budgeted Staffing		28.9	-	-	28.9

GROUP: ED/PSG
DEPARTMENT: Airpots
FUND: General AAA APT

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,798,201	32,749	1,830,950	-	**1,830,950**	-	1,830,950
Services and Supplies	1,388,771	(148,000)	1,240,771	-	**1,240,771**	-	1,240,771
Central Computer	5,182	-	5,182	-	**5,182**	-	5,182
Other Charges	51,519	(2,264)	49,255	-	**49,255**	-	49,255
Transfers	(932)	22,842	21,910	-	**21,910**	-	21,910
Total Exp Authority	3,242,741	(94,673)	3,148,068	-	**3,148,068**	-	3,148,068
Reimbursements	(686,315)	-	(686,315)	-	**(686,315)**	-	(686,315)
Total Appropriation	2,556,426	(94,673)	2,461,753	-	**2,461,753**	-	2,461,753
Revenue							
Use of Money & Prop	2,256,379	(100,066)	2,156,313	-	**2,156,313**	-	2,156,313
State Aid	40,000	-	40,000	-	**40,000**	-	40,000
Current Services	140,128	26,499	166,627	-	**166,627**	-	166,627
Other Revenue	81,106	(21,106)	60,000	-	**60,000**	-	60,000
Total Revenue	2,517,613	(94,673)	2,422,940	-	**2,422,940**	-	2,422,940
Local Cost	38,813	-	38,813	-	**38,813**		38,813
Budgeted Staffing	28.9	-	28.9	-	**28.9**	-	28.9

AIRPORTS

Base Year Adjustments

Salaries and Benefits	41,263	MOU.
	77,160	Retirement.
	11,191	Risk Management Workers' Compensation.
	129,614	
Services and Supplies	140,851	Risk Management Liabilities increase ($143,161) less 4% Spend Down ($2,310).
Central Computer	(1,559)	
Transfers	(932)	Incremental change in EHAP.
Reimbursements	(186,661)	Recovery of Risk Management Charges for Apple Valley Airport and commercial hangars.
	(43,672)	Recovery salaries and benefits increases related to operation of Apple Valley Airport.
	(230,333)	
Total Base Year Appropriation	37,641	
Total Base Year Revenue	56,585	Revenue necessary to offset base year adjustments and meet 30% spenddown.
Total Base Year Local Cost	(18,944)	

Recommended Program Funded Adjustments

Salaries and Benefits	32,749	Increase in salary cost related to upgrade of Supervising Accounting Tech to Staff Analyst II ($19,000) and step increases ($13,749).
Services and Supplies	(30,158)	Reduction in professional services due to funding constraints.
	(15,842)	GASB 34 Accounting Change (EHAP).
	(102,000)	Reduction in maintenance expenses due to funding constraints.
	(148,000)	
Other Charges	(2,264)	Reduction in debt service payments on state construction loans.
Transfers	22,842	Includes reimbursement to Small Business Development for service provide to comply with federal Disadvantage Business Enterprise requirments ($7,000) and GASB 34 Accounting Change ($15,842).
Total Appropriation	(94,673)	
Revenue		
Use of Money & Property	(100,066)	Reduction in rent estimates based on experience in 2002-03.
Current Services	26,499	Fees for consulting services provided to San Bernardino International Airport Authority.
Other Revenue	(21,106)	Decrease in revenue from U.S. Army for wastewater treatment svcs at Barstow-Daggett Airport.
Total Revenue	(94,673)	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	2.0	2.0	87,693	87,693	-
Total Vacant	2.0	2.0	87,693	87,693	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted In Recruitment - **Retain**					
Airport Maintenance Worker II	00109	1.0	48,477	48,477	-
Secretary I	11629	1.0	39,216	39,216	-
Total in Recruitment Retain		2.0	87,693	87,693	-

BUDGET UNIT: CHINO AIRPORT COMMERCIAL HANGAR FACILITY (RCI APT)

I. GENERAL PROGRAM STATEMENT

The Commercial Hangar Facility located at Chino Airport was constructed in 1987 through proceeds from a 30-year bond issue. Since 1996, the Airports Department has been responsible for the facility's maintenance and operation. Expenditures include the annual transfer of approximately $860,000 to the General Fund for the debt service payment. Expenditures are financed from the remaining fund balance, as well as revenues generated from leasing the facility. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	553,198	2,198,380	900,319	1,251,766
Total Revenue	394,792	888,640	403,536	438,809
Fund Balance		1,309,740		812,957
Workload Indicators				
Maintenance Hours	305	400	400	400

The 2002-03 budgeted appropriation includes contingencies in the amount of $1,288,628 that is not reflected in the 2002-03 estimates. This is because appropriations in this category cannot be spent without prior Board approval. The 2002-03 estimated revenues are $485,000 less than budget due to vacancies of the hangars during the year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

The 2003-04 budget includes contingencies in the amount of $191,390, the amount projected to be available as fund balance in 2004-05.

Costs related to Risk Management charges for the Chino Hangars have historically been paid by the Department of Airports general fund budget (AAA APT). Effective 2003-04, general fund costs will be reimbursed by this budget unit.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: ED/PSG
DEPARTMENT: Airport
FUND: Special Revenue RCI APT

FUNCTION: Public Ways and Facilities
ACTIVITY: Transportation

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	44,037	53,470	-	-	53,470
Contingencies & Reserves	-	1,288,628	-	-	1,288,628
Transfers	856,282	856,282	-	-	856,282
Total Appropriation	900,319	2,198,380	-	-	2,198,380
Revenue					
Use of Money & Prop	403,536	888,640	-	-	888,640
Total Revenue	403,536	888,640	-	-	888,640
Fund Balance		1,309,740	-	-	1,309,740

GROUP: ED/PSG
DEPARTMENT: Airports
FUND: Special Revenue RCI APT

FUNCTION: Public Ways & Facilities
ACTIVITY: Transportation

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	53,470	12,530	66,000	-	**66,000**	-	66,000
Contingencies & Reserves	1,288,628	(1,097,238)	191,390	-	**191,390**	-	191,390
Transfers	856,282	138,094	994,376	-	**994,376**	-	994,376
Total Appropriation	2,198,380	(946,614)	1,251,766	-	**1,251,766**	-	1,251,766
Revenue							
Use of Money & Prop	888,640	(449,831)	438,809	-	**438,809**	-	438,809
Total Revenue	888,640	(449,831)	438,809	-	**438,809**	-	438,809
Fund Balance	1,309,740	(496,783)	812,957	-	**812,957**		812,957

Recommended Program Funded Adjustments

Services and Supplies	12,530	Increase due to additional maintenance requirements.
Contingencies	(1,097,238)	Reduction due to less revenues anticipated in 2003-04 and less fund balance available.
Trasfers	138,094	Reimburse the general fund (AAA APT) for Risk Management charges.
Total Appropriation	(946,614)	
Revenue		
Use of Money & Prop.	(449,831)	Decrease in rental revenue due to low occupancy rates.
Total Revenue	(449,831)	
Fund Balance	(496,783)	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI
BUDGET UNIT: SAP CLB

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 29 branches in unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library provides access to information through its collection of 1,200,000 items as well as 300 Internet Accessible Public Computers. Cultural and educational programs for all ages are provided at Branch locations. The County Library system is financed primarily through property taxes.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	11,749,004	12,217,331	11,418,103	11,637,419
Total Revenue	11,930,075	11,759,634	11,445,975	11,151,850
Fund Balance		457,697		485,569
Budgeted Staffing		212.0		210.2
Workload Indicators				
Circulation	2,931,733	3,025,100	2,900,000	2,900,000
Reference Inquiries	567,531	599,700	610,000	625,000
Branches	28	28	29	29
Total Branch Hours	66,632	66,700	67,400	67,800
Patron Visits	3,124,386	3,200,000	3,250,000	3,350,000

Estimated appropriation for 2002-03 are expected to be approximately $800,000 below the original budgeted amounts. This savings is primarily in response to a projected loss of state revenues. Because of reduced revenues, the department curtailed its expenditures during 2002-03. Book purchases were $500,000 less than budget. In addition, the countywide hiring freeze and subsequent extended vacancy patterns resulted in a savings to salaries and benefits of approximately $270,000.

Branch hours have increased resulting from the addition of the Serrano Branch Library. 2003-04 will see the full-year addition of 1,100 hours at this 29th branch library. Although branch hours and patron visits are expected to increase during 2003-04, library materials circulation is anticipated to remain unchanged due to significant reductions to the materials budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Department recommended changes to budgeted staffing is a decrease of 3.4 positions. This decrease is the result of deleting 2.0 vacant positions (1.0 Librarian IV and 1.0 Clerk II) as well as reducing budgeted staffing by 1.4 (1.0 Library Assistants and 0.4 Library Pages). The reduction in budgeted staffing is warranted due to the frequent turnover of positions in these two classifications.

Included in mid-year adjustments is the addition of 1.0 Librarian for the Highland Environmental Learning Center Project and 0.6 Library Associate for the new Serrano Branch Library.

PROGRAM CHANGES

None.

OTHER CHANGES

The impact of a projected $235,000 decrease in state aid revenues, in addition to a $50,000 increase in COWCAP charges, have resulted in further reductions to County Library's book budget.

IV. VACANT POSITION IMPACT

The department has a total of 24.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	3.0	Slated for Deletion
Vacant Budgeted In Recruitment	21.3	Retain
Total Vacant	24.3	

The department is in the process of converting Public Service Employees to Library Assistant positions in accordance with provisions of the MOU between the County and the San Bernardino Public Employees Association. Of the department's 24.3 vacant budgeted positions, 21.3 of which are Library Assistants. These budgeted positions will remain vacant until the PSE conversion process is completed.

The department has submitted a policy item for the restoration of the following 3.0 vacant budgeted positions that are slated for deletion: 1.0 Librarian I to manage the department's Learning, Information, Technology, and Education (LITE) Program, which is currently being overseen by a Public Service Employee, 1.0 Library Associate for the newly established Serrano High School Joint Use library, and 1.0 Library Program Coordinator is needed to supervise the Department's Collection Services/Adult Services unit and to relieve existing staff of excessive workload demands resulting from absorbing this position's duties and responsibilities.

The County Administrative Office recommends restoration of the Librarian I and Library Associate positions due to their outside funding sources and contractual commitments.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LITE Program	1.0 $45,900 Revenue Supported	Librarian I needed for the management, operation, and programming of the Department's LITE Program. This Program provides educational activities and materials to the families of children ages 0 to 5.
x	1	Serrano H.S. Joint-Use library	1.0 $41,752 Revenue Supported	Library Associate is needed for the recently established Serrano High School Joint-Use library. This position would provide professional level support to library programming, including children's services and activities.
	1	Collection Svcs/Adult Svcs	1.0 $61,510 Revenue Supported	Library Program Coordinator would supervise the Department's Collection Services/Adult Services unit and would be responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The Library is proposing to increase its fines on overdue books and audio-visual materials. The additional revenues of $220,000 that would be generated from this increase would be used to augment the department's book budget, which is budgeted at approximately $748,000 less than the amount in 2002-03. The proposed increases affect only library patrons who fail to return materials when due, with no impact on other users. Fines for overdue materials were last increased in 1993-94.

The Library also proposes a new computer printing fee. Increased use of public access printers, together with a corresponding increase in both cartridge replacement and staff assistance time, has resulted in a cost issue for the department. In accordance with this new fee, County Library would provide 10 pages of printing free of cost; however, the department would require a $0.10/page fee for any additional printing. This fee is necessary for the department to recover its costs for paper, printer cartridges, and a portion of the required staff time. Revenues from this proposed fee are projected at $29,000 per year.

GROUP: Economic Development/Public Services
DEPARTMENT: County Library
FUND: Special Revenue SAP CLB

FUNCTION: Education
ACTIVITY: Library

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	6,964,763	7,236,552	634,433	84,000	7,954,985
Services and Supplies	3,460,957	4,103,468	(3,003)	(402,476)	3,697,989
Central Computer	92,000	100,104	-	-	100,104
Other Charges	75,515	112,395	-	-	112,395
Structures & Imprvmts.	306,000	306,000	-	-	306,000
Equipment	7,476	-	-	-	-
Vehicles	29,476	32,000	-	-	32,000
Transfers	722,408	750,070	-	-	750,070
Total Exp Authority	11,658,595	12,640,589	631,430	(318,476)	12,953,543
Reimbursements	(240,492)	(423,258)	-	-	(423,258)
Total Appropriation	11,418,103	12,217,331	631,430	(318,476)	12,530,285
Revenue					
Taxes	7,820,213	7,692,850	557,799	-	8,250,649
Current Services	805,000	765,000	73,631	-	838,631
State, Fed or Gov't Aid	1,363,601	1,692,043	-	(318,476)	1,373,567
Other Revenue	1,157,161	1,309,741	-	-	1,309,741
Other Financing Sources	300,000	300,000	-	-	300,000
Total Revenue	11,445,975	11,759,634	631,430	(318,476)	12,072,588
Fund Balance		457,697	-	-	457,697
Budgeted Staffing		212.0	-	1.6	213.6

GROUP: Economic Development/Public Services
DEPARTMENT: County Library
FUND: Special Revenue SAP CLB

FUNCTION: Education
ACTIVITY: Library

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	7,954,985	(91,161)	7,863,824	(149,162)	**7,714,662**	87,652	7,802,314
Services and Supplies	3,697,989	(466,505)	3,231,484	-	**3,231,484**	-	3,231,484
Central Computer	100,104	(27,095)	73,009	-	**73,009**	-	73,009
Other Charges	112,395	530	112,925	-	**112,925**	-	112,925
Structures & Imprvmts.	306,000	(156,000)	150,000	-	**150,000**	-	150,000
Equipment	-	-	-	-	**-**	-	-
Vehicles	32,000	(32,000)	-	-	**-**	-	-
Transfers	750,070	(229,363)	520,707	-	**520,707**	-	520,707
Total Exp Authority	12,953,543	(1,001,594)	11,951,949	(149,162)	**11,802,787**	87,652	11,890,439
Reimbursements	(423,258)	108,728	(314,530)	-	**(314,530)**	-	(314,530)
Total Appropriation	12,530,285	(892,866)	11,637,419	(149,162)	**11,488,257**	87,652	11,575,909
Revenue							
Taxes	8,250,649	-	8,250,649	-	**8,250,649**	-	8,250,649
Current Services	838,631	11,369	850,000	-	**850,000**	-	850,000
State, Fed or Gov't Aid	1,373,567	(234,966)	1,138,601	-	**1,138,601**	-	1,138,601
Other Revenue	1,309,741	(697,141)	612,600	-	**612,600**	-	612,600
Other Financing Sources	300,000	-	300,000	-	**300,000**	-	300,000
Total Revenue	12,072,588	(920,738)	11,151,850	-	**11,151,850**	-	11,151,850
Fund Balance	457,697	27,872	485,569	(149,162)	**336,407**	87,652	424,059
Budgeted Staffing	213.6	(3.4)	210.2	(3.0)	**207.2**	2.0	209.2

COUNTY LIBRARY

Base Year Adjustments

Salaries and Benefits	214,151	MOU.
	407,355	Retirement.
	12,927	Risk Management Workers' Comp.
	634,433	
Services and Supplies	(3,003)	Incremental change in EHAP.
Total Base Year Appropriation	631,430	
Revenue		
Taxes	557,799	Projected increase in property tax revenue to offset above costs.
Current Services	73,631	Projected increase in service fees revenues based on 2002-03 estimates.
Total Base Year Revenue	631,430	
Total Base Year Fund Balance	-	

Mid-Year Adjustment

Salaries & Benefits	29,000	0.6 budgeted Library Associate for new Serrano Branch, Board approved September 17, 2002.
	55,000	1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002.
	84,000	
Services & Supplies	(84,000)	Reduction to professional services to offset increased salaries & benefits.
	(318,476)	Reduction to Book Budget to offset decreased state aid per Board Item dated October 8, 2002.
	(402,476)	
Total Mid-Year Appropriation	(318,476)	
Revenue		
State, Fed or Gov't Aid	(318,476)	Reductions to state aid after final approval of state budget per Board Item dated October 8, 2002..
Total Mid-Year Revenue	(318,476)	
Total Mid-Year Fund Balance	-	

COUNTY LIBRARY

		Recommended Program Funded Adjustments
Salaries and Benefits	(91,161)	Decrease of 1.0 Librarian IV ($75,000), 1.0 Clerk II ($32,000), and a 1.4 increase in the vacancy factor ($37,000). These decreases were partially offset by step increases totally approximately $53,000.
Services and Supplies	79,757	Increase in telecommunications expenses and ISD costs.
	(429,561)	Reduction of materials budget.
	(150,000)	Decrease in PCs and non-inventoriable equipment.
	45,000	Increased reimbursement to Friends groups for video rentals.
	49,066	Increased general office expenses.
	(106,000)	Reduced budgets for the following: Professional services ($16,000), software ($35,000) Training ($13,000), Publications ($11,000), Printing ($12,000), Utilities ($9,000), and Travel ($10,000).
	49,678	Increase of COWCAP.
	32,310	Increase in advertising costs ($9,000), custodial services ($10,000) and a net increase in various other accounts ($13,310).
	(36,755)	GASB 34 acounting change (EHAP).
	(466,505)	
Central Computer	(27,095)	
Other Charges	530	Increased debt service on Infrastructure Bank loan (financed Apple Vly Library Construction).
Structures/Improvements	(156,000)	Apple Valley Library construction funds expended 2002-03.
Vehicles	(32,000)	No vehicle purchases planned in 2003-04.
Transfers	36,755	GASB 34 acounting change (EHAP).
	(16,118)	Reduction in rent due to termination of old Apple Valley Branch leased building.
	(250,000)	One-time donation used in 2002-03 to reimburse A & E for construction costs related to the Apple Valley Branch Library.
	(229,363)	
Reimbursements	3,970	Reduced reimbursements for Recorder's services & space rent.
	53,000	Projected reduction in CDBG Grant funding.
	51,758	Reduced amount from trust fund for Bloomington Library.
	108,728	
Total Appropriation	(892,866)	
Revenue		
Current Services	11,369	Increases in fines, fees and video revenues.
State, Fed or Gov't Aid	(234,966)	Projected Reductions in State Public Library fund revenues.
Other Revenue	(250,000)	One-time Apple Valley library contribution expended in 2002-03.
	11,000	Big Bear Library utility reimbursement.
	(80,000)	Reduction in E-rate reimbursement .
	(310,141)	Reduction in First Five Grant (formerly Children & Families Commission LITE Program Grant).
	(20,000)	Projected reduction in Friends of the Library donations.
	(48,000)	HSS space reimb was incorrectly listed in both 9970 (Revenue) and 5013 (Reimbursements) in 2002-03.
	(697,141)	
Total Revenue	(920,738)	
Fund Balance	27,872	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	3	(3.0)	(149,162)	(149,162)	-
Vacant Budgeted In Recruitment - Retain	40	21.3	532,580	532,580	-
Total Vacant	43	18.3	383,418	383,418	-
Recommended Restoration of Vacant Deleted	2	2.0	87,652	87,652	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment					
Librarian I	75684	(1.0)	(45,900)	(45,900)	-
Library Associate	00445	(1.0)	(41,752)	(41,752)	-
Library Program Coordinator	00429	(1.0)	(61,510)	(61,510)	-
Total Slated for Deletion		(3.0)	(149,162)	(149,162)	-
Vacant Budgeted In Recruitment - **Retain**					
Library Assistants	Various	21.3	532,580	532,580	-
Total in Recruitment Retain		21.3	532,580	532,580	-

NOTE: The Department is in the process of converting Public Service Employees to Library Assistant positions in accordance with the MOU between the County and the San Bernardino Public Employees Association.

COUNTY LIBRARY

POLICY DESCRIPTION FORM

Department/Group: County Library/ ED/PSG **Budget Code:** SAP CLB

Title: Restoration of Vacant Positions

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The vacant Librarian I position is needed for the management, operation, and programming of the department's Learning, Information, Technology, and Education (LITE) Program. This Program provides educational activities and material to the families of children ages 0 to 5. Restoration of this position would enable the department to eliminate a Public Service Employee currently overseeing this Program on an interim basis.

The department also requests approval to restore a recently-vacant Library Associate position. This position is the appropriate classification needed to manage the newly established Serrano High School Joint-Use library. The staff member currently performing these duties is in a different classification and use of the Library Associate position would maintain the integrity of the Library's staffing plan.

Lastly, County Library seeks approval to restore a vacant Library Program Coordinator to supervise the department's Collection Services/Adult Services unit. This is a management-level position directly responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications. The Library was in the process of conducting a recruitment for the position when concerns about State budget reductions prompted a delay in the recruitment. In the interim period prior to recruitment for this position, a lower-classification staff member has been performing the most essential duties of the position in return for special assignment compensation, but In order to ensure efficient operation of this unit and to relieve staff members of excessive demands, approval of this item is recommended.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 149,162	$ 149,162

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Librarian I	45,900
1.0	Library Associate	41,752
1.0	Library Program Coordinator	61,510

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 149,162	$ 149,162
REVENUE (specify source)		
Property Taxes	103,262	103,262
Grant Funds	45,900	45,900
Total:	$ 149,162	$ 149,162
LOCAL COST	$ 0	$ 0

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Library (SAP CLB)
PREPARED BY: Rick Erickson
PHONE # 387 5725

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Computer printing fee (New fee)	None	$0.10/ page, with first 10 pages no charge	$0.10/page	Cost of print cartridges and staff assistance to patrons in use of printers.	Cost of increasing use of public access printers will continue to be absorbed by Library's budget
Overdue Fines for books, audio cassettes/compact disc (adult materials)	$0.25/day/item	$0.50/day/item	$0.25	Fines last increased in 1992-93; additional revenues required to augment book budget, due to reductions in State Aid	In 2003-04 book budget will be less than 1/2 that was budgeted for 2002-03
Overdue Fines for books, audio cassettes/compact disc (children's materials)	$0.10/day/item	$0.25/day/item	$0.15	Fines last increased in 1992-93; additional revenues required to augment book budget, due to reductions in State Aid	In 2003-04 book budget will be less than 1/2 that was budgeted for 2002-03
Overdue Fines for video cassettes/DVD's	$1.00/day/item	$1.50/day/item	$0.50	Fines last increased in 1992-93; additional revenues required to augment book budget, due to reductions in State Aid	In 2003-04 book budget will be less than 1/2 that was budgeted for 2002-03

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Library (SAP CLB)
PREPARED BY: Rick Erickson
PHONE # 387 5725

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0216(b)(9) Computer printing fee	None	$0.10/page	$0.10	None	290,000	290,000	None	29,000.00	29,000.00
16.0216(a)(1)(A) Overdue fines - Adult materials	$0.25/day/item	$0.50/day/item	$0.25	900,000	720,000	(180,000)	225,000.00	360,000.00	135,000.00
16.0216(a)(1)(B) Overdue fines - Children's materials	$0.10/day/item	$0.25/day/item	$0.15	1,080,000	725,000	(355,000)	108,000.00	181,250.00	73,250.00
16.0216(a)(2) Overdue fines - Video cassettes/DVDs	$1.00/day/item	$1.50/day/item	$0.50	96,000	71,833	(24,167)	96,000.00	107,750.00	11,750.00
TOTAL THIS PAGE				2,076,000	1,806,833	(269,167)	429,000.00	678,000.00	249,000.00
GRAND TOTAL (All Page A's)									

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY MUSEUM
DIRECTOR: ROBERT MCKERNAN

	2003-04				
	Appropriation	Revenue	Local Cost	Rev Over (Under) Appr	Staffing
County Museum	3,711,941	2,099,089	1,612,852		52.5
UltraScreen Theatre	-	-		-	-
Museum Store	147,448	148,400		952	2.1
TOTAL	3,859,389	2,247,489	1,612,852	952	54.6

BUDGET UNIT: COUNTY MUSEUM (AAA CCM)

I. GENERAL PROGRAM STATEMENT

The Museum provides cultural and educational programs and activities at the main facility in Redlands and seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve preservation of collections, display of permanent and special exhibitions, and care for historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and for the scientific community. The Museum has several divisions including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science division performs short and long-term field studies involving the flora and fauna in the southwestern United States. The Geological Sciences division conducts research including geologic mapping and paleontologic assessments for excavation and mitigation of fossil specimens. The revenue received for research by these two divisions subsidizes a portion of Museum activities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,227,425	4,540,213	4,081,604	3,711,941
Total Revenue	2,319,560	3,145,487	2,602,985	2,099,089
Local Cost	2,907,865	1,394,726	1,478,619	1,612,852
Budgeted Staffing		77.7		52.5
Workload Indicators				
Total Attendance	108,909	78,900	84,945	70,000
Collected Lots, Objects, & Specimens	1,200,000	1,200,000	1,204,000	1,210,000
Research Revenue	1,836,246	2,694,200	2,041,374	1,648,500

The estimated 2002-03 revenue shortfall of $542,502 is partly attributed to a $234,657 budgeted Bureau of Reclamation contract for Southwestern Willow Flycatcher field studies that was not awarded to the County. In addition, other budgeted revenue not realized included anticipated projects for The Wildlands Conservancy of $200,000 and the Santa Ana Water Authority of $215,000. These reductions are partially offset by unanticipated research revenue from a project for Nevada Power. As a result of research work being less than expected, the Department was able to achieve a savings in salaries & benefits, services & supplies, and other expenditures totaling approximately $459,000.

The workload indicators reflect a projected decrease in Museum attendance from 2001-02 based on impacts from the declining economic conditions and reductions in the number of outside exhibits presented at the County Museum.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the defunding of 0.5 Security Officer as part of the 4% Spend Down Plan. In addition, staffing is reduced by 24.7 budgeted positions. This decrease is the result of a revenue shortfall associated with fewer research projects anticipated in 2003-04. The staffing reductions include 16.0 unclassified research positions, 5.2 education positions, 1.0 associate curator, 1.0 secretary, and 1.5 historic site managers. These staffing deletions involve the layoff of one regular status position and five non-regular status positions (unclassified positions, contract employees, and/or probationary employees). The remaining 18.7 positions to be deleted are already vacant.

PROGRAM CHANGES

The 2003-04 budget is based on a reduction in revenue previously generated through the Bureau of Reclamation's Southwestern Willow Flycatcher and Metropolitan Water District research projects. This loss of revenue has required the Department to decrease its staff by 24.7 positions, as described above.

The Museum's budget reflects a reorganization within the Education Division that will emphasize school programs, exploration station, gallery interpretation, exhibit development, and the volunteer program. Public programming and outreach will be available on a limited schedule.

Traveling exhibits presented at the County Museum in the past will be discontinued in the future, as staff shifts the focus from leased exhibits to development of special exhibits using Museum collections. Currently there is an exhibit reserved for the summer of 2003, but after that time there would be no other leased traveling exhibits. Staff would develop special exhibits in house utilizing the museum's collections.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes a $2.00 increase in admission rates to offset increased salary and operating expenses. Admission fees were established beginning July 2, 1993 to boost operating revenue for the County Museum. On July 1, 1997 the Board approved a $1.00 increase in general admission fees, with no adverse affect on attendance. Due to increased costs of doing business, and based on recent market research that supports proposed fee levels, staff now recommends a $2.00 across-the-board increase in admission rates. To avoid further staffing reductions, the Department has prepared a budget that reflects extensive reductions in services and supplies. If the Board approves this fee increase, additional revenues estimated at $122,500 would be generated annually to restore a portion of these budget cuts. Specifically, the department would use this additional revenue to reinstate critical reductions in marketing of $80,000, facilities and grounds maintenance of $32,500, and custodial services of $10,000.

The department also proposes to increase its Paleontologic record research fee by $50/hour (from $100/hour to $150/hour). The revised fee amount would be consistent with market rates and is necessary to offset the Museum's increased costs of providing this service. Additional revenue to be generated annually from this increase would be $10,000. This revenue would be used to restore budget cuts in maintenance of buildings and grounds.

Lastly, staff proposes to add language to establish a fee for custom photographic prints in order to provide this service to archive patrons. Currently, there is no provision in the fee ordinance to accommodate requests for custom and oversized prints as desired. The fee amount would be based on the market price charged by vendors providing the service. This fee would not generate any revenue for the Museum since the public will be charged only market prices with no additional overhead.

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum
FUND: General AAA CCM

FUNCTION: Cultural Services
ACTIVITY: Museums

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	2,908,979	3,240,578	262,463	-	3,503,041
Services and Supplies	1,096,223	1,257,722	(39,183)	-	1,218,539
Central Computer	36,194	34,577	(5,154)	-	29,423
Equipment	16,064	9,800	-	-	9,800
Transfers	24,716	22,536	-	-	22,536
Total Exp Authority	4,082,176	4,565,213	218,126	-	4,783,339
Reimbursements	(572)	(25,000)	-	-	(25,000)
Total Appropriation	4,081,604	4,540,213	218,126	-	4,758,339
Revenue					
Use of Money & Prop	44,733	41,200	-	-	41,200
Current Services	2,360,971	2,876,875	-	-	2,876,875
State, Fed or Gov't Aid	5,025	4,000	-	-	4,000
Other Revenue	192,256	223,412	-	-	223,412
Total Revenue	2,602,985	3,145,487	-	-	3,145,487
Operating Transfer In	-	-	-	-	-
Total Financing Sources	2,602,985	3,145,487	-	-	3,145,487
Local Cost	1,478,619	1,394,726	218,126	-	1,612,852
Budgeted Staffing		77.7	(0.5)	-	77.2

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum
FUND: General AAA CCM

FUNCTION: Cultural Services
ACTIVITY: Museums

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,503,041	(795,811)	2,707,230	-	**2,707,230**	-	2,707,230
Services and Supplies	1,218,539	(264,257)	954,282	-	**954,282**	-	954,282
Central Computer	29,423	-	29,423	-	**29,423**	-	29,423
Equipment	9,800	-	9,800	-	**9,800**	-	9,800
Transfers	22,536	13,670	36,206	-	**36,206**	-	36,206
Total Exp Authority	4,783,339	(1,046,398)	3,736,941	-	**3,736,941**	-	3,736,941
Reimbursements	(25,000)	-	(25,000)	-	**(25,000)**	-	(25,000)
Total Appropriation	4,758,339	(1,046,398)	3,711,941	-	**3,711,941**	-	3,711,941
Revenue							
Use of Money & Prop	41,200	15,350	56,550	-	**56,550**	-	56,550
Current Services	2,876,875	(999,175)	1,877,700	-	**1,877,700**	-	1,877,700
State, Fed or Gov't Aid	4,000	-	4,000	-	**4,000**	-	4,000
Other Revenue	223,412	(77,573)	145,839	-	**145,839**	-	145,839
Total Revenue	3,145,487	(1,061,398)	2,084,089	-	**2,084,089**	-	2,084,089
Operating Transfer In	-	15,000	15,000	-	**15,000**	-	15,000
Total Financing Sources	3,145,487	(1,046,398)	2,099,089	-	**2,099,089**	-	2,099,089
Local Cost	1,612,852	-	1,612,852	-	**1,612,852**	-	1,612,852
Budgeted Staffing	77.2	(24.7)	52.5		**52.5**		52.5

COUNTY MUSEUM

Base Year Adjustments

Salaries and Benefits	92,075	MOU.
	149,992	Retirement.
	28,214	Risk Management Worker's Comp.
	(7,818)	Defund vacant 0.5 Security Officer as part of the 4% Spend Down Plan.
	262,463	
Services and Supplies	11,121	Risk Management Liabilities.
	(2,333)	Incremental change in EHAP.
	(47,971)	Various services and supplies have beed decreased as part of the 4% Spend Down Plan.
	(39,183)	
Central Computer	(5,154)	
Total Appropriation	218,126	
Total Revenue	-	
Local Cost	218,126	

Recommended Program Funded Adjustments

Salaries and Benefits	(795,811)	Savings related to the reduction of 24.7 budgeted positions due to a decrease in research revenue.
Services and Supplies	(68,585)	Decrease in expenses related to reduction in research projects. Includes operating expenses, motor pool charges, rent expense, hotel stays, utilities, communication charges, and travel.
	(122,500)	Decreases in marketing, maintenance and custodial services resulting from less research revenue anticipated in 2003-04.
	(22,600)	Decrease in inventoriable equipment resulting from less research revenue anticipated in 2003-04.
	(56,000)	Decrease in operating expenses formerly allocated for Getty Grant.
	(18,460)	Decrease in operating expenses for education division, related to reorganization.
	(15,100)	Reduction in purchase of computer equipment.
	(13,089)	GASB 34 Accounting Change (EHAP).
	17,150	Increase in postage expenditures.
	10,177	Planned expenditures for AmeriCorps members throught the City of Redlands.
	24,750	Refurbishment for permanent exhibit galleries.
	(264,257)	
Transfers	13,670	GASB 34 Accounting Change (EHAP).
Total Appropriation	(1,046,398)	
Revenue		
Use of Money & Prop	15,350	Increse in use of money and property due to facility rentals and Death Valley exhibit.
	(1,008,343)	Decrease in revenue for research projects.
	(9,670)	Decrease in admissions revenue projected.
	18,838	Increase in revenue related to education programs.
	(999,175)	
Current Services	33,500	Increase in cultural resource management services and research.
	(75,000)	Getty Grant forecast reduction.
	(22,750)	SCAQMD project completed.
	(15,000)	Contribution from Museum Store reclassified to other financing sources.
	1,677	Net increase in various other revenue accounts.
Other Revenue	(77,573)	
Other Financing Sources	15,000	Contribution from Museum Store now classified in this category.
Total Revenue	(1,046,398)	
Local Cost	-	

FEE ADJUSTMENT SUMMARY

DEPARTMENT: County Museum (AAA CCM)
PREPARED BY: Claudia Crees
PHONE # 798-1679

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Custom Photography Prints	N/A	Market price, vendor's charge	Market price, vendor's charge	New provision, replaces "additional prints"	Reduced customer service
Slides - 35mm	$4.00	N/A	($4.00)	Delete unused provision	None, not in use.
Paleontologic Record Searches	$100.00	$150.00	$50.00	Necessary to be consistent with market rates.	Lost revenue opportunity
Adult Admission	$4.00	$6.00	$2.00	Increase in admission to offset increased salary and operating expenses. Incremental increase based on recent market research. Last increase 7/1/97.	Without this increase, critical reductions in marketing, facilities and grounds maintenance, and custodial services would be implemented.
Senior Admission	$3.00	$5.00	$2.00	Same as above.	Same as above.
Military Admission	$3.00	$5.00	$2.00	Same as above.	Same as above.
Student Admission	$3.00	$5.00	$2.00	Same as above.	Same as above.
Child Admission	$2.00	$4.00	$2.00	Same as above.	Same as above.
School Group Admission	$1.00	$3.00	$2.00	Same as above.	Same as above.
Chaperone Admission	$2.50	$4.50	$2.00	Same as above.	Same as above.
Annual Museum Family Pass	$35.00	$45.00	$10.00	Align with proposed change in admission fees.	Single admission rates would apply.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: County Museum (AAA CCM)
PREPARED BY: Claudia Crees
PHONE # 798-1679

PAGE A - FEE ADJUSTMENT CALCULATION

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0218 (k) (4) Printing of Historic Photographs	N/A	Market Price	$0.00	0	0	0	$0.00	$0.00	$0.00
16.0218 (k) (6) Slides - 35mm	$4.00	N/A	($4.00)	0	0	0	$0.00	$0.00	$0.00
16.0218 (a) (5) (A) Paleontologic record research	$100.00	$150.00	$50.00	200	200	0	$20,000.00	$30,000.00	$10,000.00
16.0218 (l) (1) Museum Admission	$4.00	$6.00	$2.00	14,484	19,475	4,991	$57,936.00	$116,850.00	$58,914.00
16.0218 (l) (2) Museum Admission	$3.00	$5.00	$2.00	3,611	4,517	906	$10,833.00	$22,585.00	$11,752.00
16.0218 (l) (3) Museum Admission	$3.00	$5.00	$2.00	276	276	0	$828.00	$1,380.00	$552.00
16.0218 (l) (4) Museum Admission	$3.00	$5.00	$2.00	2,400	2,259	(141)	$7,200.00	$11,295.00	$4,095.00
16.0218 (l) (5) Museum Admission	$2.00	$4.00	$2.00	6,977	6,763	(214)	$13,954.00	$27,052.00	$13,098.00
16.0218 (l) (6) Museum Admission	$1.00	$3.00	$2.00	20,961	16,768	(4,193)	$20,961.00	$50,304.00	$29,343.00
	$2.50	$4.50	$2.00	4,315	3,452	(863)	$10,787.50	$15,534.00	$4,746.50
16.0218 (l) (11) Museum Admission	$35.00	$45.00	$10.00	0	0	0	$0.00	$0.00	$0.00
TOTAL THIS PAGE			$70.00			486			$132,500.50
GRAND TOTAL (All Page A's)			$70.00			486			$132,500.50

BUDGET UNIT: ULTRASCREEN THEATRE (EML CCR)

I. GENERAL PROGRAM STATEMENT

The UltraScreen Theatre, which was the county's large screen facility located at the Ontario Mills Mall, was sold to the Ontario Mills Corporation in December of 1999. Also, the debt the county incurred to finance the Theatre was retired in November of 2000. However, this budget unit remained active to account for the cost of storing the projection equipment. The county sold the equipment in July 2002; consequently, this budget unit has now been closed out.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	6,062	4,000	2,340	-
Total Revenue	23,593	7,000	121,400	-
Revenue Over(Under) Exp	17,531	3,000	119,060	-

The 2002-03 estimated revenues exceed budget by $114,400 due to proceeds in the amount of $112,000 from sale of the Theatre's projection equipment.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum - Ultra Screen Theatre
FUND: Enterprise EML CCR

FUNCTION: Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services & Supplies	2,340	4,000	-	-	4,000
Depreciation	-	-	-	-	-
Total Operating Expense	2,340	4,000	-	-	4,000
Revenue					
Use of Money & Prop	9,400	7,000	-	-	7,000
Other Revenue	112,000	-	-	-	-
Total Revenue	121,400	7,000	-	-	7,000
Revenue Over/(Under) Exp	119,060	3,000	-	-	3,000

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum - Ultra Screen Theatre
FUND: Enterprise EML CCR

FUNCTION: Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services & Supplies	4,000	(4,000)	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-
Total Operating Expense	4,000	(4,000)	-	-	-	-	-
Revenue							
Use of Money & Prop	7,000	(7,000)	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Total Revenue	7,000	(7,000)	-	-	-	-	-
Revenue Over(Under) Exp	3,000	(3,000)	-	-	-	-	-

Recommended Program Funded Adjustments

Services and Supplies	(4,000)	Close out budget unit.
Total Operating Expense	(4,000)	
Revenue	(7,000)	Close out budget unit.
Revenue Over(Under) Exp	(3,000)	

BUDGET UNIT: MUSEUM STORE (EMM CCR)

I. GENERAL PROGRAM STATEMENT

The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The Store is considered an integral part of the visitor experience and provides many items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs. The store supports Museum operations and makes an annual financial contribution to the Museum.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	217,085	154,789	162,722	147,448
Total Revenue	225,740	159,000	167,751	148,400
Revenue Over(Under) Exp	8,655	4,211	5,029	952
Budgeted Staffing		2.3		2.1
Workload Indicators				
Purchases for resale	96,213	55,000	65,133	46,380
Taxable sales	194,165	159,000	167,751	148,400

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The store is decreasing 0.2 budgeted staff to reflect minimum staffing levels that correlate to an anticipated decrease in sales based on projected attendance for 2003-04.

PROGRAM CHANGES

Changes in programming, with a shift away from traveling exhibits toward the development of in-house special exhibits, along with the declining economy, will result in an estimated decrease in attendance and related decrease in taxable sales.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum - Museum Store
FUND: Enterprise EMM CCR

FUNCTION: Cultural Services
ACTIVITY: Cultural Services

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries & Benefits	82,589	80,262	6,929	-	87,191
Services & Supplies	65,133	69,527	(6,929)	-	62,598
Other Charges	15,000	5,000	-	-	5,000
Transfers	-	-	-	-	-
Total Operating Expense	162,722	154,789	-	-	154,789
Revenue					
Other Revenue	167,751	159,000	-	-	159,000
Total Revenue	167,751	159,000	-	-	159,000
Revenue Over/(Under) Exp	5,029	4,211	-	-	4,211
Budgeted Staffing		2.3		-	2.3

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum - Museum Store
FUND: Enterprise EMM CCR

FUNCTION: Cultural Services
ACTIVITY: Cultural Services

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries & Benefits	87,191	(1,521)	85,670	-	**85,670**	-	85,670
Services & Supplies	62,598	(16,218)	46,380	-	**46,380**	-	46,380
Other Charges	5,000	(5,000)	-	-	**-**	-	-
Transfers	-	15,398	15,398	-	**15,398**	-	15,398
Total Operating Expense	154,789	(7,341)	147,448	-	**147,448**	-	147,448
Revenue							
Other Revenue	159,000	(10,600)	148,400	-	148,400	-	148,400
Total Revenue	159,000	(10,600)	148,400	-	**148,400**	-	148,400
Revenue Over/(Under) Exp	4,211	(3,259)	952	-	**952**	-	952
Budgeted Staffing	2.3	(0.2)	2.1	-	**2.1**	-	2.1

Base Year Adjustments

Salaries and Benefits	2,328	MOU.
	4,493	Retirement.
	108	Risk Management Worker's Comp.
	6,929	
Services and Supplies	(6,929)	Reduction necessary to offset increased salaries and benefits costs.
Subtotal Base Year Operating Expense	-	
Subtotal Base Year Revenue	-	
Subtotal Base Year Rev Over/(Under)	-	

COUNTY MUSEUM

Recommended Program Funded Adjustments

Salaries and Benefits	(1,521)	Savings related to the reduction of 0.2 budgeted position due to a decrease in sales.
Services and Supplies	(15,000)	Decrease in purchase for resale.
	(1,200)	Decrease in printing expenditures.
	(18)	Net decrease in various expense accounts.
	(16,218)	
Other Charges	(5,000)	Museum contribution for 2002-03 is reclassified to transfers.
Transfers	15,398	EHAP Charges ($398); reclassification of Museum contribution from other charges ($5,000) plus increase in contribution to Museum ($10,000).
Total Operating Expense	(7,341)	
Total Revenue	(10,600)	Decrease in taxable sales due to programming changes.
Revenue Over/(Under) Exp	(3,259)	

OVERVIEW OF BUDGET

DEPARTMENT: ECONOMIC AND COMMUNITY DEVELOPMENT
DIRECTOR: THOMAS R. LAURIN

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
ECD Consolidated	66,916,771	45,630,828		21,285,943	61.0
Economic Promotion	780,751	-	780,751		2.0
Small Business Dev	200,107	40,000	160,107		4.0
TOTAL	67,897,629	45,670,828	940,858	21,285,943	67.0

BUDGET UNIT: ECONOMIC AND COMMUNITY DEVELOPMENT CONSOLIDATED (SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

I. GENERAL PROGRAM STATEMENT

Economic and Community Development is responsible for applying for and administering federal, state, and local grant funds allocated to the County of San Bernardino for housing, economic, and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), Home Investment Partnership Grant (HOME), the Neighborhood Initiative Grant (NI), and the Economic Development Initiative Program (EDI) Grant.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	23,021,281	56,888,676	25,778,338	66,916,771
Total Revenue	27,223,213	41,540,670	31,716,275	45,630,828
Fund Balance		15,348,006		21,285,943
Budgeted Staffing		61.0		61.0

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. Most of ECD's revenue is from federally funded grants that are for longer than one year, thus revenue is under realized for each individual fiscal year, but totally realized over the period of the grants. The unexpended and unrealized amounts in 2002-03 have been carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

This budget remains at 61.0 budgeted staffing. An ECD Analyst II 1.0 budgeted staffing has been added to handle the additional workload due to the increase in funding and subsequent increase in Community Development Block Grant projects, this increase is offset by the deletion of 1.0 Educational Specialist due to workload reduction in the HOME section.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 3.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	2.0	Retain
Total Vacant	3.0	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore the department's request of 1.0 vacant Clerk II position for the HOME program. This restoration is being recommended because this position is needed to process HOME loan applications and is funded by federal HOME program funds.

CAO Rec	Policy Item	Program	Budgeted Staff	Program Description
x	1	HOME Program	1.0 $32,002 Revenue Supported	The HOME Program uses federal grant funds to assist first time home buyers, offer rental assistance, acquire and rehabilitate or construct housing for low to moderate income families. The Clerk II process Home Ownership Assistance Program requests.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Service
DEPARTMENT: Economic and Community Development
FUND: Consolidated Special Revenue
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,277,071	3,530,594	298,187	-	3,828,781
Services and Supplies	970,013	1,564,483	10,354	-	1,574,837
Grants/Direct Projects	19,101,878	48,281,576	-	-	48,281,576
Central Computer	29,854	51,187	(16,938)	-	34,249
Transfers	3,971,394	4,235,923	-	-	4,235,923
Total Exp Authority	27,350,210	57,663,763	291,603	-	57,955,366
Reimbursements	(1,695,120)	(3,436,155)	-	-	(3,436,155)
Total Appropriation	25,655,090	54,227,608	291,603	-	54,519,211
Operating Transfer Out	123,248	2,661,068	-	-	2,661,068
Total Requirements	25,778,338	56,888,676	291,603	-	57,180,279
Revenue					
Fines & Forfeitures	1,107	1,500	-	-	1,500
Taxes	12,498	31,983	-	-	31,983
Use of Money & Prop	798,050	629,099	-	-	629,099
State, Fed or Gov't Aid	19,300,515	33,586,270	291,603	-	33,877,873
Other Revenue	11,604,105	7,291,818	-	-	7,291,818
Total Revenue	31,716,275	41,540,670	291,603	-	41,832,273
Fund Balance		15,348,006	-	-	15,348,006
Budgeted Staffing		61.0	-	-	61.0

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development
FUND: Consolidated Special Revenue
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE
SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,828,781	69,281	3,898,062	(32,002)	**3,866,060**	32,002	3,898,062
Services and Supplies	1,574,837	891,505	2,466,342	-	**2,466,342**	-	2,466,342
Grants/Direct Projects	48,281,576	8,346,844	56,628,420	-	**56,628,420**	-	56,628,420
Central Computer	34,249	-	34,249	-	**34,249**	-	34,249
Transfers	4,235,923	1,717,034	5,952,957	-	**5,952,957**	-	5,952,957
Total Exp Authority	57,955,366	11,024,664	68,980,030	(32,002)	**68,948,028**	32,002	68,980,030
Reimbursements	(3,436,155)	1,160,588	(2,275,567)	-	**(2,275,567)**	-	(2,275,567)
Total Appropriation	54,519,211	12,185,252	66,704,463	(32,002)	**66,672,461**	32,002	66,704,463
Operating Transfer Out	2,661,068	(2,448,760)	212,308	-	**212,308**	-	212,308
Total Requirements	57,180,279	9,736,492	66,916,771	(32,002)	**66,884,769**	32,002	66,916,771
Revenue							
Fines & Forfeitures	1,500	-	1,500	-	**1,500**	-	1,500
Taxes	31,983	(31,983)	-	-	**-**	-	-
Use of Money & Prop	629,099	207,501	836,600	-	**836,600**	-	836,600
State, Fed or Gov't Aid	33,877,873	1,516,710	35,394,583	(32,002)	**35,362,581**	32,002	35,394,583
Other Revenue	7,291,818	2,106,327	9,398,145	-	**9,398,145**	-	9,398,145
Total Revenue	41,832,273	3,798,555	45,630,828	(32,002)	**45,598,826**	32,002	45,630,828
Fund Balance	15,348,006	5,937,937	21,285,943	-	**21,285,943**	-	21,285,943
Budgeted Staffing	61.0	-	61.0	(1.0)	**60.0**	1.0	61.0

		Base Year Adjustments
Salaries and Benefits	189,936	Retirement.
	108,251	MOU.
	298,187	
Services and Supplies	11,115	Risk Management Liabilities.
	(761)	Incremental Change in EHAP.
	10,354	
Central Computer	(16,938)	
Total Appropriation	291,603	
Total Revenue	291,603	Increase in revenue to cover base year adjustments.
Fund Balance	-	

ECONOMIC AND COMMUNITY DEVELOPMENT

Recommended Program Funded Adjustments

Salaries and Benefits	69,281	Increase due to step increases and benefit changes.
Services and Supplies	46,080	Increase in ISD charges.
	(22,078)	Decrease in communication charges.
	256,116	Increase due to settlement payoff (SDJ).
	141,412	Increase in COWCAP charges.
	146,000	Increase for providing additional services due to increased funding (SBA).
	256,116	Increase in fund balance due to High Country Density Housing Settlements (SDJ).
	75,000	Increase in micro loan program professional services due to expense hsitory (SBW).
	(10,576)	GASB 34 Accounting Change (EHAP).
	3,435	Increase in miscellaneous costs.
	891,505	
Grants/Direct Projects	230,522	Increase for providing additional services due to increased funding (SDK).
	(140,433)	Decrease in HOME Program projects due to fund limit (SAS).
	(94,172)	Decrease in Section 108 program projects (SBE).
	742,267	Increase in business expansion loans (SBR).
	6,216,532	Increase in Neighborhood Initiative Program (NIP) grant expenditures for acquisition and rehab of homes (SAR).
	867,384	Increase in small business revolving loans (SBW)
	2,212,755	Increase in CDBG projects due to grant increase and fund reallocations from SBT (SBA).
	(1,632,552)	Decrease in acquisition and rehab loans due to fund allocation trans. (SBT).
	(77,000)	Decrease in Economic Development Initiative (EDI) grant projects due to current year expenditure history (SCS).
	21,541	Increase in miscellaneous costs.
	8,346,844	
Transfers	1,706,458	Moved from operating transfers due to accounting change of object codes.
	10,576	GASB 34 Accounting Change (EHAP).
	1,717,034	
Operating Transfers	(1,706,458)	Moved to transfers due to accounting changes of object codes.
	(742,302)	Decrease in costs allocated to ECD programs.
	(2,448,760)	
Reimbursements	950,636	Reduction of reimbursement for salaries allocated to ECD programs based on actuals.
	209,952	Reduction of reimbursement for services and supplies allocated to ECD programs and county departments based on actuals.
	1,160,588	
Total Appropriation	9,736,492	
Revenue		
Taxes	(31,983)	Reduction of special assessment tax receipts for current and prior years.
Use of Money & Prop	207,501	Increase interest from business expansion loans and Section 108 loans (SBR, SBE).
State, Fed or Gov't Aid	1,705,000	Increase in funds from CDBG (SBA).
	(1,133,058)	Decrease in HOME funds (SAS).
	820,313	Increase in CDBG administration funding based on actuals (SAU).
	964,802	Increase in miscellaneous project funding.
	(40,347)	Decraase in miscellaneous revenues.
	(800,000)	Decrease in available revolving loan funds (SAV).
	1,516,710	
Other Revenue	1,000,000	Increase in NIP revenue from sales of HUD houses (SAR).
	275,000	Increase in revenue based upon actuals (SBW).
	300,000	Increase in CDBG revolving loans revenue (SAV).
	160,000	Increase in CDBG project income (SBA).
	250,000	Increase in CDBG revenue (SAU).
	100,000	Increase in CDBG housing acquisition revenue (SBT).
	21,327	Increase in miscellaneous revenues.
	2,106,327	
Total Revenue	3,798,555	
Fund Balance	5,937,937	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,002	32,002	-
Vacant Budgeted In Recruitment - Retain	2	2.0	110,581	110,581	-
Total Vacant	3	3.0	142,583	142,583	-
Recommended Restoration of Vacant Deleted	1	1.0	32,002	32,002	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
Clerk II	7434	(1.0)	(32,002)	(32,002)	-
Subtotal Recommended - **Retain**		(1.0)	(32,002)	(32,002)	-
Total Slated for Deletion		(1.0)	(32,002)	(32,002)	-
Vacant Budgeted In Recruitment - **Retain**					
Real Estate Specialist	8202	1.0	51,663	51,663	-
ECD Analyst II	LY301118	1.0	58,918	58,918	-
Total in Recruitment Retain		2.0	110,581	110,581	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemer
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

ECONOMIC AND COMMUNITY DEVELOPMENT

POLICY DESCRIPTION FORM

Department/Group: Economic & Community Dev/ED/PSG **Budget Code:** SAU ECD
Title: Restoration of Vacant Position

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This position is necessary due to the increase in HOME (Home Investment Partnerships Act) funds over the next three years. This position will process Homeownership Assistance Program (HAP) requests, and with the increase in HOME funding HAP loans will increase. This position will allow the timely processing of the requests and all necessary documents that need to be processed for the HOME Program and handle the increased workload due to additional funding. This position is fully funded by federal HOME funds.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 32,002	$ 34,000

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk II	32,002

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 32,002	$ 34,000
REVENUE (specify source)		
Federal HOME Program funds	32,002	34,000
Total:	$ 32,002	$ 34,000
LOCAL COST	$ 0	$ 0

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Economic & Community Development
PREPARED BY: Thomas Anderson
PHONE # 388-0843

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0210 (d) Industrial Directory	$50.00	$0.00	($50.00)	The data in the directories is over 3 years old and out of date. No new industrial directory is being developed at this time.	No budgetary impact.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Economic & Community Development — Economic & Community Developme
PREPARED BY: Thomas Anderson — Thomas Anderson
PHONE # 388-0843

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0210 (d) Industrial Directory	$50.00	$0.00	($50.00)	0	0	0	$0.00		$0.00
TOTAL THIS PAGE			($50.00)			0			$0.00
GRAND TOTAL (All Page A's)			($50.00)			0			$0.00

BUDGET UNIT: ECONOMIC PROMOTION (AAA ECD)

I. GENERAL PROGRAM STATEMENT

The Department of Economic and Community Development administers an economic promotion program, which includes distribution of Transient Occupancy Tax funds for marketing and promotional activities within the county, administers the Agua Mansa Enterprise Zone, manages sponsorships of regional economic councils and helps support the Quad State Joint Powers Authority.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,662,168	926,263	919,146	780,751
Total Revenue	845,164	68,000	67,773	-
Local Cost	817,004	858,263	851,373	780,751
Budgeted Staffing		2.0		2.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENT

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Eliminate $50.00 fee for Industrial Directory. Directory is over three years old and out of date.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development - Promotion
FUND: General AAA ECD

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	151,569	153,272	13,316	-	166,588
Services and Supplies	912,042	640,691	(51,138)	-	589,553
Transfers	132,300	132,300	(39,690)	-	92,610
Total Exp Authority	1,195,911	926,263	(77,512)	-	848,751
Reimbursements	(276,765)	-	-	-	-
Total Appropriation	919,146	926,263	(77,512)	-	848,751
Revenue					
State, Fed or Gov't Aid	67,773	68,000	-	-	68,000
Total Revenue	67,773	68,000	-	-	68,000
Local Cost	851,373	858,263	(77,512)	-	780,751
Budgeted Staffing		2.0			2.0

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development - Promotion
FUND: General AAA ECD

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	166,588	(1,235)	165,353	-	**165,353**	-	165,353
Services and Supplies	589,553	(67,112)	522,441	-	**522,441**	-	522,441
Transfers	92,610	347	92,957	-	**92,957**	-	92,957
Total Expen Authority	848,751	(68,000)	780,751	-	**780,751**	-	780,751
Reimbursements	-	-	-	-	**-**	-	-
Total Oper Expense	848,751	(68,000)	780,751	-	**780,751**	-	780,751
Revenue							
State, Fed or Gov't Aid	68,000	(68,000)	-	-	**-**	-	-
Total Revenue	68,000	(68,000)	-	-	**-**	-	-
Local Cost	780,751	-	780,751	-	**780,751**	-	780,751
Budgeted Staffing	2.0		2.0		**2.0**		2.0

ECONOMIC AND COMMUNITY DEVELOPMENT

Base Year Adjustments

Salaries and Benefits	4,425	MOU.
	8,679	Retirement.
	212	Risk Management Worker's Comp.
	13,316	
Services and Supplies	(22)	Risk Management Liabilities.
	(2,241)	Reduction in CEDS part of approved 30% cost reduction plan.
	(14,500)	Reduction in special dept. expense, part of approved 30% cost reduction plan.
	(44)	Incremental Change in EHAP.
	(34,331)	4% Spend Down Plan.
	(51,138)	
Transfers	(39,690)	Reduction in ED/PSG Admin cost, part of 30% Cost Reduction Plan.
Base Year Appropriation	(77,512)	
Base Year Revenue	-	
Base Year Local Cost	(77,512)	

Recommended Program Funded Adjustments

Salaries & Benefits	(1,235)	Decrease due to employee opting out of health benefits.
Services and Supplies	(27,312)	Decrease in Travel and Mileage due to loss of revenue.
	(5,100)	Reduction in Special Dept. Expense due to loss of revenue.
	(16,600)	Reduction in Communication charges due to loss of revenue.
	(17,753)	Reduction of other Misc. Supplies due to loss of revenue.
	(347)	GASB 34 Accounting Change (EHAP).
	(67,112)	
Transfers	347	GASB 34 Accounting Change (EHAP).
Total Appropriation	(68,000)	
Revenue	(68,000)	Not receiving state grant in 2003-04.
Total Revenue	(68,000)	
Local Cost	-	

BUDGET UNIT: SMALL BUSINESS DEVELOPMENT (AAA SBD)

I. GENERAL PROGRAM STATEMENT

The Office of Small Business Development (OSBD) promotes training and education programs through countywide seminars and workshops it sponsors. These workshops focus on contracting and purchasing opportunities available to small business owners in the county. It also maintains a directory of local small business vendors available to the 42 county departments and prime contractors, assuring consideration and access to ongoing bid requests and contracts throughout the county. In addition to these duties, OSBD assists in the validation of U.S. Department of Transportation Disadvantaged Business Enterprises (DBE) requirements for the county.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	304,529	228,956	225,257	200,107
Total Revenue	118,951	40,000	40,000	40,000
Local Cost	185,578	188,956	185,257	160,107
Budgeted Staffing		4.0		4.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development - Small Business
FUND: Gneeral AAA SBD

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	299,310	302,393	24,887	-	327,280
Services and Supplies	66,335	63,033	(17,783)	-	45,250
Central Computer	130	130	2,307	-	2,437
Transfers	-	-	-	-	-
Total Exp Authority	365,775	365,556	9,411	-	374,967
Reimbursements	(140,518)	(136,600)	(38,260)	-	(174,860)
Total Appropriation	225,257	228,956	(28,849)	-	200,107
Revenue					
State, Fed or Gov't Aid	40,000	40,000	-	-	40,000
Total Revenue	40,000	40,000	-	-	40,000
Local Cost	185,257	188,956	(28,849)	-	160,107
Budgeted Staffing		4.0			4.0

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development - Small Business
FUND: General AAA SBD

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	327,280	(4,957)	322,323	-	**322,323**	-	322,323
Services and Supplies	45,250	4,154	49,404	-	**49,404**	-	49,404
Central Computer	2,437	-	2,437	-	**2,437**	-	2,437
Transfers	-	22,803	22,803	-	**22,803**	-	22,803
Total Expen Authority	374,967	22,000	396,967	-	**396,967**	-	396,967
Reimbursements	(174,860)	(22,000)	(196,860)	-	**(196,860)**	-	(196,860)
Total Appropriation	200,107	-	200,107	-	**200,107**	-	200,107
Revenue							
State, Fed or Gov't Aid	40,000	-	40,000	-	**40,000**	-	40,000
Total Revenue	40,000	-	40,000	-	**40,000**	-	40,000
Local Cost	160,107	-	160,107	-	**160,107**	-	160,107
Budgeted Staffing	4.0		4.0		**4.0**		4.0

ECONOMIC AND COMMUNITY DEVELOPMENT

Base Year Adjustments

Salaries and Benefits	8,390	MOU.
	16,108	Retirement.
	389	Risk Management Worker's Comp.
	24,887	
Services and Supplies	(520)	Risk Management Liabilities.
	(284)	Incremental Change in EHAP.
	(9,421)	Part of approved 30% cost reduction plan.
	(7,558)	4% spend down plan.
	(17,783)	
Central Computer	2,307	
Transfers	-	
Reimbursements	(38,260)	Increase in CDBG approved projects (as part of 30% cost reduction plan).
	(38,260)	
Base Year Appropriation	(28,849)	
Base Year Revenue	-	
Base Year Local Cost	(28,849)	

Recommended Program Funded Adjustments

Salaries & Benefits	(4,957)	Decrease due to rate change in budgeted position.
Services and Supplies	(693)	GASB 34 Accounting Change (EHAP).
	4,847	Increase in various Services and Supplies.
	4,154	
Transfers	22,110	Rent charge from JESD.
	693	GASB 34 Accounting Change (EHAP).
	22,803	
Reimbursements	(7,000)	Increase in reimbursement from Airports for DBE.
	(15,000)	Increase in reimbursement from Transportation Dept. for DBE.
	(22,000)	
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

OVERVIEW OF BUDGET

DEPARTMENT: JOBS AND EMPLOYMENT SERVICES
DIRECTOR: BARBARA HALSEY, INTERIM DIRECTOR
BUDGET UNIT: SAC JOB

I. GENERAL PROGRAM STATEMENT

In 2002-03 the Jobs and Employment Services Department (JESD) was responsible for administration and operation of employment programs funded through the Workforce Investment Act Program (WIA) and the CalWORKs – Employment Services Program. The department receives funding from the Department of Labor (DOL) for programs operated under the WIA, and from the County's Human Service System (HSS) for the provision of services under the CalWORKS Program. On March 11, 2003, the Board Of Supervisors approved a structural reorganization of JESD with the transition of the CalWORKs Division from JESD into the Transitional Assistance Department (TAD). Also approved as part of the transition, the Board also approved a Memorandum of Understanding between HSS and JESD, providing reimbursement of staffing costs to JESD for staff performing Job Development and Job Placement functions in support of the CalWORKS Program. This action was effective February 25, 2003. This mid-year change is reflected in Column D of the "Analysis of 2003-04 Budget".

There are three primary funding streams under the Workforce Investment Act: Title I Adult funding, Dislocated Worker funding, and Youth Services funding. The primary mission of the Workforce Investment Act is to enhance the employment opportunities available for county residents by providing universal access to career/employment information, vocational skills training to increase the employability of customers, and placement services. All programs funded under this DOL funding source are performance based programs with specific goals related to the number of individuals assisted, placed, and retained in employment, as well as the amount of earnings gain achieved by customers completing training programs and obtaining employment.

All programs operated under the WIA are subject to the administrative oversight of the Workforce Investment Board. This Board consists of representatives from the Public and Private sector who have been appointed to serve by the Board of Supervisors. Programs implemented with WIA funding are carried out under contractual agreements with public/private schools, community-based organizations, and other government agencies.

WIA Services are made available to the public at 10 locations throughout San Bernardino County. The 10 locations make up the San Bernardino County One-Stop System. The JESD One-Stop Offices are known as the Employment Resource Centers (ERC's) of San Bernardino County. Four full service ERC's are located in Ontario, Victorville, Redlands, and San Bernardino. Satellite Centers are located in Hesperia, Fontana, Yucca Valley (Copper Mountain College), and San Bernardino Valley College. Administrative offices and an Employment Center are located in Colton, and the final site is a Business Resource Center located in Hesperia.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02		Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	21,271,610		20,697,693	19,466,114	17,020,579
Total Revenue	22,485,644		20,678,428	19,485,379	16,982,049
Fund Balance			19,265		38,530
Budgeted Staffing			133.0		141.0
Workload Indicators					
General Public*	27,035		26,439	25,539	28,093
Customers Receiving Services	6,523		5,561	5,372	4,566
Number of Participants Served	33,558	**	32,000	30,911	32,659

* Self service customers seeking available employment information.

** Corrected

The 2003-04 budgeted number of Customers Receiving Services is projected to decrease due to the decrease in funding levels.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Mid-year staffing changes show a net increase of 28.0 budgeted positions as a result of the structural reorganization of JESD.

Recommended program funded staffing changes show a net reduction of 20.0 budgeted positions. As part of the reorganization process and the development of the 2003-04 budget, JESD evaluated every position in its department. The result of this evaluation is the recommendation to delete 22.0 budgeted positions that were no longer needed and add 1.0 budgeted position for a long term contract employee assigned to the Workforce Investment Board that has not previously been budgeted. In addition, 1.0 Staff Analyst II budgeted position transferred from ED/PSG to assist with administering of WIA programs.

PROGRAM CHANGES

None.

OTHER CHANGES

Funding Decreases: As a result of federal and state budgetary constraints 2002-03 funding was decreased by 1.2 million dollars. These constraints are anticipated to continue into 2003-04 and have a greater effect on funding. Therefore, for 2003-04 funding is projected to decrease approximately 4.2 million dollars.

IV. VACANT POSITION IMPACT

The department had a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total Vacant	1.0	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant Employment Services Manager position for JESD. This restoration is being recommended because this position is necessary for the Job Development and Job Placement programs, and is fully funded by Federal Workforce Investment Act funds. In addition, this position was vacant due to a temporary assignment.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	JESD-Job Placement and Job Development	1.0 $66,497 Revenue Supported	The Employment Services Manager enhances the employment opportunities available by providing information, vocational skill training, and placement services.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Jobs and Employment Services
FUND: Special Revenue SAC JOB

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	5,241,550	6,150,063	521,014	1,496,036	8,167,113
Services and Supplies	1,671,608	1,489,604	3,897	178,375	1,671,876
Central Computer	94,676	79,873	(10,141)	-	69,732
Other Charges	11,359,444	11,222,177	-	150,000	11,372,177
Equipment	26,274	30,000	-	-	30,000
Transfers	1,653,160	1,850,842	-	-	1,850,842
Total Exp Authority	20,046,712	20,822,559	514,770	1,824,411	23,161,740
Reimbursements	(580,598)	(124,866)	-	(2,000,000)	(2,124,866)
Total Appropriation	19,466,114	20,697,693	514,770	(175,589)	21,036,874
Revenue					
State, Fed or Gov't Aid	19,485,379	20,678,428	514,770	(175,589)	21,017,609
Other	-	-	-	-	-
Total Revenue	19,485,379	20,678,428	514,770	(175,589)	21,017,609
Fund Balance		19,265	-	-	19,265
Budgeted Staffing		133.0	-	28.0	161.0

GROUP: Economic Development/Public Services
DEPARTMENT: Jobs and Employment Services
FUND: Special Revenue SAC JOB

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	8,167,113	(887,838)	7,279,275	(66,497)	**7,212,778**	66,497	7,279,275
Services and Supplies	1,671,876	(83,591)	1,588,285	-	**1,588,285**	-	1,588,285
Central Computer	69,732	38,888	108,620	-	**108,620**	-	108,620
Other Charges	11,372,177	(3,409,836)	7,962,341	-	**7,962,341**	-	7,962,341
Equipment	30,000	-	30,000	-	**30,000**	-	30,000
Transfers	1,850,842	368,022	2,218,864	-	**2,218,864**	-	2,218,864
Total Exp Authority	23,161,740	(3,974,355)	19,187,385	(66,497)	**19,120,888**	66,497	19,187,385
Reimbursements	(2,124,866)	(41,940)	(2,166,806)	-	**(2,166,806)**	-	(2,166,806)
Total Appropriation	21,036,874	(4,016,295)	17,020,579	(66,497)	**16,954,082**	66,497	17,020,579
Revenue							
State, Fed or Gov't Aid	21,017,069	(4,197,020)	16,820,049	(66,497)	**16,753,552**	66,497	16,820,049
Other	-	162,000	162,000	-	**162,000**	-	162,000
Total Revenue	21,017,069	(4,035,020)	16,982,049	(66,497)	**16,915,552**	66,497	16,982,049
Fund Balance	19,805	18,725	38,530	-	**38,530**	-	38,530
Budgeted Staffing	161.0	(20.0)	141.0	(1.0)	**140.0**	1.0	141.0

Base Year Adjustments

Salaries and Benefits	186,342	MOU.
	328,976	Retirement.
	5,696	Risk Management Workers Comp.
	521,014	
Services & Supplies	14,656	Risk Management Liabilities.
	(10,759)	Incremental Change in EHAP.
	3,897	
Central Computer	(10,141)	
Total Base Year Appropriation	514,770	
Revenue		
State, Fed or Gov't Aid	514,770	Reimbursements from the state to cover base year adjustments.
Total Base Year Revenue	514,770	
Total Base Year Fund Balance	-	

Mid-Year Adjustments

Salaries and Benefits	1,671,625	Increase 30.0 budgeted staff to service MOU requirements between JESD and TAD approved by BOS on March 11, 2003. Positions include 28.0 Employment Services Specialists and 2.0 Supervising Employment Services Specialists I.
	(175,589)	Net decrease of 2.0 positions that were blended between WIA and CalWORKs duties that transferred to TAD as a result of the action taken by the BOS on March 11, 2003 to transition the CalWORKs Division of JESD to TAD.
	1,496,036	
Services and Supplies	178,375	Increase in services and supplies to cover costs of TAD MOU.
Other Charges	150,000	On-The-Job Training for CalWORKs clients per TAD MOU.
Reimbursements	(2,000,000)	Reimbursements from TAD per MOU for salaries and administrative costs.
Total Mid-Year Appropriation	(175,589)	
Revenue		
State, Fed or Gov't Aid	(175,589)	Decrease in revenue related to a net decrease of 2.0 positions transferred to CALWORKS.
Total Mid-Year Revenue	(175,589)	
Total Mid-Year Fund Balance	-	

Recommended Program Funded Adjustments

Salaries and Benefits	58,920	Increase 1.0 Staff Analyst II position transferred from ED/PSG to assist management with MIS operations and federal customer reporting requirements for WIA.
	44,847	Increase 1.0 contract position for the Workforce Investment Board.
	(991,605)	Decrease a total of 22.0 positions (10.0 budgeted positions and 4.0 PSE positions used in the former JTPA Program, and 8.0 other vacant unbudgeted positions).
	(887,838)	
Services & Supplies	330,000	Panels, desks, phones, and other furniture for Rancho One-Stop opening.
	25,000	Additional training needed to update staff on WIA regulations and procedures to improve service to customers.
	57,040	Increase in utility costs.
	(2,873)	Projected decrease in publications.
	(47,464)	Projected decrease in purchase of non-inventoriable equipment.
	(33,816)	GASB 34 Accounting Change (EHAP).
	(50,400)	Estimated decrease in general office expense.
	(44,957)	Estimated decrease in charges for courier & printing fees.
	(20,118)	Decrease in COWCAP charges
	(101,193)	Estimated decrease in ISD fees.
	(30,700)	Projected decrease in other professional and specialized services charges.
	(164,110)	Decrease in misc services and supplies due to decrease in WIA funding.
	(83,591)	
Central Computer	38,888	
Other Charges	(3,409,836)	Decrease projected in participant services due to anticipated decrease in WIA funding.
Transfers	61,963	Increase in rent charges for Redlands One-Stop location.
	506,879	Rent charges for Rancho One-Stop and new Victorville One-Stop/Hesperia Resource Center.
	55,990	Increase in rents & leases for other locations.
	23,057	GASB 34 Accounting Change (EHAP).
	(199,663)	Decrease in transfer to ED/PSG.
	(60,000)	Decrease in HRO support for JESD.
	(7,294)	Decrease in WIA administrative oversight cost.
	(12,910)	Decrease in HSS administrative support cost.
	368,022	
Reimbursements	(8,775)	Increase in C-IV staff salary and benefits.
	(33,165)	Rent reimbursements from ECD and RDA for space at 2nd and D St.
	(41,940)	
Total Appropriation	(4,016,295)	
Revenue		
State, Fed or Gov't Aid	(4,197,020)	Decrease in WIA reimbursements due to decrease in State funding.
Other Revenue	162,000	Rent reimbursements from EDD, a One-Stop partner, for Rancho One-Stop.
Total Revenue	(4,035,020)	
Fund Balance	18,725	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
Vacant Budgeted Not In Recruitment - Delete	1	1.0	66,497	66,497	-
Vacant Budgeted In Recruitment - Retain		-	-	-	-
Total Vacant	1	1.0	66,497	66,497	-
Recommended Restoration of Vacant Deleted	1	1.0	66,497	66,497	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Subtotal Recommended - **Delete**		-	-	-	-
Employment Services Manager	16289	(1.0)	(66,497)	(66,497)	-
Subtotal Recommended - **Retain**		(1.0)	(66,497)	(66,497)	-
Total Slated for Deletion		(1.0)	(66,497)	(66,497)	-
Vacant Budgeted In Recruitment - **Retain**					
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

JOBS AND EMPLOYMENT SERVICES

POLICY DESCRIPTION FORM

Department/Group: **Jobs and Employment Services/ ED/PSG** **Budget Code:** **SAC JOB**

Title: **Restoration of Vacant Employment Services Manager Position**

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

This Employment Services Manager oversees 48.0 Job Development and Job Placement staff, interacts with local employers to assist in Job Placement, and participates in the management of the department. This position is fully funded by Federal Workforce Investment Act Funds. This position was vacant on April 1, 2003 because it is on hold while the assigned employee is on a temporary assignment.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 66,497	$ 66,497

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Employment Services Manager	66,497

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 66,497	$ 66,497
REVENUE (specify source)			
State/Federal		66,497	66,497
	Total:	$ 66,497	$ 66,497
	LOCAL COST	$ 0	$ 0

OVERVIEW OF BUDGET

DEPARTMENT: LAND USE SERVICES
DIRECTOR: MICHAEL E. HAYS

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Administration	-	-	-		11.0
Current Planning	2,292,380	2,292,380	-		27.0
Advance Planning	3,445,459	2,142,113	1,303,346		19.0
Building and Safety	5,629,926	5,629,926	-		62.2
Code Enforcement	2,960,413	408,200	2,552,213		30.0
Fire Hazard Abatement	1,951,692	1,951,692	-		21.0
General Plan Update	2,304,375	1,000,000		1,304,375	-
Habitat Conservation	140,928	-		140,928	-
TOTAL	18,725,173	13,424,311	3,855,559	1,445,303	170.2

BUDGET UNIT: ADMINISTRATION (AAA LUS)

I. GENERAL PROGRAM STATEMENT

The Administration Division of Land Use Services provides administrative support (including centralized budgeting, personnel, and automation services) to the department's Current Planning, Advance Planning, Building and Safety, Code Enforcement and Fire Hazard Abatement divisions.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	102,152	-	-	-
Total Revenue	1,914	-	-	-
Local Cost	100,238	-	-	-
Budgeted Staffing		12.0		11.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 1.0 Clerk III based on the portion of the 30% Cost Reduction Plan implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

COWCAP charges increased $113,765 for 2003-04 which offset planned costs reductions from the 4% Spend Down Plan and 30% Cost Reduction Plan.

IV. VACANT POSITION IMPACT

The division has a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	1.0	Retain
Total Vacant	1.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Administration
FUND: General AAA LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	689,043	726,550	20,740	-	747,290
Services and Supplies	634,271	638,611	(49,419)	-	589,192
Central Computer	8,442	8,442	325	-	8,767
Equipment	14,000	14,000	-	-	14,000
Transers	102,737	103,000	(266)	-	102,734
Total Exp Authority	1,448,493	1,490,603	(28,620)	-	1,461,983
Reimbursements	(1,448,493)	(1,490,603)	28,620	-	(1,461,983)
Total Appropriation	-	-	-	-	-
Local Cost	-	-	-	-	-
Budgeted Staffing		12.0	(1.0)	-	11.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Administration
FUND: General AAA LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	747,290	9,288	756,578	-	**756,578**	-	756,578
Services and Supplies	589,192	87,405	676,597	-	**676,597**	-	676,597
Central Computer	8,767	-	8,767	-	**8,767**	-	8,767
Equipment	14,000	-	14,000	-	**14,000**	-	14,000
Transfers	102,734	2,146	104,880	-	**104,880**	-	104,880
Total Expen Authority	1,461,983	98,839	1,560,822	-	**1,560,822**	-	1,560,822
Reimbursements	(1,461,983)	(98,839)	(1,560,822)	-	**(1,560,822)**	-	(1,560,822)
Total Appropriation	-	-	-	-	**-**	-	-
Local Cost	-	-	-	-	**-**	-	-
Budgeted Staffing	11.0	-	11.0	-	**11.0**	-	11.0

LAND USE SERVICES

Base Year Adjustments

Salaries and Benefits	12,767	MOU.
	36,459	Retirement.
	830	Risk Management Worker's Comp.
	(29,316)	Delete 1.0 Clerk III-30% Cost Reduction Plan.
	20,740	
Services and Supplies	581	Risk Management Liabilities.
	(25,000)	Reduction in Professional Services-4% Spend Down Plan.
	(25,000)	Reduction in Professional Services-30% Cost Reduction Plan.
	(49,419)	
Central Computer	325	
Transfers	(266)	Incremental change in EHAP.
Reimbursements	25,000	Decrease in reimbursements from all LUS divisions-4% Spend Down Plan.
	54,316	Decrease in reimbursements from all LUS divisions-30% Cost Reduction Plan.
	(50,696)	Increase in reimbursements from all LUS divisions based on increased operating costs.
	28,620	
Base Year Appropriation	-	
Base Year Revenue		
Base Year Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	9,288	Annual step increases.
Services and Supplies	113,765	Increase in COWCAP.
	(2,346)	GASB 34 Accounting Change (EHAP).
	(24,014)	Reduction in special departmental expense to reflect anticipated need.
	87,405	
Transfers	(200)	Decrease in PSG Administration HR & Payroll Costs.
	2,346	GASB 34 Accounting Change (EHAP).
	2,146	
Reimbursements	(98,839)	Increase in Reimb. from all LUS Divisions- Net of Recommneded Program Adj. Increases.
	(98,839)	
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	1	1.0	47,418	-	47,418
Total Vacant	1	1.0	47,418	-	47,418
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
		-	-	-	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		-	-	-	-
Vacant Budgeted In Recruitment - **Retain**					
Automated Systems Technician	76429	1.0	47,418	-	47,418
Total in Recruitment Retain		1.0	47,418	-	47,418

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

BUDGET UNIT: CURRENT PLANNING DIVISION (AAA CUR)

I. GENERAL PROGRAM STATEMENT

The Current Planning Division of Land Use Services reviews all land use applications for compliance with county codes and environmental laws, and administers short-term implementing measures for land use, housing, and community design. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances.

II. BUDGET & WORKLOAD HISTORY

	* Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,499,197	2,150,272	1,918,621	2,292,380
Total Revenue	1,547,651	2,150,272	1,802,339	2,292,380
Local Cost	(48,454)	-	116,282	-
Budgeted Staffing		27.0		27.0
Workload Indicators				
Conditional use permit	204	200	180	220
Tentative parcel maps	24	21	50	55
Tentative tracts	12	10	10	10
Temporary special	14	15	15	15
Concurrently filed (i.e. GPA/CUP or Tentative Tract/CUP, two or more actions are requested at one time)	55	55	65	65

* This column is for informational purposes only, transferred from AAA PLN.

Local Cost is estimated to be over budget by $116,282 reflecting cost savings and decreased revenue. The split of the AAA PLN budget into Advance (AAA ADV) and Current (AAA CUR) planning functions during 2002-03 require modification and some correction of charges. Growth in Conditional Use Permits and Tentative Parcel Maps is a reflection of the increased development activity throughout the county.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes include the deletion of 1.0 Planner I (Extra Help) position that is no longer necessary and an increase of 1.0 Staff Analyst I (Regular) position to assist management in tracking projects, analyzing appropriate staffing levels, and tracking actual costs for billable accounts.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The division has a total of 2.0 vacant budgeted positions. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	2.0	Slated for Deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total Vacant	2.0	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 2.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 2.0 vacant positions (1.0 Planner III and 1.0 Land Use Technician) for the Land Use Services Department-Current Planning division. This restoration is being recommended because these positions are necessary for processing land use applications from the public and are fully funded by fees generated.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Current Planning	2.0 $111,179 Revenue Supported	The Land Use Technician and the Planner III process land use applications from the public for various development activities.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes to increase the "Minor Subdivision/Tentative Parcel Map (4 or less parcels)" from $1,512 to $3,465 and an increase to "Land Use Reviews" from $815 to $1,450 to cover increased costs and avoid general fund support. It has been 8-10 years since these fees were reviewed and adjusted. If the Board approves these fee increases the additional revenue estimated at $120,000 will be used to increase training, update equipment, cover rising costs and ensure the division meets revenue targets.

Staff also proposes to create a new fee of $500 for "Temporary Special Event" that applies to local/community and Non Profit sponsored events, delete an existing fee for the "Renewal of a Previously Approved Major Event", and decrease the fee charged for the "Renewal of a Minor Event" from $375-$100. These fee changes are recommended to clarify the amount charged for these types of events. If approved by the Board this will decrease revenue by $1,100.

In addition the department is recommending various fee changes to clarify language and increase fees to cover increased costs. It has been 8-10 years since these fees were reviewed and adjusted. If the Board approves these fee changes, as listed in the fee schedule, the additional revenue estimated at $28,100 will be used to increase training, update equipment, cover rising costs and ensure the division meets revenue targets.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Current Planning
FUND: General AAA CUR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,353,612	1,563,176	101,113	-	1,664,289
Services and Supplies	247,805	281,800	(1,431)	-	280,369
Central Computer	43,879	43,879	(21,757)	-	22,122
Equipment	25,000	25,000	-		
Transfers	271,575	259,667	-	-	259,667
Total Exp Authority	1,941,871	2,173,522	77,925	-	2,226,447
Reimbursements	(23,250)	(23,250)	-	-	(23,250)
Total Appropriation	1,918,621	2,150,272	77,925	-	2,228,197
Revenue					
Current Services	1,802,033	2,142,716	77,925	-	2,220,641
Other Revenue	306	7,556	-	-	7,556
Total Revenue	1,802,339	2,150,272	77,925	-	2,228,197
Local Cost	116,282	-	-	-	-
Budgeted Staffing		27.0			27.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Current Planning
FUND: General AAA CUR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,664,289	59,908	1,724,197	(111,179)	**1,613,018**	111,179	1,724,197
Services and Supplies	280,369	4,298	284,667	-	**284,667**	-	284,667
Central Computer	22,122	-	22,122	-	**22,122**	-	22,122
Other Charges	25,000	(25,000)	-	-	**-**	-	-
Transfers	259,667	24,977	284,644	-	**284,644**	-	284,644
Total Exp Authority	2,251,447	64,183	2,315,630	(111,179)	**2,204,451**	111,179	2,315,630
Reimbursements	(23,250)	-	(23,250)	-	**(23,250)**	-	(23,250)
Total Appropriation	2,228,197	64,183	2,292,380	(111,179)	**2,181,201**	111,179	2,292,380
Revenue							
Current Services	2,220,641	71,739	2,292,380	(111,179)	**2,181,201**	111,179	2,292,380
Other Revenue	7,556	(7,556)	-	-	**-**	-	-
Total Revenue	2,228,197	64,183	2,292,380	(111,179)	**2,181,201**	111,179	2,292,380
Local Cost	-	-	-	-	**-**	-	-
Budgeted Staffing	27.0		27.0	(2.0)	**25.0**	2.0	27.0

Base Year Adjustments

Salaries and Benefits	36,004	General MOU.
	63,455	Retirement.
	1,654	Worker's Comp.
	101,113	
Services and Supplies	(1,067)	Risk Management Liabilities.
	(364)	Decrease in EHAP charges.
	(1,431)	
Central Computer	(21,757)	
Total Base Year Appropriation	77,925	
Revenue	77,925	Increase in revenue to cover base year adjustments.
Total Base Year Revenue	77,925	
Total Base Year Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	(4,905)	Savings from OPT OUT program.
	10,000	Conversion of 1.0 (Extra Help) Planner I to 1.0 (Regular) Staff Analyst I.
	54,813	Cost of annual step increases and benefit changes related to salary increases.
	59,908	
Services and Supplies	13,808	Increase in COWCAP.
	(4,829)	Risk Management Liabilities moved to AAA-ADV for proper accounting of costs.
	(4,681)	GASB 34 Accounting Change (EHAP).
	4,298	
Equipment	(25,000)	New Vehicle will not be required in 2003-04.
Transfers	(56)	Decreased transfers to LUS-Administration.
	20,352	Increased rent for Victorville office.
	4,681	GASB 34 Accounting Change (EHAP).
	24,977	
Total Appropriation	64,183	
Revenue		
Current Services	71,739	Increase in revenue related to anticipated workload increases.
Other Revenue	(7,556)	Other Revenue accounted for in Current Services.
Total Revenue	64,183	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	2.0	111,179	111,179	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	111,179	111,179	-
Recommended Restoration of Vacant Deleted		2.0	111,179	111,179	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
Land Use Technician	75596	(1.0)	(45,435)	(45,435)	-
Planner III	10259	(1.0)	(65,744)	(65,744)	-
Subtotal Recommended - **Retain**		(2.0)	(111,179)	(111,179)	-
Total Slated for Deletion		(2.0)	(111,179)	(111,179)	-
Vacant Budgeted In Recruitment - **Retain**					
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services / ED-PSG **Budget Code:** AAA CUR
Title: Restoration of 2.0 Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

1.0 Planner III - This position processes land use applications and is necessary to meet increasing workloads due to increased development activities throughout the County and requirements of the State and Development Code regarding timelines for application processing. This position is offset by application fee revenue and will have a direct impact on revenue generation.
1.0 Land Use Tech I - This position provides technical support to the Planning staff in land use application processing to the public, and is required to meet increasing workloads. The position is offset by application fee revenue and will have a direct impact on revenue generation.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 111,179	$ 111,179

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Land Use Technician I	45,435
1.0	Planner III	65,744

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 111,179	$ 111,179
REVENUE (specify source)		
Current Services	111,179	111,179
Total:	$ 111,179	$ 111,179
LOCAL COST	$ 0	$ 0

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215A (b) (4) (A) Certificate of Compliance: Certificate of land use compliance.	$1,400.00	Actual Cost	N/A	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	There is no fiscal impact if this request is not approved.
16.0215A (b) (4) (B) Certificate of Compliance: Certificate of land use compliance. Initial Deposit	$0.00	$500.00	$500.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (j) (2) Conditional Use Permit: Preliminary determination/conditions (for conditional use permits/department reviews)	$790.00	$1,240.00	$450.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (j) (6) Conditional Use Permit: Specific Plan Site Development Review	Kaiser Center Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	N/A	Deleted "Kaiser Center" from the Title, only for language clarification, this fee is for all Specific Plan Site Development Review.	The department is utilizing this fee for all requests. Without clarification we are open to someone refusing to pay and there is no other fee item that can be used.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215A (j) (5) Departmental Review - No preliminary determination filed	$3,150.00	$3,845.00	$695.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (k) (2) Minor subdivision / tentative parcel map (4 or less parcels)	$1,512.00	$3,465.00	$1,953.00	Land Use Services Department reduced this fee in FY 2001/02 but requirements to reduce Local Cost support in FY 2003/04 and a review of all Land Use Services fees supports the recommendation that the fee be increased to the previous level.	Local cost support may be required in order to maintain current service levels
16.0215A (l) (3) Other: Landscape plans	$250.00	$310.00	$60.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (l) (4) (C) Other: Licensing reviews - ABC letter of convenience or necessity	$375.00	$800.00	$425.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215A (I) (3) Other: Major variance	$2,775.00	$2,400.00	($375.00)	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	There is no fiscal impact if this request is not approved.
16.0215A (I) (10) Other: Condition compliance check for average cost applications	$370.00	$525.00	$155.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (I) (12) (A) (I) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day	Minor event (anticipated attendance of 500 to 5,000 persons per day, or a community celebration regardless of anticipated attendance over 500 persons per day) - Actual Cost	Minor event (anticipated attendance of 500 to 5,000 persons per day) - Actual Cost	N/A	This change is a language change only, removing any reference to a Local Community / Non profit organization sponsored event. The department is requesting a new fee for those specific instances. If this fee item is approved, approval of 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required.	Impact: The Department will be required to charge an increased rate to the Community Non Profit events.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215A (I) (12) (A) (II) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day) - Initial deposit	Minor event (anticipated attendance of 500 to 5,000 persons per day, or a community celebration regardless of anticipated attendance over 500 persons per day) - Initial Deposit - $375	Minor event (anticipated attendance of 500 to 5,000 persons per day) - Initial Deposit - $375	N/A	This change is a language change only, removing any reference to a Local Community / Non profit organization sponsored event. The department is requesting a new fee for those specific instances. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (C), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required.	Impact: The Department will be required to charge an increased rate to the Community Non Profit events.
16.0215A (I) (12) (C) Temporary special event application review & processing - Local Community celebration sponsored by a non profit organization (regardless of anticipated attendance)	$0.00	$500.00	N/A	Establishes a fee specific to Local Community / Non profit organization sponsored events. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required.	Impact: If proposed fee is not approved the department will be required to use fee item 16.0215A (I) (12) (A) (1) at Actual Cost which currently averages over $900 per event.
16.0215A (I) (12) (C) (I) Renewal of a previously approved Local Community Sponsored yearly event - Minor Event	$375.00	$100.00	($275.00)	Reduces the existing renewal application fee for Local Community / Non profit organization sponsored events to accurately charge for services provided. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) and 16.0215A (I) (12) (C) (II)are also	Impact: The Department will be required to charge an increased rate to the Community Non Profit events.
16.0215A (I) (12) (C) (II) Renewal of a previously approved Local Community Sponsored yearly event - Major Event	$1,000.00	$0.00	($1,000.00)	Eliminates the existing renewal application fee for Local Community / Non profit organization sponsored events - Major event. There is no distinction between major and minor events related to Local Community / Non profit organizations. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) and 16.0215A (I) (12) (C) (I)are also required.	Impact: The Department will be required to charge an increased rate to the Community Non Profit events.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215A (n) (1) Land use review	$815.00	$1,450.00	$635.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 909-387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215A (b) (4) (A) Certificate of Compliance: Certificate of land use compliance.	$1,400.00	Actual Cost	N/A	2	2	0	$2,800.00	$2,520.00	($280.00)
16.0215A (b) (4) (B) Certificate of Compliance: Certificate of land use compliance. Initial Deposit	$0.00	$500.00	$500.00	0	2	2	$0.00	$1,000.00	$1,000.00
16.0215A (j) (2) Conditional Use Permit: Preliminary determination/conditions (for conditional use permits/department reviews)	$790.00	$1,240.00	$450.00	12	12	0	$9,480.00	$14,880.00	$5,400.00
16.0215A (j) (6) Conditional Use Permit: Specific Plan Site Development Review	Kaiser Center Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	N/A	0	N/A	N/A	$0.00	N/A	N/A
16.0215A (j) (5) Departmental Review - No preliminary determination filed	$3,150.00	$3,845.00	$695.00	0	4	4	$0.00	$15,380.00	$15,380.00
16.0215A (k) (2) Minor subdivision / tentative parcel map (4 or less parcels)	$1,512.00	$3,465.00	$1,953.00	40	40	0	$60,480.00	$138,600.00	$78,120.00
16.0215A (l) (3) Other: Landscape plans	$250.00	$310.00	$60.00	4	4	0	$1,000.00	$1,240.00	$240.00
TOTAL THIS PAGE				58	64	6	$73,760.00	$173,620.00	$99,860.00
GRAND TOTAL (All Page A's)				169	175	6	$165,580.00	$308,165.00	$142,585.00

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 909-387-4148

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215A (I) (4) (C) Other: Licensing reviews - ABC letter of convenience or necessity	$375.00	$800.00	$425.00	5	5	0	$1,875.00	$4,000.00	$2,125.00
16.0215A (I) (3) Other: Major variance	$2,775.00	$2,400.00	($375.00)	8	8	0	$22,200.00	$19,200.00	($3,000.00)
16.0215A (I) (10) Other: Condition compliance check for average cost applications	$370.00	$525.00	$155.00	18	18	0	$6,660.00	$9,450.00	$2,790.00
16.0215A (I) (12) (A) (I) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day	Actual Cost	Actual Cost	$0.00	7	3	(4)	$4,670.00	$2,670.00	($2,000.00)
16.0215A (I) (12) (A) (II) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day) - Initial deposit	$375.00	$375.00	$0.00	3	3	0	$1,125.00	$1,125.00	$0.00
16.0215A (I) (12) (C) Temporary special event application review & processing - Local Community celebration sponsored by a non profit organization (regardless of anticipated attendance)	$0.00	$500.00	$0.00	0	4	4	$0.00	$2,000.00	$2,000.00
16.0215A (I) (12) (C) (I) Renewal of a previously approved Local Community Sponsored yearly event	$375.00	$100.00	($275.00)	4	4	0	$1,500.00	$400.00	($1,100.00)
16.0215A (I) (12) (C) (II) Renewal of a previously approved Local Community Sponsored yearly event	$1,000.00	$0.00	($1,000.00)	0	0	0	$0.00	$0.00	$0.00
16.0215A (h) (1) Land use review	$815.00	$1,450.00	$635.00	66	66	0	$53,790.00	$95,700.00	$41,910.00
TOTAL THIS PAGE				111	111	0	$91,820.00	$134,545.00	$42,725.00

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0228 (e) Pre-application Conference	$920.00	$1,200.00	$280.00	Planning fees have not been changed in 8-10 years. The department has performed a complete analysis and has determined, based on increased Salary & Benefits, Service & Supply costs and the time it takes to perform this function, that this change is required.	Local cost support may be required to maintain the current service levels
16.0228 (g) (3) Extensions of approved average cost applications	$210 - Extensions of approved applications	$240 - Extensions of approved average cost applications	$30.00	Planning fees have not been changed in 8-10 years. The department has performed a complete analysis and has determined, based on increased Salary & Benefits, Service & Supply costs and the time it takes to perform this function, that this change is required. This also reflects a clarification of language to distinguish between those applications filed as actual cost vs. average cost jobs. If this item is approved, approval of 16.0228 (g) (4) is also required.	Local cost support may be required to maintain the current service levels
16.0228 (g) (4) Extensions of approved actual cost applications	$0.00	Actual Cost	N/A	This establishes a new fee item for extensions on actual cost applications. This will distinguish between extensions requested on those applications filed as actual cost vs. average cost jobs. If this item is approved, approval of 16.0228 (g) (3) is also required.	Local cost support may be required to maintain the current service levels

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 909-387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0228 (e) Pre-application Conference	$920.00	$1,200.00	$280.00	4	4	0	$3,680.00	$4,800.00	$1,120.00
16.0228 (g) (3) Extensions of approved average cost applications	$210.00	$240.00	$30.00	22	16	(6)	$4,620.00	$3,840.00	($780.00)
16.0228 (g) (4) Extensions of approved actual cost applications	$0.00	Actual Cost	N/A	0	6	6	$0.00	$4,100.00	$4,100.00
TOTAL THIS PAGE				26	26	0	$8,300.00	$12,740.00	$4,440.00
GRAND TOTAL (All Page A's)				26	26	0	$8,300.00	$12,740.00	$4,440.00

BUDGET UNIT: ADVANCE PLANNING DIVISION (AAA ADV)

I. GENERAL PROGRAM STATEMENT

The Advance Planning Division of Land Use Services prepares short and long-range plans for the development of the county and the conservation of its resources, including the County General Plan and various specific plans. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. The division also will oversee the preparation of the General Plan Update, which is funded in another budget unit (RHJ LUS).

II. BUDGET & WORKLOAD HISTORY

	* Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	3,564,447	3,665,734	2,056,261	3,445,459
Total Revenue	1,137,534	1,979,710	714,333	2,142,113
Local Cost	2,426,913	1,686,024	1,341,928	1,303,346
Budgeted Staffing		19.0		19.0
Workload Indicators				
Environmental review	24	25	20	25
Mine inspections	63	63	63	63
Mining/Land Reclamation	25	25	25	25

* This column is for informational purposes only, transferred from AAA PLN.

Estimated revenue and appropriation are under budget due to a reduced level of Environmental Impact Report (EIR) requests, which results in reduced professional services for EIR consultants and the offsetting revenue.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The division has a total of 3.0 vacant budgeted positions. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	2.0	Retain
Total Vacant	3.0	

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Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant GIS Technician II position for the Land Use Services Department-Advanced Planning division. This restoration is being recommended because the position is a critical component in the preparation of the General Plan Update and related activities. As such, the position, if approved, will be funded by a transfer from the General Plan Update budget unit (RHJ LUS).

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Advanced Planning	1.0 $49,504 Local Cost	The Geographic Information Systems Technician II provides mapping, graphic and automation support for Advance Planning with the General Plan, which is a significant function during the General Plan Update process.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Advance Planning
FUND: General AAA ADV

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,069,841	1,218,757	81,893	-	1,300,650
Services and Supplies	830,815	2,659,210	(428,613)	-	2,230,597
Equipment	-	25,000	(25,000)	-	-
Transfers	180,605	181,767	(10,958)	-	170,809
Total Exp Authority	2,081,261	4,084,734	(382,678)	-	3,702,056
Reimbursements	(25,000)	(419,000)	-	-	(419,000)
Total Appropriation	2,056,261	3,665,734	(382,678)	-	3,283,056
Revenue					
Current Services	714,333	1,979,710	-	-	1,979,710
Total Revenue	714,333	1,979,710	-	-	1,979,710
Local Cost	1,341,928	1,686,024	(382,678)	-	1,303,346
Budgeted Staffing		19.0			19.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Advance Planning
FUND: General AAA ADV

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,300,650	46,716	1,347,366	(49,504)	**1,297,862**	49,504	1,347,366
Services and Supplies	2,230,597	(266,569)	1,964,028	-	**1,964,028**	-	1,964,028
Equipment	-	-	-	-	**-**	-	-
Transfers	170,809	23,580	194,389	-	**194,389**	-	194,389
Total Exp Authority	3,702,056	(196,273)	3,505,783	(49,504)	**3,456,279**	49,504	3,505,783
Reimbursements	(419,000)	358,676	(60,324)	-	**(60,324)**	-	(60,324)
Total Appropriation	3,283,056	162,403	3,445,459	(49,504)	**3,395,955**	49,504	3,445,459
Revenue							
Current Services	1,979,710	162,403	2,142,113	-	**2,142,113**	-	2,142,113
Total Revenue	1,979,710	162,403	2,142,113	-	**2,142,113**	-	2,142,113
Local Cost	1,303,346	-	1,303,346	(49,504)	**1,253,842**	49,504	1,303,346
Budgeted Staffing	19.0		19.0	(1.0)	**18.0**	1.0	19.0

LAND USE SERVICES

Base Year Adjustments

Salaries and Benefits	27,773	MOU.
	52,850	Retirement.
	1,270	Risk Management Workers Comp.
	81,893	
Services and Supplies	(520)	Risk Management Liabilities.
	(66)	Incremental Change in EHAP.
	(64,027)	Professional Services - 4% Spend Down Plan.
	(364,000)	Professional Services - 30% Cost Reduction Plan.
	(428,613)	
Equipment	(25,000)	Vehicle Purchase - 30% Cost Reduction Plan.
Transfers	(3,414)	Transfers to LUS Administration - 4% Spend Down Plan.
	(7,544)	Transfers to LUS Administration - 30% Cost Reduction Plan.
	(10,958)	
Base Year Appropriation	(382,678)	
Base Year Revenue	-	
Base Year Local Cost	(382,678)	

Recommended Program Funded Adjustments

Salaries and Benefits	(6,532)	Savings from OPT OUT program.
	53,248	Cost of annual step increases and benefit changes related to salary increases.
	46,716	
Services and Supplies	4,830	Increased Risk Mgmt Charges not included in base budget adjustment.
	(3,294)	GASB 34 Accounting Change (EHAP).
	(268,105)	Reduction in professional services for reduced costs.
	(266,569)	
Transfers	20,286	Increased transfers to LUS-Administration.
	3,294	GASB 34 Accounting Change (EHAP).
	23,580	
Reimbursements	319,000	Reduction in estimated support for General Plan Update to cover salary & benefits.
	100,000	Transfer of reimbursement from transportation fund to general plan update fund.
	(25,000)	Increase reimbursement from Flood for daily coordination of general plan.
	(35,324)	Increase reimbursement from Building & Safety for daily coordination of general plan.
	358,676	
Total Appropriation	162,403	
Total Revenue	162,403	Anticipated increased EIR revenue.
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	1.0	49,504	-	49,504
Vacant Budgeted In Recruitment - Retain	2.0	2.0	137,517	-	137,517
Total Vacant	2.0	3.0	187,021	-	187,021
Recommended Restoration of Vacant Deleted		1.0	49,504	-	49,504

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
		-	-	-	-
GIS Tech	74857	(1.0)	(49,504)	-	(49,504)
Subtotal Recommended - **Retain**		(1.0)	(49,504)	-	(49,504)
Total Slated for Deletion		(1.0)	(49,504)	-	(49,504)
Vacant Budgeted In Recruitment - **Retain**					
Planner I	74859	1.0	55,182	-	55,182
Planner III	71055	1.0	82,335	-	82,335
Total in Recruitment Retain		2.0	137,517	-	137,517

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services / ED-PSG **Budget Code:** AAA ADV
Title: Restoration of 1.0 Vacant Budgeted Position

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

This position provides overall department support in automation of graphic data using digitizing or coordinate geometry techniques; plots maps, specifying scale, size, symbols, line patterns and colors; designs and positions map legends, and executes macros to produce maps according to specifications. This position is an integral part of the work effort for the General Plan Update and provides GIS support for all planning functions within the department. Currently, LUSD has no staff that can provide the routine requirements of the department related to GIS.

This position has been vacant due to difficulties in recruitment and a decision to hold the position vacant pending budget discussions. On several occasions the department has, working with Human Resources, recruited and interviewed for this position. The last interviews were conducted in mid-December 2002, but no candidate was selected.

If approved this position will be funded by a transfer from the General Plan Update budget unit (RHJ-LUS).

	2002-03	Ongoing 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 49,504	$ 49,504

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	GIS Technician II	49,504

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 49,504	$ 49,504
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 49,504	$ 49,504

BUDGET UNIT: BUILDING AND SAFETY DIVISION (AAA BNS)

I. GENERAL PROGRAM STATEMENT

The Building and Safety Division of Land Use Services administers construction and occupancy standards to safeguard life, health and property in the interest of the general public's welfare throughout the unincorporated areas of the county. This is accomplished by applying county ordinances, state laws and inspection of construction, alteration, moving, demolition, repair, occupancy and use of buildings and structures.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Budget 2003-04
Total Appropriation	4,240,006	4,743,001	4,631,992	5,629,926
Total Revenue	4,353,311	4,654,771	4,631,992	5,629,926
Local Cost	(113,305)	88,230	-	-
Budgeted Staffing		57.2		62.2
Workload Indicators				
Permit applications	16,486	14,000	18,435	18,500
Inspections	41,332	44,500	45,978	46,000
Plan reviews	4,308	4,500	5,439	5,500

Budgeted workload indicators have increased based on actual 2002-03 workload within the Building & Safety Division and anticipated increases based on projects currently under review with Current Planning.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The department requested staffing changes which include adding 8.0 budgeted staff consisting of 2.0 Building Inspector III, 3.0 Building Inspector II (Regular), 2.0 Building Inspector II (Extra Help), and 1.0 Clerk II.

The CAO is recommending the increase of 5.0 budgeted staff, which include 2.0 Building Inspector III, 2.0 Building Inspector II (Extra Help), and 1.0 Clerk II. The recommended increase in staff is recommended based on actual increases in workload and anticipated new projects within the county that are in process with the Current Planning Division, and the conversion of a PSE position to a regular position. Additionally, the work that is currently being directed to outside vendors could be processed at lower rates by extra help staff when required.

The CAO is not recommending the 3.0 Building Inspector II (Regular) positions and the cost of these positions is not included in the proposed budget. The CAO is not recommending these positions because there is a question whether the projected workload indicators support the increase in positions and existing staff is currently completing the work. Based upon additional analysis the need for these additional positions may be revisited during 2003-04

The following summarizes the justification for the additional budgeted staff requested by the department and recommended by the CAO.

Building Inspector III 2.0 (Plans examiners) - In 2002-03, approximately 1039 plans (19%) were not reviewed by staff within the established service delivery standards. The established service delivery standard for plan review is ten working days for single family residential and thirty working days for non-residential. The estimated time required to complete this work within the established standards is 3,179 hours. These additional hours represent 1.9 employees. Building and Safety is requesting 2.0 Building Inspector III positions to be assigned to plan review. (Department requested; CAO Recommends).

Building Inspector II 2.0 (Extra-Help) – Extra-help Building Inspector II positions will be utilized only during the periods of high inspection requests as workload indicates or when regular employees are on extended leave. While additional inspection help is available through contract services, the cost ranges from $47.50 to $75.00 per hour. The MOU salary ranges for extra-help Building Inspector II's currently range from $20.05 to $25.58 per hour. Use of extra help Building Inspector IIs will provide a significant savings over the use of private contractors. They will only be utilized when Building and Safety revenues are sufficient to cover the costs of the positions. (Department requested; CAO Recommends).

Clerk II 1.0 – This position will replace a PSE position that has been used since October 1998 at Building and Safety's public service counter in San Bernardino. This position completes land use and permit research, answers phones, and provides back-up as receptionist for the counter. This position helps assure that customers are greeted promptly, directed to needed services, and obtain required information in a timely manner. In addition this position will provide increased clerical support for the new Building and Safety Inspector III positions in plan review. In accordance with the approved MOU with the San Bernardino Public Employees Association, this position should be converted to a Clerk II regular position. (Department requested; CAO Recommends).

PROGRAM CHANGES

None.

OTHER CHANGES

San Bernardino County is projected to continue its economic growth. This can be evidenced in the overall increase of Building and Safety workload and by the increase in number of projects submitted to the Current Planning Division. The following projects are currently anticipated and will impact Building & Safety workload and revenues: Hampton Heights (422 homes, 30 senior duplexes); Citrus Plaza - Target (currently in plan review) and remaining retail area (319,417 sq. ft.); San Bernardino County Court House (portions of renovation); Catellus (commerce center consisting of 10,628,615 sq. ft. - 13.5% completed, 11.0% under construction, 15.0% approved waiting for building permits, 60.5% pending approval by Current Planning); and North American Stainless (60,000 sq. ft. warehouse).

IV. VACANT POSITION IMPACT

The division has a total of 2.2 vacant budgeted positions. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.2	Slated for Deletion
Vacant Budgeted in Recruitment	1.0	Retain
Total Vacant	2.2	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.2 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1which would restore the department's request of 1.2 vacant positions (1.0 Building & Safety Engineer and 0.2 Building Inspector II) for the Land Use Services Department-Building and Safety division. This restoration is being recommended because the positions are necessary for processing building permits in a timely manner and are fully funded by permit fees.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Building and Safety	1.2 $98,044 Revenue Supported	The Building & Safety Engineer and the Building Inspector II-Extra Help positions process of building permits which requires Interpretation and adherence to the requirements of the California Building Code.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Building and Safety
FUND: General AAA BNS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,302,118	3,416,181	314,409	-	3,730,590
Services and Supplies	594,057	587,126	631	-	587,757
Central Computer	57,971	57,971	(12,868)	-	45,103
Equipment	-	-	-	-	-
Transfers	677,846	681,723	(30,203)	-	651,520
Total Appropriation	4,631,992	4,743,001	271,969	-	5,014,970
Revenue					
Licenses & Permits	4,470,268	4,522,741	360,199	-	4,882,940
Current Services	56,228	68,030	-	-	68,030
Other Revenue	105,496	64,000	-	-	64,000
Total Revenue	4,631,992	4,654,771	360,199	-	5,014,970
Local Cost	-	88,230	(88,230)	-	-
Budgeted Staffing		57.2	-	-	57.2

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Building and Safety
FUND: General AAA BNS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,730,590	291,167	4,021,757	(98,044)	**3,923,713**	98,044	4,021,757
Services and Supplies	587,757	156,355	744,112	-	**744,112**	-	744,112
Central Computer	45,103	-	45,103	-	**45,103**	-	45,103
Equipment	-	40,000	40,000	-	**40,000**	-	40,000
Transfers	651,520	127,434	778,954	-	**778,954**	-	778,954
Total Appropriation	5,014,970	614,956	5,629,926	(98,044)	**5,531,882**	98,044	5,629,926
Revenue							
Licenses & Permits	4,882,940	614,956	5,497,896	(98,044)	**5,399,852**	98,044	5,497,896
Current Services	68,030	-	68,030	-	**68,030**	-	68,030
Other Revenue	64,000	-	64,000	-	**64,000**	-	64,000
Total Revenue	5,014,970	614,956	5,629,926	(98,044)	**5,531,882**	98,044	5,629,926
Local Cost	-	-	-	-	**-**	-	-
Budgeted Staffing	57.2	5.0	62.2	(1.2)	**61.0**	1.2	62.2

LAND USE SERVICES

Base Year Adjustments

Salaries and Benefits	94,473	MOU.
	176,162	Retirement.
	43,774	Risk Management Worker's Comp.
	314,409	
Services and Supplies	631	Risk Management Liabilities.
Central Computer	(12,868)	
Transfers	(1,264)	Incremental Change in EHAP.
	(3,529)	Transfers to LUS Administration - 4% Spend Down Plan.
	(25,410)	Transfers to LUS Administration - 30% Cost Reduction Plan.
	(30,203)	
Total Base Year Appropriation	271,969	
Revenue	300,908	Increased revenue to cover base year adjustments.
	59,291	Increased revenue to cover reduction of local cost as part of the 30% Cost Reduction Plan.
Total Base Year Revenue	360,199	
Total Base Year Local Cost	(88,230)	

Recommended Program Funded Adjustments

Salaries and Benefits	277,994	Increase 2.0 Building Inspector III, 2.0 Building Inspector (Extra Help) and 1.0 Clerk II.
	13,173	Step increases.
	291,167	
Services and Supplies	50,535	Increase in COWCAP charges.
	(11,181)	GASB 34 accounting change (EHAP).
	20,000	Increase in Non Inventoriable Equipment for computer replacement and purchases for new employees.
	40,000	Increase in supplies and equipment for increased costs new employees.
	22,800	Increase in mileage reimbursement for 2.0 Building Inspector II (Extra Help).
	34,201	Increase in vehicle charges for new employees.
	156,355	
Equipment	40,000	Purchase of 2 vehicles for new employees.
Transfers	11,181	GASB 34 accounting change (EHAP).
	67,675	Increase transfer to AAA-LUS Administration.
	48,578	Increase in building rent - Yucca Valley - based on Real Estate Svcs correction.
	127,434	
Total Appropriation	614,956	
Revenue		
Current Services	614,956	Increased revenue reflects projects in process and anticipated increased workload.
Total Revenue	614,956	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	1.2	98,044	98,044	-
Vacant Budgeted In Recruitment - Retain	1	1.0	43,492	43,492	-
Total Vacant	3	2.2	141,536	141,536	-
Recommended Restoration of Vacant Deleted	2	1.2	98,044	98,044	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
Building Inspector II (Extra Help)	94403	(0.2)	(10,915)	(10,915)	-
Building & Safety Engineer	580	(1.0)	(87,129)	(87,129)	-
Subtotal Recommended - **Retain**		(1.2)	(98,044)	(98,044)	-
Total Slated for Deletion		(1.2)	(98,044)	(98,044)	-
Vacant Budgeted In Recruitment - **Retain**					
Clerk III	11831	1.0	43,492	43,492	-
		-	-	-	-
Total in Recruitment Retain		1.0	43,492	43,492	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services/ED/PSG **Budget Code:** AAA BNS
Title: Restoration of 1.2 Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

1.0 Building & Safety Engineer - This position would provide the engineering expertise, review of difficult and complex plans and assist in the continuing training of the plan review staff. In addition, this position is responsible for programs for fabricators, retrofitting of un-reinforced masonry structures, approval of special inspectors and evaluating alternate methods and materials of construction. On January 15, 2002 the Board of Supervisors approved an increase to the salary range for the Building & Safety Engineer position in an attempt to draw more candidates, but it has proven to still be difficult to recruit.

0.2 Extra Help Building Inspector II - is used for peak workloads and vacation periods to provide coverage for services that would otherwise require the use of outside vendors at increased rates.

Both of these positions are fully funded by permit fees.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 98,044	$ 98,044

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Building & Safety Engineer	87,129
0.2	Building Inspector II (Extra Help	10,915

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 98,044	$ 98,044
REVENUE (specify source)		
Permit Revenue	98,044	98,044
Total:	$ 98,044	$ 98,044
LOCAL COST	$ 0	$ 0

BUDGET UNIT: CODE ENFORCEMENT DIVISION (AAA CEN)

I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division of Land Use Services administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,847,328	2,803,194	2,777,394	2,960,413
Total Revenue	230,261	258,200	236,584	408,200
Local Cost	2,617,067	2,544,994	2,540,810	2,552,213
Budgeted Staffing		31.0		30.0
Workload Indicators				
Code enforcement complaints	3,089	3,000	3,000	3,000
Rehab/demolitions	200	135	140	140
Permits	462	700	475	600

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 1.0 Public Service Employee as a result of the portion of the 30% Cost Reduction Plan implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes a $10 per hour increase in Code Enforcement's hourly rate (from $52 per hour to $62 per hour) to cover increased administrative costs for conducting inspections, issuing certificates of compliance, title searches, and preparing job specifications. The department also proposes to increase the appeal fee from $125 to $1,050 for a Planning Commission appeal and to $700 for a Board of Supervisors appeal. This fee increase is to standardize the appeal fees through all divisions of the department. All other divisions have the appeal fee set at $1,050 for a Planning Commission appeal and $700 for a Board of Supervisors appeal.

If the Board approves these fee increases, additional revenues estimated at $5,085 will be restored to the budget to provide for unanticipated increases or inflationary impacts.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Code Enforcement
FUND: General AAA CEN

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,846,522	1,907,369	138,937	-	2,046,306
Services and Supplies	740,089	655,157	(4,825)	-	650,332
Central Computer	22,430	22,430	(4,502)	-	17,928
Transfers	620,613	618,238	(122,391)	-	495,847
Total Exp Authority	3,229,654	3,203,194	7,219	-	3,210,413
Reimbursements	(452,260)	(400,000)	-	-	(400,000)
Total Appropriation	2,777,394	2,803,194	7,219	-	2,810,413
Revenue					
Licenses & Permits	99,253	106,000	-	-	106,000
Taxes	1,429	-	-	-	-
State, Fed or Gov't Aid	-	-	-	-	-
Current Services	123,123	122,200	-	-	122,200
Other Revenue	12,779	30,000	-	-	30,000
Total Revenue	236,584	258,200	-	-	258,200
Local Cost	2,540,810	2,544,994	7,219	-	2,552,213
Budgeted Staffing		31.0	(1.0)	-	30.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Code Enforcement
FUND: General AAA CEN

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,046,306	(4,592)	2,041,714	-	**2,041,714**	-	2,041,714
Services and Supplies	650,332	277,174	927,506	-	**927,506**	-	927,506
Central Computer	17,928	-	17,928	-	**17,928**	-	17,928
Transfers	495,847	97,418	593,265	-	**593,265**	-	593,265
Total Expen Authority	3,210,413	370,000	3,580,413	-	**3,580,413**	-	3,580,413
Reimbursements	(400,000)	(220,000)	(620,000)	-	**(620,000)**	-	(620,000)
Total Appropriation	2,810,413	150,000	2,960,413	-	**2,960,413**	-	2,960,413
Revenue							
Licenses & Permits	106,000	-	106,000	-	**106,000**	-	106,000
Taxes	-	-	-	-	**-**	-	-
State, Fed or Gov't Aid	-	150,000	150,000	-	**150,000**	-	150,000
Current Services	122,200	-	122,200	-	**122,200**	-	122,200
Other Revenue	30,000	-	30,000	-	**30,000**	-	30,000
Total Revenue	258,200	150,000	408,200	-	**408,200**	-	408,200
Local Cost	2,552,213	-	2,552,213	-	**2,552,213**	-	2,552,213
Budgeted Staffing	30.0	-	30.0	-	**30.0**	-	30.0

LAND USE SERVICES

Base Year Adjustments

Salaries and Benefits	51,922	MOU.
	97,181	Retirement.
	12,353	Risk Management Workers' Comp.
	(22,519)	Reduction 1.0 Public Service Employee - 30% Cost Reduction Plan.
	138,937	
Services and Supplies	(3,564)	Risk Management Liability.
	(1,261)	Reduce Other Travel - 4% Spend down plan.
	(4,825)	
Central Computer	(4,502)	
Transfers	(18,057)	Reduction to LUS - Administration - 4% Spend Down Plan.
	(82,482)	Reduction to Fire Hazard Abatement - 4% Spend Down Plan.
	(21,362)	Reduction to LUS - Administration - 30% Cost Reduction Plan.
	(490)	Decrease in EHAP charges.
	(122,391)	
Total Base Year Appropriation	7,219	
Total Base Year Revenue	-	
Total Base Year Local Cost	7,219	

Recommended Program Funded Adjustments

Salaries and Benefits	(4,592)	Misc salary and benefit decreases.
Services and Supplies	220,000	Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD.
	(5,864)	GASB 34 Accounting Change (EHAP).
	63,038	Increase vehicle service charges.
	277,174	
Transfers	85,000	Transfer to Fire Hazard Abatement to offset Code Enforcement time.
	5,864	GASB 34 Accounting Change (EHAP).
	6,554	Increased transfers to LUS Administration.
	97,418	
Reimbursements	(220,000)	Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD.
Total Appropriation	150,000	
Revenue	150,000	State of Calif HCD Code Enforcement Grant.
Local Cost	-	

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (a) (4) (A) Nuisance abatement fees pursuant to section 33.0311 of this Code: Preparation of job specification	52.00/hr. $115 minimum	62.00/hr. $124 minimum	10.00/hr. $9 minimum	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (8) (A) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	$1,050 - Planning Commission $700 - Board of Supervisors	$925 - Planning Commission $525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (8) (B) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	$1,050 - Planning Commission $700 - Board of Supervisors	$925 - Planning Commission $525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (8) (C) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	$1,050 - Planning Commission $700 - Board of Supervisors	$925 - Planning Commission $525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (a) (8) (E) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	$1,050 - Planning Commission $700 - Board of Supervisors	$925 - Planning Commission $525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (10) Certificate of land use compliance review or recordation (See 16.0215A (b) (4))	$385.00	$0.00	($385.00)	This work is processed and charged for through the Current Planning Division of Land Use Services (16.0215A (b) (4))	There is no impact if not approved, the fee is not currently being used by Code Enforcement.
16.0215C (a) (12) Certificate of compliance	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (17) Special Inspection	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (b) (2) Rehabilitation Enforcement	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (c) (1) Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance)	$92 - Abatement processing fee	$92 - Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance)	$0.00	Change to Title only for language clarification to allow for appropriate charge, based on an analysis of increased Salary & Benefits, Services & Supply costs and the time required to perform the functions during each step of notification / inspection process. If this fee item is approved, approval of 16.0215C (c) (3) is also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.
16.0215C (c) (3) Warrant processing fee	$92.00	$0.00	($92.00)	This fee item is being deleted as a separate item and added in the change to 16.0215C (c) (1). If this fee item is approved, approval of 16.0215C (c) (1) is also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.
16.0215C (c) (4) Late Abatement	$21.00	$0.00	($21.00)	This fee item is being deleted and separated into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B) are also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.
16.0215C (c) (4) (A) Extension requested	$0.00	$21.00	$21.00	This fee item is being added to separate 16.0215C (c) (4) into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) and 16.0215C (c) (4) (B) are also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (c) (4) (B) Late Abatement - Done By Owner after initial deadline	$0.00	$92.00	$92.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This fee item is being added to separate 16.0215C (c) (4) into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) and 16.0215C (c) (4) (A) are also required.	Local cost support may be required in order to maintain current service levels
16.0215C (f) (2) Title search	52.00/hr. plus actual cost	62.00/hr. plus actual cost	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (f) (3) Court case preparation	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215C (a) (4) (A) Nuisance abatement fees pursuant to section 33.,0311 of this Code: Preparation of job specification	52.00/hr. $115.00 minimum	62.00/hr. $124.00 minimum	$10.00/hr. $9.00 minimum	5	5	0	$3,565.00	$3,875.00	$310.00
16.0215C (a) (8) (A) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	1,050 or 700	925 or 525	1	1	0	$125.00	$1,050.00	$925.00
16.0215C (a) (8) (B) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	1,050 or 700	925 or 525	1	1	0	$125.00	$1,050.00	$925.00
16.0215C (a) (8) (C) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	1,050 or 700	925 or 525	1	1	0	$125.00	$1,050.00	$925.00
16.0215C (a) (8) (E) (III) Appeal (See 16.0228 (a) of this Code)	$125.00	1,050 or 700	925 or 525	0	0	0	$0.00	$0.00	$0.00
16.0215C (a) (10) Certificate of land use compliance review or recordation	$385.00	$0.00	($385.00)	0	0	0	$0.00	$0.00	$0.00
16.0215C (a) (12) Certificate of compliance	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	$0.00	$0.00	$0.00
16.0215C (a) (17) Special Inspection	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	$0.00	$0.00	$0.00
16.0215C (b) (2) Rehabilitation Enforcement	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	$0.00	$0.00	$0.00
TOTAL THIS PAGE				8	8	0	$3,940.00	$7,025.00	$3,085.00
GRAND TOTAL (All Page A's)				9,573	12,173	2,600	$685,920.00	$944,405.00	$258,485.00

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215C (c) (1) Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance)	$92.00	$92.00	$0.00	5,150	6,665	1,515	$473,800.00	$613,180.00	$139,380.00
16.0215C (c) (3) Warrant processing fee	$92.00	$0.00	($92.00)	1,515	0	(1,515)	$139,380.00	$0.00	($139,380.00)
16.0215C (c) (4) Late Abatement	$21.00	$0.00	($21.00)	2,800	0	(2,800)	$58,800.00	$0.00	($58,800.00)
16.0215C (c) (4) (A) Extension requested	$0.00	$21.00	$21.00	0	2,600	2,600	$0.00	$54,600.00	$54,600.00
16.0215C (c) (4) (B) Late Abatement - Done By Owner after initial deadline	$0.00	$92.00	$92.00	0	2,800	2,800	$0.00	$257,600.00	$257,600.00
16.0215C (f) (2) Title search	52.00/hr. plus actual cost	62.00/hr. plus actual cost	10.00/hr.	100	100	0	$10,000.00	$12,000.00	$2,000.00
16.0215C (f) (3) Court case preparation	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	$0.00	$0.00	$0.00
TOTAL THIS PAGE				9,565	12,165	2,600	$681,980.00	$937,380.00	$255,400.00

BUDGET UNIT: FIRE HAZARD ABATEMENT (AAA WAB)

I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the County, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners and removal of hazards due to vegetation and flammable debris.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,605,437	1,872,613	1,777,078	1,951,692
Total Revenue	1,521,728	1,872,613	1,736,131	1,951,692
Local Cost	83,709	-	40,947	-
Budgeted Staffing		21.0		21.0
Workload Indicators				
Weed notices issued	50,477	49,500	50,000	51,500
Weed abatements	3,326	5,000	4,635	4,700
Warrants issued	1,037	1,000	1,807	1,515
D.B.O. Fee (Done by Owner)	3,056	2,800	2,014	2,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The division has a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

Vacant Budgeted Not in Recruitment	1.0	Slated for Deletion
Vacant Budgeted in Recruitment	0.0	
Total Vacant	1.0	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore the department's request of 1.0 vacant Code Enforcement Field Assistant position for the Land Use Services Department-Fire Hazard Abatement division. This restoration is being recommended because the position performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety and is fully funded by fees generated.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Fire Hazard Abatement	1.0 $36,948 Revenue Supported	The Code Enforcement Field Assistant performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes to rename the "late abatement fee" ($21 per parcel) as an "extension requested fee" and also establish a new "late abatement-done by owner fee-" of $92 per parcel. The $92 per parcel fee would be charged when a property owner performs required abatement work after the final deadline, extended or otherwise. In these cases, staff spends a significant amount of unnecessary time arranging for the work to be performed and verifying that the work was actually completed. The amount of this fee is calculated to reimburse the division for the average cost of staff time related to these situations. Based on projected units, these fee changes will result in an additional $253,400, which will be used to ensure the division meets its revenue targets.

Staff also proposes language changes to clarify when abatement processing fees will be applied. This language clarification will not generate any additional revenue.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Fire Hazard Abatement
FUND: General AAA WAB

FUNCTION: Public Protection
ACTIVITY: Protective Inspections

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	868,268	916,207	83,925	-	1,000,132
Services and Supplies	745,768	786,617	4,224	-	790,841
Central Computer	11,820	11,820	(1,575)	-	10,245
Equipment	20,000	20,000	-	-	20,000
Transfers	221,222	222,969	(268)	-	222,701
Total Exp Authority	1,867,078	1,957,613	86,306	-	2,043,919
Reimbursements	(90,000)	(85,000)	-	-	(85,000)
Total Appropriation	1,777,078	1,872,613	86,306	-	1,958,919
Revenue					
Taxes	441,593	744,621	-	-	744,621
Current Services	1,284,812	1,127,992	86,306	-	1,214,298
Other Revenue	9,726	-	-	-	-
Total Revenue	1,736,131	1,872,613	86,306	-	1,958,919
Local Cost	40,947	-	-	-	-
Budgeted Staffing		21.0	-	-	21.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Fire Hazard Abatement
FUND: General AAA WAB

FUNCTION: Public Protection
ACTIVITY: Protective Inspections

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,000,132	43,881	1,044,013	(36,948)	**1,007,065**	36,948	1,044,013
Services and Supplies	790,841	(56,518)	734,323	-	**734,323**	-	734,323
Central Computer	10,245	-	10,245	-	**10,245**	-	10,245
Equipment	20,000	(20,000)	-	-	**-**	-	-
Transfers	222,701	25,410	248,111	-	**248,111**	-	248,111
Total Expen Authority	2,043,919	(7,227)	2,036,692	(36,948)	**1,999,744**	36,948	2,036,692
Reimbursements	(85,000)	-	(85,000)	-	**(85,000)**	-	(85,000)
Total Appropriation	1,958,919	(7,227)	1,951,692	(36,948)	**1,914,744**	36,948	1,951,692
Revenue							
Taxes	744,621	(287,621)	457,000	-	**457,000**	-	457,000
Current Services	1,214,298	280,394	1,494,692	(36,948)	**1,457,744**	36,948	1,494,692
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	1,958,919	(7,227)	1,951,692	(36,948)	**1,914,744**	36,948	1,951,692
Local Cost	-	-	-	-	**-**	-	-
Budgeted Staffing	21.0	-	21.0	(1.0)	**20.0**	1.0	21.0

Base Year Adjustments

Salaries and Benefits	25,616	MOU.
	46,339	Retirement.
	11,970	Risk Management Workers' Comp.
	83,925	
Services and Supplies	4,224	Risk Management liabilities.
Central Computer	(1,575)	
Transfers	(268)	Incremental change in EHAP.
Base Year Appropriation	86,306	
Base Year Revenue	86,306	Increased revenue to cover increased costs.
Base Year Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	43,881	Step advances, promotion of 1.0 Code Enforcement Officer from Trainee to I.
Services and Supplies	(50,000)	Reduce contract services for abatement work.
	(6,249)	COWCAP.
	3,640	Increase uniform expenditures.
	(3,909)	GASB 34 accounting change (EHAP)
	(56,518)	
Equipment	(20,000)	No additional vehicles are required by this program.
Transfers	3,909	GASB 34 accounting change (EHAP).
	21,501	Transfers to LUS Administration.
	25,410	
Total Appropriation	(7,227)	
Revenue		
Taxes	(287,621)	Reclassification of revenue from taxes to current services for accounts with Central Collections.
Current Services	280,394	Reclassification of revenue from taxes to current services for accounts with Central Collections and increases based on workload.
Total Revenue	(7,227)	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	36,948	36,948	-
Vacant Budgeted In Recruitment - Retain		-	-	-	-
Total Vacant	1	1.0	36,948	36,948	-
Recommended Restoration of Vacant Deleted	1	1.0	36,948	36,948	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
		-	-	-	-
Subtotal Recommended - **Delete**		-	-	-	-
Code Enforcement Field Assistant	77470	(1.0)	(36,948)	(36,948)	-
Subtotal Recommended - **Retain**		(1.0)	(36,948)	(36,948)	-
Total Slated for Deletion		(1.0)	(36,948)	(36,948)	-
Vacant Budgeted In Recruitment - **Retain**					
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services/ED-PSG **Budget Code:** AAA WAB
Title: Restoration of 1.0 Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

1.0 Code Enforcement Field Assistant - This position performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety and is fully funded by fees generated.

	2002-03	Ongoing 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 36,948	$ 36,948

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Code Enf Field Asst	36,948

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 36,948	$ 36,948
REVENUE (specify source)		
Agriculture Services	36,948	36,948
Total:	$ 36,948	$ 36,948
LOCAL COST	$ 0	$ 0

BUDGET UNIT: GENERAL PLAN UPDATE (RHJ LUS)

I. GENERAL PROGRAM STATEMENT

This budget unit provides a separate accounting for all expenditures and revenues related to the County's General Plan Update. The Advance Planning Division of Land Use Services prepares the County General Plan. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	1,615,336	320,000	2,304,375
Total Sources	615,336	1,000,000	1,009,039	1,000,000
Fund Balance		615,336		1,304,375

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Land Use Services Advance Planning Division manages this project, with completion projected during 2005-06.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION REQUEST

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - General Plan Update
FUND: Special Revenue RHJ LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	-	1,296,336	-	-	1,296,336
Transfers	420,000	319,000	-	-	319,000
Total Exp Authority	420,000	1,615,336	-	-	1,615,336
Reimbursements	(100,000)	-	-	-	-
Total Appropriation	320,000	1,615,336	-	-	1,615,336
Revenue					
Use of Money & Prop	9,039	-	-	-	-
Total Revenue	9,039	-	-	-	-
Operating Transfer In	1,000,000	1,000,000	-	-	1,000,000
Total Sources	1,009,039	1,000,000	-	-	1,000,000
Fund Balance		615,336	-	-	615,336

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - General Plan Update
FUND: Special Revenue RHJ LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	1,296,336	1,258,039	2,554,375	-	**2,554,375**	-	2,554,375
Transfers	319,000	(319,000)	-	-	**-**	-	-
Total Expen Authority	1,615,336	939,039	2,554,375	-	**2,554,375**	-	2,554,375
Reimbursements	-	(250,000)	(250,000)	-	**(250,000)**	-	(250,000)
Total Appropriation	1,615,336	689,039	2,304,375	-	**2,304,375**	-	2,304,375
Revenue							
Use of Money & Prop	-	-	-	-	**-**	-	-
Total Revenue	-	-	-	-	**-**	-	-
Operating Transfer In	1,000,000	-	1,000,000	-	**1,000,000**	-	1,000,000
Total Sources	1,000,000	-	1,000,000	-	**1,000,000**	-	1,000,000
Fund Balance	615,336	689,039	1,304,375	-	**1,304,375**	-	1,304,375

Recommended Program Funded Adjustments

Services and Supplies	1,258,039	Increase appropriation for fund balance requirements.
Transfers	(319,000)	Delete transfers to AAA-ADV for Salary & Benefit support.
Reimbursements	(250,000)	Move Transportation Reimbursements for Circulation Element from AAA-ADV ($100,000), Increase Transportation, Flood Control and RDA Contribution ($50,000 each).
Total Appropriation	689,039	
Total Sources	-	
Fund Balance	689,039	

BUDGET UNIT: HABITAT CONSERVATION (RHC PLN)

I. GENERAL PROGRAM STATEMENT

The Habitat Conservation Program budget was created in January 1999, in response to the January 12, 1999 Board of Supervisors action to continue work on preparation of the Multi-Species Habitat Conservation Plan for the San Bernardino Valley. The Habitat Conservation Plan is a study of endangered species located in the San Bernardino Valley that will conclude in recommendations regarding protection and mitigation of habitat to facilitate contiguous development opportunities. Land Use Services Advance Planning Division manages the project.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	(1,079,366)	260,479	1,061	140,928
Total Revenue	(462,810)	120,996	2,506	-
Fund Balance		139,483		140,928
Budgeted Staffing		1.0		-

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Land Use Services Advance Planning Division manages this project, which is currently on hold, while the requirements and funding sources are re-evaluated and a decision is made regarding continuing the program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes consist of the reduction of 1.0 vacant Planner III due to inactivity. Any required work effort will be accomplished by existing Advance Planning staff.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Works
DEPARTMENT: Land Use Services - Habitat Conservation
FUND: Special Revenue RHC PLN

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	-	60,479	-	-	60,479
Services and Supplies	1,061	200,000	-	-	200,000
Total Appropriation	1,061	260,479	-	-	260,479
Revenue					
Use of Money & Prop	2,506	-	-	-	-
State, Fed or Gov't Aid	-	120,996	-	-	120,996
Other Revenue	-	-	-	-	-
Total Revenue	2,506	120,996	-	-	120,996
Fund Balance		139,483	-	-	139,483
Budgeted Staffing		1.0	-	-	1.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Habitat Conservation
FUND: Special Revenue RHC PLN

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	60,479	(60,479)	-	-	**-**	-	-
Services and Supplies	200,000	(59,072)	140,928	-	**140,928**	-	140,928
Total Appropriation	260,479	(119,551)	140,928	-	**140,928**	-	140,928
Revenue							
Use of Money & Prop	-	-	-	-	**-**	-	-
State, Fed or Gov't Aid	120,996	(120,996)	-	-	**-**	-	-
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	120,996	(120,996)	-	-	**-**	-	-
Fund Balance	139,483	1,445	140,928	-	**140,928**	-	140,928
Budgeted Staffing	1.0	(1.0)	-	-	**-**	-	-

Recommended Program Funded Adjustments

Salaries and Benefits	(60,479)	Elimination of 1.0 Planner III.
Services and Supplies	(59,072)	Elimination of professional services.
Total Appropriation	(119,551)	
Total Revenue	(120,996)	Elimination of revenue.
Fund Balance	1,445	

OVERVIEW OF BUDGET

DEPARTMENT: PUBLIC WORKS
DIRECTOR: KEN A. MILLER

The Public Works Department was established on March 14, 2000 resulting from the Board of Supervisors approving a restructuring of the county's organization. This department includes divisions for Regional Parks, Transportation, Solid Waste, and the Flood Control District. The department's mission is to maintain county roads, administer special transportation projects, manage the Surveyor functions, provide recreational opportunities for the public through the use of regional parks, oversee the operation and management of the county's solid waste system, and provide flood control and related services throughout the County. The Public Works Department has responsibility for the following budget units (the Flood Control District is included in the Special Districts budget book):

	2003-04					
	Appropriation/ Operating Exp	Revenue	Local Cost	Fund Balance	Rev Over/ (Under Exp)	Staffing
Regional Parks Div						
Regional Parks	6,758,286	5,803,925	954,361			117.1
County Trail System	9,289,986	9,225,000		64,986		4.0
Moabi Boat Lauch Facility	948,000	1,222,000		(274,000)		-
Proposition 12 Projects	2,234,184	2,164,184		70,000		-
Proposition 40 Projects	1,000,000	1,000,000		-		-
Glen Helen Amphitheater	1,126,417	1,087,000		39,417		-
Park Maintenance /Dev	619,457	185,000		434,457		-
Calico Marketing	371,370	370,500		870		1.0
Off-Highway Veh License	87,242	25,000		62,242		-
Glen Helen Pavilion Imp	193,658	29,500		164,158		-
Park Snack Bars	71,129	76,600		-	5,471	1.3
Transportation Div						
Surveyor	3,310,588	3,310,588	-			39.4
Survey Monument	305,937	94,190		211,747		-
Road Operations	67,078,421	52,112,083		14,966,338		357.7
CalTrans Contract	148,186	298,186		(150,000)		-
Etiwanda Interchange	629,000	479,000		150,000		-
High Desert Corridor	839,300	772,225		67,075		-
Development Projects	3,760,952	779,743		2,981,209		-
Measure I Funds	21,434,383	8,793,864		12,640,519		-
Solid Waste Division						
Operations	46,513,636	45,543,580			(970,056)	74.4
Site Closure/Maint	10,806,246	10,059,246			(747,000)	-
Site Enhancement/Exp	3,806,788	8,204,667			4,397,879	-
Groundwater Remediation	3,422,934	9,283,976			5,861,042	-
Environmental Mitigation	2,003,000	2,095,595			92,595	-
TOTAL	186,759,100	163,015,652	954,361	31,429,018	8,639,931	594.9

Note: Including the Flood Control District, the total 2003-04 budget is as follows: Appropriation ($300,316,252); Revenue ($224,585,547); Local Cost ($954,361); Fund Balance ($59,225,558); and Staffing (755.0).

BUDGET UNIT: REGIONAL PARKS (AAA CCP)

I. GENERAL PROGRAM STATEMENT

The Regional Parks Division is responsible for the operation and maintenance of nine regional parks located throughout the county. These parks, which encompass approximately 9,200 acres, are as follows: Prado (Chino), Cucamonga-Guasti (Ontario), Glen Helen (San Bernardino), Mojave River Forks (Summit Valley), Mojave Narrows (Victorville), Moabi (Needles), Lake Gregory (Crestline), Yucaipa, and Calico Ghost Town (Yermo). The division also oversees the operation of 180 acres at the Big Morongo Canyon Wildlife Preserve in Morongo Valley. Together, these parks offer open space, trails, camping, swimming, fishing, picnicking, equestrian activities, playing fields, and other recreational opportunities to the public. The division sponsors special cultural, educational and promotional events through the use of park resources and contractual agreements with private, non-profit, and other public entities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,817,430	6,407,943	6,385,586	6,758,286
Total Revenue	5,438,542	5,760,448	5,792,435	5,803,925
Local Cost	378,888	647,495	593,151	954,361
Budgeted Staffing		117.1		117.1
Workload Indicators				
Attendance (*):				
Calico Ghost Town	314,350	372,200	336,300	346,300
Moabi	289,115	330,700	318,000	331,700
Glen Helen	563,345	647,000	574,600	653,000
Mojave Narrows	78,224	89,400	82,100	86,000
Prado	286,517	280,400	277,900	281,000
Cucamonga-Guasti	148,838	164,800	159,200	160,700
Yucaipa	305,140	328,400	329,500	331,000
Lake Gregory	290,111	294,400	287,200	293,000
Mojave River Forks	11,820	8,700	11,938	12,000
Total Attendance	2,287,460	2,516,000	2,376,738	2,494,700

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

Regional Parks has a total of 10.7 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	10.7	Retain
Total Vacant	10.7	

Of these 10.7 vacant budgeted positions, 8.7 are seasonal workers that are needed during the summer months.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Regional Parks is proposing the following fee revisions: a new discount walking entrance pass ($25/year) at Glen Helen, Mojave Narrows, Prado, Cucamonga Guasti, Yucaipa, and Mojave River Forks for patrons who frequently utilize these parks for walking or exercising purposes; a new senior discount vehicle entrance pass ($65/year) at Moabi, Glen Helen, Mojave Narrows, Prado, Cucamonga Guasti, Yucaipa, and Mojave River Forks; and a $5 reduction for the rental of electric motors and batteries at Lake Gregory. The department is proposing these fee changes to encourage more customer use of the parks and its facilities. The overall financial impact is expected to be minimal.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Regional Parks
FUND: General AAA CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,957,006	3,977,343	370,145	-	4,347,488
Services and Supplies	2,285,877	2,287,897	(57,968)	-	2,229,929
Central Computer	26,605	26,605	(5,311)	-	21,294
Transfers	130,098	130,098	-	-	130,098
Total Exp Authority	6,399,586	6,421,943	306,866	-	6,728,809
Reimbursements	(14,000)	(14,000)	-	-	(14,000)
Total Appropriation	6,385,586	6,407,943	306,866	-	6,714,809
Revenue					
Use of Money & Prop	1,184,900	1,134,900	-	-	1,134,900
Current Services	4,559,535	4,574,748	-	-	4,574,748
Other Revenue	48,000	50,800	-	-	50,800
Total Revenue	5,792,435	5,760,448	-	-	5,760,448
Local Cost	593,151	647,495	306,866	-	954,361
Budgeted Staffing		117.1	-	-	117.1

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Regional Parks
FUND: General AAA CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	4,347,488	290	4,347,778	-	**4,347,778**	-	4,347,778
Services and Supplies	2,229,929	17,885	2,247,814	-	**2,247,814**	-	2,247,814
Central Computer	21,294	-	21,294	-	**21,294**	-	21,294
Transfers	130,098	25,302	155,400	-	**155,400**	-	155,400
Total Expen Authority	6,728,809	43,477	6,772,286	-	**6,772,286**	-	6,772,286
Reimbursements	(14,000)	-	(14,000)	-	**(14,000)**	-	(14,000)
Total Appropriation	6,714,809	43,477	6,758,286	-	**6,758,286**	-	6,758,286
Revenue							
Use of Money & Prop	1,134,900	45,900	1,180,800	-	**1,180,800**	-	1,180,800
Current Services	4,574,748	(623)	4,574,125	-	**4,574,125**	-	4,574,125
Other Revenue	50,800	(1,800)	49,000	-	**49,000**	-	49,000
Total Revenue	5,760,448	43,477	5,803,925	-	**5,803,925**	-	5,803,925
Local Cost	954,361	-	954,361	-	**954,361**	-	954,361
Budgeted Staffing	117.1	-	117.1	-	**117.1**	-	117.1

Base Year Adjustments

Salaries and Benefits	119,996	MOU.
	205,658	Retirement.
	44,491	Risk Management Workers' Comp.
	370,145	
Services and Supplies	(25,900)	4% Spend Down Plan.
	(3,975)	Incremental change in EHAP.
	(59,377)	30% Cost Reduction Plan.
	31,284	Risk Management Liabilities.
	(57,968)	
Central Computer	(5,311)	
Total Appropriation	306,866	
Total Revenue	-	
Local Cost	306,866	

Recommended Program Funded Adjustments

Salaries and Benefits	290	No change in staff. Additional amount is due to minimal increase in termination benefits.
Services and Supplies	43,187	Increases in maintenance, advertising, and vehicle charges.
	(25,302)	GASB 34 accounting change (EHAP).
	17,885	
Transfers	25,302	GASB 34 accounting change (EHAP).
Total Appropriation	43,477	
Revenue		
Use of Mny & Prop	45,900	Increase in concessionaire revenues primarily from Calico Regional Park.
Current Services	(623)	Minimal decrease from park admission, swimming, camping and fishing fees.
Other Revenue	(1,800)	Slight decrease from sale of fire wood and fishing licenses.
Total Revenue	43,477	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	96	(10.7)	(239,050)	(239,050)	-
Total Vacant	96	(10.7)	(239,050)	(239,050)	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted In Recruitment - **Retain**					
Park Ranger II	04240	(1.0)	(46,884)	(46,884)	-
Park Superintendent I	07143	(1.0)	(55,593)	(55,593)	-
Public Service Employees (Seasonal)	Various	(8.7)	(136,573)	(136,573)	-
Total in Recruitment Retain		(10.7)	(239,050)	(239,050)	-

NOTE: Regional Parks is in the process of recruiting for a number of Public Service Employees to work this summer in a number of capacities including lifeguards, maintenance workers, snack bar attendants, and working the front gate.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Section 16.0223- Regional Parks					
(b) Moabi					
(1) Entrance Fees:					
(G) Senior Discount Vehicle Annual Entrance Pass (New)	$0.00	$65.00	$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(c) Glen Helen					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass (New)	$0.00	$65.00	$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass (New)	$0.00	$25.00	$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction
(d) Mojave Narrows					
(1) Entrance Fees:					
(E) Senior Discount Vehicle Entrance Pass (New)	$0.00	$65.00	$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(F) Discount Walking Entrance Pass (New)	$0.00	$25.00	$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Section 16.0223- Regional Parks					
(e) Prado					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction
(f) Cucamonga-Guasti					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	Customer requested fee, will increase customer satisfaction	Minimal budget impact. Senior discount will not be provided if fee is approved
(g) Yucaipa					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Section 16.0223- Regional Parks					
(h) Lake Gregory					
(4) Watercraft Rental fees:					
(H) Watercraft Rental Fees: Electric motor	$20.00	$15.00	($5.00)	Lowering price will stimulate more business, increasing revenue	There is no fiscal impact if fee is not approved
(I) Watercraft Rental Fees: Battery	$20.00	$15.00	($5.00)	Lowering price will stimulate more business, increasing revenue	There is no fiscal impact if fee is not approved
(i) Mojave River Forks					
(1) Entrance Fees:					
(E) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(F) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-32

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 4

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
Section 16.0223- Regional Parks									
(b) Moabi									
(1) Entrance Fees:									
(G) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	0	18	18	$0.00	$1,170.00	$1,170.00
(c) Glen Helen									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	0	15	15	$0.00	$975.00	$975.00
(E) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	0	3	3	$0.00	$75.00	$75.00
TOTAL THIS PAGE			$155.00			36			$2,220.00
GRAND TOTAL (All Page A's)			$595.00			257			$8,185.00

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 2 of 4

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
(d) Mojave Narrows									
(1) Entrance Fees:									
(E) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	0	15	15	$0.00	$975.00	$975.00
(F) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	0	5	5	$0.00	$125.00	$125.00
(e) Prado									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	0	20	20	$0.00	$1,300.00	$1,300.00
(E) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	0	8	8	$0.00	$200.00	$200.00
TOTAL THIS PAGE			$180.00			48			$2,600.00

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 3 of 4

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
(f) Cucamonga-Guasti									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	0	20	20	$0.00	$1,300.00	$1,300.00
(E) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	0	5	5	$0.00	$125.00	$125.00
(g) Yucaipa									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	0	30	30	$0.00	$1,950.00	$1,950.00
(E) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	0	10	10	$0.00	$250.00	$250.00
TOTAL THIS PAGE			$180.00			65			$3,625.00

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
(h) Lake Gregory									
(4) Watercraft Rental fees:									
(H) Watercraft Rental Fees: Electric motor	$20.00	$15.00	($5.00)	200	250	50	$4,000.00	$3,750.00	($250.00)
(I) Watercraft Rental Fees: Battery	$20.00	$15.00	($5.00)	200	250	50	$4,000.00	$3,750.00	($250.00)
(i) Mojave River Forks									
(1) Entrance Fees:									
(E) Senior Discount Vehicle Entrance Pass	$0.00	$65.00	$65.00	0	1	1	$0.00	$65.00	$65.00
(F) Discount Walking Entrance Pass	$0.00	$25.00	$25.00	0	7	7	$0.00	$175.00	$175.00
TOTAL THIS PAGE			$80.00			108			($260.00)

BUDGET UNIT: COUNTY TRAIL SYSTEM (RTS CCP)

I. GENERAL PROGRAM STATEMENT

On October 6, 1998, the Board of Supervisors approved County Policy #08-16 regarding the development of a county trail system. Under this policy, the Board designated Regional Parks to act as the lead agency for overseeing the development and maintenance of riding (non-motorized) and hiking trails within San Bernardino County. This separate budget unit was established to account for activity related to the trail system independently from other park operations.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	739,461	6,339,243	1,042,251	9,289,986
Total Revenue	535,522	5,541,665	309,659	9,225,000
Fund Balance		797,578		64,986
Budgeted Staffing		4.0		4.0

Estimated appropriation for 2002-03 is approximately $5.3 million less than budget primarily due to development of the Santa Ana River Trail (Phase II and III) not initiating as projected. The projects have been delayed due to permitting issues with the BNSF Railroad. These appropriations have been carried over to 2003-04 when development is now expected to commence. These portions of the trail are financed through grants from SANBAG. The grant funds are obtained on a reimbursable basis. Thus, the department will receive these funds after the trail improvements have commenced.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The 2003-04 budget includes appropriations for development of Phase II (La Cadena Dr. to Waterman Ave.) and Phase III (Waterman Ave. to Alabama St.) of the Santa Ana River Trail, as well as for the following new projects: Santa Ana River Parkway Improvements ($3.3 million), Wilson Creek Trail ($65,000), and the Cooley Ranch Landfill Brownfields Project ($150,000).

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - County Trail System
FUND: Special Revenue RTS CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	219,731	201,392	18,057	-	219,449
Services and Supplies	1,000,000	6,308,966	-	-	6,308,966
Transfers	-	-	-	-	-
Total Exp Authority	1,219,731	6,510,358	18,057	-	6,528,415
Reimbursements	(177,480)	(171,115)	-	-	(171,115)
Total Appropriation	1,042,251	6,339,243	18,057	-	6,357,300
Revenue					
Use of Money & Prop	10,330	10,000	-	-	10,000
State, Fed or Gov't Aid	-	5,100,000	-	-	5,100,000
Other Revenue	299,329	431,665	18,057	-	449,722
Total Revenue	309,659	5,541,665	18,057	-	5,559,722
Fund Balance		797,578	-	-	797,578
Budgeted Staffing		4.0	-	-	4.0

GROUP: Economic Development/Public Services
DEPARTMENT: Public works - County rail System
FUND: Special Revenue RTS CCP
FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	219,449	18,527	237,976	-	**237,976**	-	237,976
Services and Supplies	6,308,966	2,872,449	9,181,415	-	**9,181,415**	-	9,181,415
Transfers	-	693	693	-	**693**	-	693
Total Exp Authority	6,528,415	2,891,669	9,420,084	-	**9,420,084**	-	9,420,084
Reimbursements	(171,115)	41,017	(130,098)	-	**(130,098)**	-	(130,098)
Total Appropriation	6,357,300	2,932,686	9,289,986	-	**9,289,986**	-	9,289,986
Revenue							
Use of Money & Prop	10,000	-	10,000	-	**10,000**	-	10,000
State, Fed or Gov't Aid	5,100,000	3,515,000	8,615,000	-	**8,615,000**	-	8,615,000
Other Revenue	449,722	150,278	600,000	-	**600,000**	-	600,000
Total Revenue	5,559,722	3,665,278	9,225,000	-	**9,225,000**	-	9,225,000
Fund Balance	797,578	(732,592)	64,986	-	**64,986**		64,986
Budgeted Staffing	4.0	-	4.0	-	**4.0**	-	4.0

Base Year Adjustments

Salaries and Benefits	5,883	MOU.
	9,727	Retirement.
	2,447	Risk Management Workers' Comp.
	18,057	
Total Appropriation	18,057	
Total Revenue	18,057	Other revenue to offset the above increases in salaries and benefits.
Fund Balance	-	

Recommended Program Funded Adjustments

Salaries & Benefits	18,527	Increase primarily due to an upgrade of a contract program coordinator to a regional parks program manager.
Services & Supplies	2,872,449	Increase due to the following new projects in 2003-04: Santa Ana River Parkway Improvements ($3.3 million), the Wilson Creek Trail ($65,000), and Cooley Ranch Landfill Brownfields ($150,000). These new projects are partially offset by the completion of other projects in 2002-03 totaling approximately $700,000.
Transfers	693	EHAP charges to Human Resources.
Reimbursements	41,017	Completion of Lake Gregory Fitness Trail in 2002-03 requires no further reimbursement for this project.
Total Appropriation	2,932,686	
Revenue	3,515,000	Expected state and federal grants to fund new projects listed above.
	150,278	Expected grant match funds from the Wildlands Conservancy.
	3,665,278	
Fund Balance	(732,592)	

BUDGET UNIT: PROPOSITION 12 PROJECTS (RKL RGP)

I. GENERAL PROGRAM STATEMENT

Proposition 12 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 passed by the voters in November, 2000. Over the life of this program, $4,832,410 of Proposition 12 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to the bond act. The list of projects to be funded from the Proposition 12 funds was provided to the Board of Supervisors on January 29, 2002. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation		2,000,000	100,000	2,234,184
Total Revenue		2,000,000	170,000	2,164,184
Fund Balance		-		70,000

The division has been working on completing environmental documentation prior to requesting funding advances from the state in 2002-03. It is anticipated that many of the projects will be completed in the coming fiscal year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Prop 12
FUND: Special Revenue RKL RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	100,000	1,975,494	-	-	1,975,494
Transfers	-	24,506	-	-	24,506
Total Appropriation	100,000	2,000,000	-	-	2,000,000
Revenue					
State, Fed or Gov't Aid	170,000	2,000,000	-	-	2,000,000
Total Revenue	170,000	2,000,000	-	-	2,000,000
Fund Balance		-	-	-	-

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Prop 12
FUND: Special Revenue RKL RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	1,975,494	258,690	2,234,184	-	**2,234,184**	-	2,234,184
Transfers	24,506	(24,506)	-	-	**-**	-	-
Total Appropriation	2,000,000	234,184	2,234,184	-	**2,234,184**	-	2,234,184
Revenue							
State, Fed or Gov't Aid	2,000,000	164,184	2,164,184	-	**2,164,184**	-	2,164,184
Total Revenue	2,000,000	164,184	2,164,184	-	**2,164,184**	-	2,164,184
Fund Balance	-	70,000	70,000	-	**70,000**	-	70,000

Recommended Program Funded Adjustments

Services and Supplies	258,690	Increase due to additional projects to be completed.
Transfers	(24,506)	Transfer out to Trail Program budget will not occur until completion of all projects.
Total Appropriation	234,184	
Revenue	164,184	Additional revenue based on number of projects expected to be completed.
Total Revenue	164,184	
Fund Balance	70,000	

BUDGET UNIT: PROPOSITION 40 PROJECTS (RKM RGP)

I. GENERAL PROGRAM STATEMENT

Proposition 40 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2002 passed by the voters in March, 2002. Over the life of this program, $4,768,919 of Proposition 40 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to this bond act. A proposed list of projects recommended to be funded from this revenue source will be presented to the Board of Supervisors prior to receiving any Proposition 40 funds. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	1,000,000	-	1,000,000
Total Revenue	-	1,000,000	-	1,000,000
Fund Balance		-	-	-

There was no activity in the fund in 2002-03 due to the state not having completed the guidelines for this program. It is expected that draft guidelines will be available for review in May 2003 and final guidelines released in July 2003. This will allow the Division to proceed with a contract with the State and then move forward with projects.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Prop 40
FUND: Special Revenue RKM RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	-	990,000	-	-	990,000
Transfers	-	10,000	-	-	10,000
Total Appropriation	-	1,000,000	-	-	1,000,000
Revenue					
State, Fed or Gov't Aid	-	1,000,000	-	-	1,000,000
Total Revenue	-	1,000,000	-	-	1,000,000
Fund Balance	-	-	-	-	-

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Prop 40
FUND: Special Revenue RKM RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	990,000	-	990,000	-	**990,000**	-	990,000
Transfers	10,000	-	10,000	-	**10,000**	-	10,000
Total Appropriation	1,000,000	-	1,000,000	-	**1,000,000**	-	1,000,000
Revenue							
State, Fed or Gov't Aid	1,000,000	-	1,000,000	-	**1,000,000**	-	1,000,000
Total Revenue	1,000,000	-	1,000,000	-	**1,000,000**	-	1,000,000
Fund Balance	-	-	-	-	-	-	-

BUDGET UNIT: MOABI REGIONAL PARK BOAT LAUNCHING FACILITY (RTP CCP)

I. GENERAL PROGRAM STATEMENT

In July 2002, the Regional Parks Division was awarded a grant from the California Department of Boating and Waterways in the amount of $1,273,000. These funds are for the purpose of renovating the Moabi Regional Park Boat Launching Facility. This budget unit was established to separately account for all activity related to the grant. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Total Appropriation	-	-	325,000	948,000
Total Revenue	-	-	51,000	1,222,000
Fund Balance		-		(274,000)

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Moabi Regional Park Boat Launching Facility
FUND: Special Revenue RTP CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	325,000	-	-	-	-
Total Appropriation	325,000	-	-	-	-
Revenue					
State, Fed or Gov't Aid	51,000	-	-	-	-
Total Revenue	51,000	-	-	-	-
Fund Balance		-	-	-	-

GROUP: Economic Development/Public Services
DEPARTMENT: Moabi Regional Park Boat Launching Facil
FUND: Special Revenue RTP CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	-	948,000	948,000	-	**948,000**	**-**	**948,000**
Total Appropriation	-	948,000	948,000	-	**948,000**	**-**	**948,000**
Revenue							
State, Fed or Gov't Aid	-	1,222,000	1,222,000	-	**1,222,000**	**-**	**1,222,000**
Total Revenue	-	1,222,000	1,222,000	-	**1,222,000**	**-**	**1,222,000**
Fund Balance	-	(274,000)	(274,000)	-	**(274,000)**	**-**	**(274,000)**

Recommended Program Funded Adjustments

Services and Supplies	948,000	Professional services contracts to complete the project.
Total Appropriation	948,000	
Revenue		
State, Fed or Gov't Aid	1,222,000	Remaining grant balance from the State Department of Boating and Waterways.
Fund Balance	(274,000)	

BUDGET UNIT: GLEN HELEN AMPHITHEATER (SGH CAO)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established to account for lease payments received annually from the operators of the amphitheater at Glen Helen Regional Park. Each year, this revenue is transferred to the county general fund to abate the cost of the facility's debt service payment. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	840,791	910,067	862,650	1,126,417
Total Revenue	802,483	903,000	895,000	1,087,000
Fund Balance		7,067		39,417

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Glen Helen Amphitheater
FUND: Special Revenue SGH CAO

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	-	47,417	-	-	47,417
Transfers	862,650	862,650	-	-	862,650
Total Appropriation	862,650	910,067	-	-	910,067
Revenue					
Use of Money & Prop	895,000	903,000	-	-	903,000
Other Revenue	-	-	-	-	-
Total Revenue	895,000	903,000	-	-	903,000
Fund Balance		7,067	-	-	7,067

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Glen Helen Amphitheater
FUND: Special Revenue SGH CAO

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	47,417	106,900	154,317	-	**154,317**	-	154,317
Transfers	862,650	109,450	972,100	-	**972,100**	-	972,100
Total Appropriation	910,067	216,350	1,126,417	-	**1,126,417**	-	1,126,417
Revenue							
Use of Money & Prop	903,000	72,000	975,000	-	**975,000**	-	975,000
Other Revenue	-	112,000	112,000	-	**112,000**	-	112,000
Total Revenue	903,000	184,000	1,087,000	-	**1,087,000**	-	1,087,000
Fund Balance	7,067	32,350	39,417	-	**39,417**	-	39,417

Recommended Program Funded Adjustments

Services and Supplies	106,900	Increase based on additional revenue anticipated in 2003-04.
Transfers	109,450	Increased amount transferred to the general fund to finance debt service on the Amphitheater.
Total Appropriation	216,350	
Revenue		
Use of Money & Prop	72,000	Increase in annual lease payment to the county from the operators of the Amphitheater.
Other Revenue	112,000	Revenue from changing the name of the Amphitheater to the Hyundai Pavilion.
Total Revenue	184,000	
Fund Balance	32,350	

BUDGET UNIT: REGIONAL PARKS MAINTENANCE/DEVELOPMENT (SPR CCR)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide for the maintenance, development, and emergency repair at all regional parks. This fund is financed through a five percent allocation of park admission fees. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	338,690	982,057	889,200	619,457
Total Revenue	415,973	185,000	526,600	185,000
Fund Balance		797,057		434,457

Estimated revenues for 2002-03 are approximately $340,000 greater than budget due to unanticipated receipts from the sale of Baldwin Lake properties.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Maintenance/Development
FUND: Special Revenue SPR CCR

FUNCTION: Rec & Cultural Svcs
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services & Supplies	729,500	875,057	-	-	875,057
Equipment	159,700	107,000	-	-	107,000
Total Appropriation	889,200	982,057	-	-	982,057
Revenue					
Use of Money & Prop	20,000	20,000	-	-	20,000
Current Services	506,600	165,000	-	-	165,000
Total Revenue	526,600	185,000	-	-	185,000
Fund Balance		797,057	-	-	797,057

GROUP: Economic Development/Public Services
DEPARTMENT: Publci Works - Maintenance/Development
FUND: Special Revenue SPR CCR

FUNCTION: Rec & Cultural Svcs
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services & Supplies	875,057	(626,252)	248,805	-	**248,805**	-	248,805
Equipment	107,000	263,652	370,652	-	**370,652**	-	370,652
Total Appropriation	982,057	(362,600)	619,457	-	**619,457**	-	619,457
Revenue							-
Use of Money & Prop	20,000	-	20,000	-	**20,000**	-	20,000
Current Services	165,000	-	165,000	-	**165,000**	-	165,000
Total Revenue	185,000	-	185,000	-	**185,000**	-	185,000
Fund Balance	797,057	(362,600)	434,457	-	**434,457**	-	434,457

Recommended Program Funded Adjustments

Services and Supplies	(626,252)	Decrease due to a $362,600 reduction in fund balance available and a reallocation of $263,652 for the purchase of needed equipment.
Equipment	263,652	Purchase of skiploader, backhoe, tractor, mower, and playground equipment.
Total Appropriation	(362,600)	
Total Revenue	-	
Fund Balance	(362,600)	

BUDGET UNIT: CALICO GHOST TOWN MARKETING SERVICES (SPS CCR)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide separate accountability and operations of marketing services for Calico Ghost Town Regional Park. These services include advertising and marketing for special events such as Calico Days, Spring Festival, Hullabaloo, the Fine Arts Show, and other smaller events. 3% of the Calico Ghost Town concessionaire's gross sales, as well as 15% of the park's admission fees are used to finance these services.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	364,750	405,156	399,986	371,370
Total Revenue	317,156	389,300	385,000	370,500
Fund Balance		15,856		870
Budgeted Staffing		1.0		1.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

VI. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services
FUND: Special Revenue SPS CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Promotion

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	47,486	47,130	-	-	47,130
Services and Supplies	352,500	358,026	-	-	358,026
Transfers	-	-	-	-	-
Total Appropriation	399,986	405,156	-	-	405,156
Revenue					
Use of Money & Prop	71,000	65,500	-	-	65,500
Current Services	110,000	145,000	-	-	145,000
Other Revenue	204,000	178,800	-	-	178,800
Total Revenue	385,000	389,300	-	-	389,300
Fund Balance		15,856	-	-	15,856
Budgeted Staffing		1.0	-	-	1.0

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services
FUND: Special Revenue SPS CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Promotion

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	47,130	2,411	49,541	-	**49,541**	-	49,541
Services and Supplies	358,026	(36,370)	321,656	-	**321,656**	-	321,656
Transfers	-	173	173	-	**173**	-	173
Total Appropriation	405,156	(33,786)	371,370	-	**371,370**	-	371,370
Revenue							
Use of Money & Prop	65,500	(9,500)	56,000	-	**56,000**	-	56,000
Current Services	145,000	(35,000)	110,000	-	**110,000**	-	110,000
Other Revenue	178,800	25,700	204,500	-	**204,500**	-	204,500
Total Revenue	389,300	(18,800)	370,500	-	**370,500**	-	370,500
Fund Balance	15,856	(14,986)	870	-	**870**	-	870
Budgeted Staffing	1.0	-	1.0	-	**1.0**	-	1.0

Recommended Program Funded Adjustments

Salaries and Benefits	2,411	Step increase in salary for Marketing Coordinator.
Services and Supplies	(20,030)	Decrease in printing expenses.
	(16,340)	Decrease in professional expenses.
	(36,370)	
Transfers	173	Marketing Coordinator increase in EHAP expenses.
Total Appropriation	(33,786)	
Revenue		
Use of Money & Prop	(9,500)	Decrease due to a decline in tourism at the Park.
Current Services	(35,000)	Decrease due to a decline in tourism at the Park.
Other Revenue	25,700	Anticipated increase in festival and special event revenue.
Total Revenue	(18,800)	
Fund Balance	(14,986)	

BUDGET UNIT: OFF-HIGHWAY VEHICLE LICENSE FEE (SBY AMS)

I. GENERAL PROGRAM STATEMENT

Off-Highway vehicle funds are provided pursuant to state law. These funds are derived from fines for violation of off-highway vehicle operations and licensing. Subject to state requirements, these funds may be used for the development of trails and areas for off-highway. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	23,625	76,842	28,600	87,242
Total Revenue	34,092	25,000	39,000	25,000
Fund Balance		51,842		62,242

In accordance with Section 39009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in the fund are typically less than the budget. The amount not spent is carried over to the following year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Off Highway Vehicle License Fee
FUND: Special Revenue SBY AMS

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	28,600	76,842	-	-	76,842
Total Appropriation	28,600	76,842	-	-	76,842
Revenue					
State, Fed or Gov't Aid	39,000	25,000	-	-	25,000
Total Revenue	39,000	25,000	-	-	25,000
Fund Balance		51,842	-	-	51,842

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Off Highway Vehicle License Fee
FUND: Special Revenue SBY AMS

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	76,842	10,400	87,242	-	**87,242**	-	87,242
Total Appropriation	76,842	10,400	87,242	-	**87,242**	-	87,242
Revenue							
State, Fed or Gov't Aid	25,000	-	25,000	-	**25,000**	-	25,000
Total Revenue	25,000	-	25,000	-	**25,000**	-	25,000
Fund Balance	51,842	10,400	62,242	-	62,242	-	62,242

Recommended Program Funded Adjustments

Services and Supplies	10,400	Increase is based on additional fund balance available.
Total Appropriation	10,400	
Revenue	-	
Fund Balance	10,400	

BUDGET UNIT: GLEN HELEN PAVILION IMPROVEMENTS (SGR RGP)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1993-94 to provide for improvements to the Glen Helen Pavilion. These improvements are designed to maintain the amphitheater and its facilities in their current condition. This fund is financed jointly by deposits from the Regional Parks Division and the operators of the pavilion. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	341	169,958	5,800	193,658
Total Revenue	30,384	29,000	29,000	29,500
Fund Balance		140,958		164,158

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not spent is carried over to the following year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Glen Helen Pavilion Imp
FUND: Special Revenue SGR RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	5,800	169,958	-	-	169,958
Total Appropriation	5,800	169,958	-	-	169,958
Revenue					
Use of Money & Prop	-	4,000	-	-	4,000
Other Revenue	29,000	25,000	-	-	25,000
Total Revenue	29,000	29,000	-	-	29,000
Fund Balance		140,958	-	-	140,958

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Glen Helen Pavilion Imp
FUND: Special Revenue SGR RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	169,958	23,700	193,658	-	**193,658**	-	193,658
Total Appropriation	169,958	23,700	193,658	-	**193,658**	-	193,658
Revenue							
Use of Money & Prop	4,000	500	4,500	-	**4,500**	-	4,500
Current Services	25,000	-	25,000	-	**25,000**	-	25,000
Total Revenue	29,000	500	29,500	-	**29,500**	-	29,500
Fund Balance	140,958	23,200	164,158	-	**164,158**	-	164,158

Recommended Program Funded Adjustments

Services and Supplies	23,700	Increase based on fund balance available and increased revenue.
Total Appropriation	23,700	
Revenue	500	Increase in earned interest.
Fund Balance	23,200	

BUDGET UNIT: REGIONAL PARKS SNACK BARS (EMO, EMP & EMT)

I. GENERAL PROGRAM STATEMENT

The Regional Parks Division provides staff to operate three snack bars located at the following parks: Glen Helen (island site), Lake Gregory, and Mojave Narrows. In 1995-96, enterprise funds were established for the snack bars to provide management with sound accountability and timely reports. Any excess revenue resulting from operations is used to enhance the snack bars or other park operations. Snack bars at Cucamonga-Guasti, Yucaipa, Prado, and Glen Helen (swimming complex) are operated by a Board-approved private contractor.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	84,688	86,262	68,101	71,129
Total Revenue	95,777	103,500	73,600	76,600
Revenue Over (Under) Exp	11,089	17,238	5,499	5,471
Budgeted Staffing		1.0		1.3

Estimated expenditures and revenues for 2002-03 are less than budget due to snack bar operations at Prado Regional Park being taken over by a Board-approved private contractor.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing has been increased by a net of 0.3 positions. Of this amount, 0.8 was increased due to the county assuming snack bar operations from a concessionaire at Lake Gregory Regional Park, and 0.5 was decreased resulting from the snack bar at Prado Regional Park now being operated by a Board-approved private contractor.

PROGRAM CHANGES

As mentioned above, Regional Parks has taken over snack bar operations at Lake Gregory from a concessionaire while turning the Prado snack bar operation over to a Board-approved private contractor.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Park Snack Bar
FUND: Enterprise EMO, EMP, EMT CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Snack Bar Sales

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	22,101	19,262	-	-	19,262
Services and Supplies	46,000	67,000	-	-	67,000
Transfers	-	-	-	-	-
Total Operating Expense	68,101	86,262	-	-	86,262
Revenue					
Other Revenue	73,600	103,500	-	-	103,500
Total Revenue	73,600	103,500	-	-	103,500
Total Rev Over/(Under) Exp	5,499	17,238	-	-	17,238
Budgeted Staffing		1.0			1.0

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Park Snack Bar
FUND: Enterprise EMO, EMP, EMT CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Snack Bar Sales

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	19,262	4,694	23,956	-	**23,956**	-	23,956
Services and Supplies	67,000	(20,000)	47,000	-	**47,000**	-	47,000
Transfers	-	173	173	-	**173**	-	173
Total Operating Expense	86,262	(15,133)	71,129	-	**71,129**	-	71,129
Revenue							
Other Revenue	103,500	(26,900)	76,600	-	**76,600**	-	76,600
Total Revenue	103,500	(26,900)	76,600	-	**76,600**	-	76,600
Total Rev Over/(Under) Exp	17,238	(11,767)	5,471	-	**5,471**	-	5,471
Budgeted Staffing	1.0	0.3	1.3		**1.3**		1.3

Recommended Program Funded Adjustments

Salaries and Benefits	4,694	Increase due to the addition of 0.3 in budgeted staff.
Services and Supplies	(20,000)	Less supplies needed due to Prado snack bar being operated by a concessionaire.
Transfers	173	EHAP Charges.
Total Appropriation	(15,133)	
Revenue	(26,900)	Less revenues due to Prado snack bar now operated by a concessionaire.
Total Rev Over/(Under) Exp	(11,767)	

BUDGET UNIT: SURVEYOR (AAA SVR)

I. GENERAL PROGRAM STATEMENT

The Surveyor Division is composed of two functions: office mapping and field survey services. The office mapping section is responsible for the review of subdivision maps as prescribed by state law, preparation of legal descriptions and maps for other county departments, and assisting the public in matters relating to land boundaries. The field section performs boundary and construction surveys primarily for other county departments and is responsible for perpetuation of controlling survey monuments.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,185,167	2,958,835	2,604,867	3,310,588
Total Revenue	2,242,866	2,958,835	2,618,750	3,310,588
Local Cost	(57,699)	-	(13,883)	-
Budgeted Staffing		39.3		39.4
Workload Indicators				
Final Maps	27	25	8	10
Parcel Maps	47	46	47	47
Records of Survey	152	175	179	160
Corner Records	1,002	1,300	900	800

Estimated appropriation for 2002-03 are $353,968 less than budget primarily due to a savings in salaries and benefits ($267,950) resulting from delays in filling vacant positions. In addition, services and supplies are projected to be $63,967 under budget. This savings is due to not re-modeling the public service counter and research area, as well as motor pool, microfilming, field survey supplies, training and travel costs being less than anticipated. Estimated revenues for 2002-03 are under-realized by $340,085 mainly because of the delays with filling revenue generating positions.

While the above workload indicators reflect a decrease in work performed for the private sector, the Surveyor's workload related to other county entities is on the rise. Work requested by the Transportation Division and the Flood Control District for field surveys, as well as by the Information Services Department for automation of the Geographic Information Systems (GIS) parcel basemap, will offset the private sector workload decreases. Workload indicators for performing field surveys and automation of the GIS parcel basemap are not reflected, as they are not easily measurable.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing has been increased by 0.1 to reflect additional hours for an existing retiree extra help Land Surveyor. Revenues generated by the Surveyor's Division will fund the costs associated with this increase.

PROGRAM CHANGES

In 2003-04, the Surveyor will be providing increased services to assist the Information Services Department (ISD) with the automation of the GIS parcel basemap. The Surveyor will provide quality control, maintenance, and perform surveys to establish control points for the parcel basemap. Revenues from ISD have been increased by approximately $300,000 in 2003-04 for providing this service. When the GIS program was approved, an ongoing maintenance cost for the Surveyor was identified at $200,000 per year. ISD will reimburse the Surveyor for these costs in 2003-04 and for approximately six months of 2004-05 (at that time the GIS parcel basemap is expected to be fully automated). Sources of revenue to fund ongoing maintenance costs subsequent to December 2004 have not been identified and will need to be addressed at a later date.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 6.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	6.0	Retain
Total Vacant	6.0	

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The Surveyor has a minor fee change to Section 16.0215B of the County Fee Ordinance. The change would reduce the hourly rate charged by an Engineering Technician IV for providing archive research to match the hourly rate in Section 16.0228B. There would be no impact to the Surveyor's budget.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Surveyor
FUND: General AAA SVR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	2,279,720	2,547,670	208,622	-	2,756,292
Services and Supplies	291,453	355,420	491	-	355,911
Central Computer	15,406	15,406	(2,428)	-	12,978
Equipment	45,912	69,000	-	-	69,000
Transfers	31,128	31,128	-	-	31,128
Total Exp Authority	2,663,619	3,018,624	206,685	-	3,225,309
Reimbursements	(58,752)	(59,789)	-	-	(59,789)
Total Appropriation	2,604,867	2,958,835	206,685	-	3,165,520
Revenue					
Current Services	2,564,473	2,917,535	206,685	-	3,124,220
Other Revenue	54,277	41,300	-	-	41,300
Total Revenue	2,618,750	2,958,835	206,685	-	3,165,520
Local Cost	(13,883)	-	-	-	-
Budgeted Staffing		39.3	-	-	39.3

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Surveyor
FUND: General AAA SVR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,756,292	11,130	2,767,422	-	**2,767,422**	-	2,767,422
Services and Supplies	355,911	89,903	445,814	-	**445,814**	-	445,814
Central Computer	12,978	-	12,978	-	**12,978**	-	12,978
Equipment	69,000	15,900	84,900		**84,900**	-	84,900
Transfers	31,128	36,510	67,638	-	**67,638**	-	67,638
Total Exp Authority	3,225,309	153,443	3,378,752	-	**3,378,752**	-	3,378,752
Reimbursements	(59,789)	(8,375)	(68,164)	-	**(68,164)**	-	(68,164)
Total Appropriation	3,165,520	145,068	3,310,588	-	**3,310,588**	-	3,310,588
Revenue							
Current Services	3,124,220	145,068	3,269,288	-	**3,269,288**	-	3,269,288
Other Revenue	41,300	-	41,300	-	**41,300**	-	41,300
Total Revenue	3,165,520	145,068	3,310,588	-	**3,310,588**	-	3,310,588
Local Cost	-	-	-	-	**-**		-
Budgeted Staffing	39.3	0.1	39.4	-	**39.4**	-	39.4

Base Year Adjustments

Salaries and Benefits	62,625	MOU.
	115,655	Retirement.
	30,342	Risk Management Workers' Comp.
	208,622	
Services and Supplies	949	Risk Management Liabilities
	(458)	Incremental change in EHAP
	491	Increase for Risk Mgmt Liabilities ($949); decreases for EHAP charges ($458) and an accounting change of EHAP from services & supplies to Transfers ($6,813).
	982	
Central Computer	(2,428)	
Total Appropriation	206,685	
Total Revenue	206,685	Includes $72,114 in additional revenues that will be generated due to the MOU hourly rate increases that, in turn, increases the hourly rate chargeable to county departments (primarily Transportation and Flood Control). The remaining $134,571 will be covered primarily by revenues generated from ISD relating to automation of the GIS parcel basemap.
Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	7,094	Additional amount for 0.1 staffing increase for retiree extra help Land Surveyor.
	45,236	Step increases.
	(41,200)	Less termination benefit cash-outs needed in 2003-04.
	11,130	
Services and Supplies	(8,200)	Monthly access charges of $2,200 for field crew's cell phones replacing 800 Mhz hand held radios costing $7,980; reduced rates for telephone system costs of $2,420.
	11,161	Add'l for computers for three staff members to process work and for the replacement of failing computers.
	6,254	Add'l need for desks, tables, chairs and filing cabinets for three staff members & public counter research area.
	69,661	COWCAP increase, $66,361; Central Mail Services postage rate increase, $3,300.
	(15,000)	Delay for remodel of public service counter/research area.
	11,000	Increased need based on ISD's revised estimate for the ongoing development of the document imaging project.
	(8,450)	Reduced Vehicle Services & County Garage charges for not purchasing a vehicle for office, ($9,200); increased private mileage, $750.
	30,290	New mileage costs for ISD's requests for surveys related to parcel basemap including Vehicle Services rate increase.
	(6,813)	GASB 34 Accounting Change (EHAP).
	89,903	
Equipment	45,900	Two Global Positioning System (GPS) units needed to perform field surveys to replace older, worn units.
	(30,000)	Not purchasing vehicle for office section.
	15,900	
Transfers	6,813	GASB 34 Accounting Change (EHAP).
	25,700	Increase for Public Works computer services charges.
	3,997	Increase Surveyor's share of department's Human Resources/Payroll costs, $2,997; signs for field crews, $1,000.
	36,510	
Reimbursements	(8,375)	Increase from Public Works, Transportation for Land Development's share of Surveyor's costs.
Total Appropriation	145,068	
Revenue		
Current Services	166,087	From ISD for quality control, maintenance and survey control points for the automation of the parcel basemap.
	43,433	Revenues for mileage costs for typical surveys related to preserving monuments, $13,143; revenues for mileage costs for surveys requested by ISD for the parcel basemap project that relate to monument preservation, $30,290 .
	(64,452)	Conservative estimate results in decreasing revenues for review of subdivision maps due to unknown state of economy.
Total Revenue	145,068	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	6	6.0	414,926	414,926	-
Total Vacant	6	6.0	414,926	414,926	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted In Recruitment - **Retain**					
Engineering Technician II	00284	1.0	46,438	46,438	-
Engineering Technician II	08005	1.0	46,907	46,907	-
Engineering Technician IV	09071	1.0	72,668	72,668	-
Engineering Technician IV	09858	1.0	72,668	72,668	-
Supervising Land Surveyor	04383	1.0	97,124	97,124	-
Survey Party Chief	06593	1.0	79,121	79,121	-
Total in Recruitment Retain		6.0	414,926	414,926	-

FEE ADJUSTMENT SUMMARY

DEPARTMENT: PUBLIC WORKS - Surveyor (AAA SVR)
PREPARED BY: Jeanne Germond
PHONE # 387-8160

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Surveyor archive research	$85.00	$83.00	($2.00)	To provide uniformity of hourly charge for an Engineering Technician IV and match fee as set forth in section 16.0228B.	No budgetary impact.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: PUBLIC WORKS - Surveyor (AAA SVR)
PREPARED BY: Jeanne Germond
PHONE # 387-8160

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215B (c) (15) (B) Research requests...hourly rate	$85.00	$83.00	($2.00)	5	5	0	$425.00	$415.00	($10.00)
TOTAL THIS PAGE			($2.00)			0			($10.00)
GRAND TOTAL (All Page A's)			($2.00)			0			($10.00)

BUDGET UNIT: SURVEY MONUMENT PRESERVATION (SBS SVR)

I. GENERAL PROGRAM STATEMENT

The Survey Monument Preservation Fund was established to account for expenses incurred related to the retracement or remonument surveys of major historical land division lines, upon which later surveys are based. These include, but are not limited to, surveys of government section lines, grant lines, rancho section lines, acreage subdivision lot lines, and subdivision boundary lines. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	140,709	304,903	95,595	305,937
Total Revenue	99,387	91,751	94,190	94,190
Fund Balance		213,152		211,747

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Survey Monument Preservation
FUND: Special Revenue SBS SVR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	95,595	304,903	-	-	304,903
Total Appropriation	95,595	304,903	-	-	304,903
Revenue					
Current Services	94,190	91,751	-	-	91,751
Total Revenue	94,190	91,751	-	-	91,751
Fund Balance		213,152	-	-	213,152

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Survey Monument Preservation
FUND: Special Revenue SBS SVR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	304,903	1,034	305,937	-	**305,937**	-	305,937
Total Appropriation	304,903	1,034	305,937	-	**305,937**	-	305,937
Revenue							
Current Services	91,751	2,439	94,190	-	**94,190**	-	94,190
Total Revenue	91,751	2,439	94,190	-	**94,190**	-	94,190
Fund Balance	213,152	(1,405)	211,747	-	**211,747**	-	211,747

Recommended Program Funded Adjustments

Services and Supplies	1,034	Increase net of increased revenue less fund balance.
Total Appropriation	1,034	
Revenue		
Current Services	2,439	Increased revenues collected by County Recorder.
Total Revenue	2,439	
Fund Balance	(1,405)	

BUDGET UNIT: ROAD OPERATIONS CONSOLIDATED (SAA, SVJ, SVK, SVL, SVM)

I. GENERAL PROGRAM STATEMENT

The Transportation Division of the Public Works Department is responsible for the operation of the county maintained road system, including administration, planning, design, contract administration, traffic management and maintenance of approximately 2,834 miles of road. The program is financed principally from revenues generated by the state highway users tax, a small share of the state sales tax which is, by law, allocated to a countywide local transportation fund, federal and state aid for specific road improvements and reimbursable projects from other agencies. The program also includes facilities development fees and one-half cent sales tax passed in November 1990 as Measure I, which are accounted for in separate budget units.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	43,173,441	59,289,203	44,404,075	67,078,421
Total Financing Sources	45,685,271	43,294,639	43,375,789	52,112,083
Fund Balance		15,994,564		14,966,338
Budgeted Staffing		364.9		357.7
Workload Indicators				
Maintained road miles	2,830	2,829	2,834	2,834

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGE

Budgeted staffing for 2003-04 has been decreased by a net of 7.2 positions resulting from the deletion of the following 11.6 positions: 2.0 vacant Engineering Technician II's, 1.0 vacant Public Works Engineer III, 1.0 Public Service Employee, and the equivalent of 7.6 budgeted staff in overtime. These decreases, which are the result of a projected $3 million loss of Traffic Congestion Relief Funds, are partially offset by the following 4.4 increases in staff: 1.0 Clerk III is needed to support the Department's front office personnel, 1.0 Public Works Engineer II to assist in Long-Term Program Planning, 1.0 Maintenance Construction Worker II to keep up with current workload demands at various county road yards, 0.9 contract employees (0.5 Contract Project Senior Inspector and 0.4 Contract Construction Project Manager) to assist the department with the high volume of construction projects anticipated in 2003-04, and 0.5 for the Caltrans Study Team assigned to the High Desert Corridor Project.

PROGRAM CHANGES

None.

OTHER CHANGES

The Public Works Department has agreed to construct and oversee the Valley Boulevard at Pepper Street Interchange Reconstruction Project in Colton. For the 2003-04 budget, the department's Transportation Division has included revenue of $6.0 million from the county's Capital Improvement Fund to finance the cost of this project.

IV. VACANT POSITION IMPACT

The department has a total of 18.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	8.0	Slated for Deletion
Vacant Budgeted In Recruitment	10.2	Retain
Total Vacant	18.2	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 8.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends this policy item, which would restore the following: 1.5 seasonal positions (Equipment Operator II's) needed during the winter months for storm maintenance/snow removal, 1.5 contract positions (1.0 Contract Transportation Planner and 0.5 Contract Transportation Engineer) needed to assist the Caltrans Study Team with the High Desert Corridor Project (all costs related to this project are reimbursed by federal funds received through the City of Victorville), 4.0 positions (3.0 Engineering Technician III's and 1.0 Engineering Technician II) are needed for the Department's Design and Right-of-Way sections to assist with workload demands and to prevent delays of future projects, and 1.0 Staff Analyst I is needed to assist staff with planning road projects and preparing cooperative agreements with other municipalities.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	**1**	Winter Storm Maintenance	1.5 $57,143 Revenue Supported	These seasonal workers are needed during the winter months to assist the department with storm maintenance and snow removal needs.
x	**1**	High Desert Corridor Project	1.5 $125,527 Revenue Supported	These contract employees are needed to assist with environmental studies and preliminary engineering related to an east/west high desert corridor.
x	**1**	Road Design and Right-of-Way	4.0 $197,389 Revenue Supported	Restoration of four Engineering Techs is needed in the Department's Road Design and Right-of-Way sections because workload demands have excceded the capacity of current staff, which could result in delays to a number of projects.
x	**1**	Transportation Program Mgmt.	1.0 $53,971 Revenue Supported	Restoring this Staff Analyst I position would assist the Department with planning road projects and preparing cooperative agreements with other municipalities. Processing these agreements, which are a means of sharing the cost of a road project with other local agencies, requires extensive paperwork and contact between agencies.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Road Operations Consolidated
FUND: Special Revenue SAA SVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	20,244,976	21,073,133	1,931,029	-	23,004,162
Services and Supplies	21,850,576	38,276,381	-	-	38,276,381
Central Computer	144,872	144,848	(40,012)	-	104,836
Other Charges	355,848	760,400	-	-	760,400
Land	-	250,000	-	-	250,000
Structures & Imprmts	290,000	371,000	-	-	371,000
Equipment	2,237,145	2,245,500	-	-	2,245,500
Transfers	1,256,300	2,360,702	6,325	-	2,367,027
Total Exp Authority	46,379,717	65,481,964	1,897,342	-	67,379,306
Reimbursements	(3,475,642)	(7,692,761)	-	-	(7,692,761)
Total Appropriation	42,904,075	57,789,203	1,897,342	-	59,686,545
Operating Transfer Out	1,500,000	1,500,000	-	-	1,500,000
Total Requirements	44,404,075	59,289,203	1,897,342	-	61,186,545
Revenue					
License & Permits	226,140	175,000	-	-	175,000
Use of Money & Prop	811,460	450,000	-	-	450,000
Current Services	4,103,301	3,530,921	-	-	3,530,921
State, Fed or Gov't Aid	36,360,393	37,502,658	1,897,342	-	39,400,000
Other Revenue	374,495	136,060	-	-	136,060
Total Revenue	41,875,789	41,794,639	1,897,342	-	43,691,981
Operating Transfer In	1,500,000	1,500,000	-	-	1,500,000
Total Financing Sources	43,375,789	43,294,639	1,897,342	-	45,191,981
Fund Balance		15,994,564	-	-	15,994,564
Budgeted Staffing		364.9	-	-	364.9

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Road Operations Consolidated
FUND: Special Revenue SAA AVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	23,004,162	(254,221)	22,749,941	(434,030)	**22,315,911**	434,030	22,749,941
Services and Supplies	38,276,381	9,213,217	47,489,598	-	**47,489,598**	-	47,489,598
Central Computer	104,836	-	104,836	-	**104,836**	-	104,836
Other Charges	760,400	464,100	1,224,500	-	**1,224,500**	-	1,224,500
Land	250,000	-	250,000	-	**250,000**	-	250,000
Structures & Imprmts	371,000	(209,000)	162,000	-	**162,000**	-	162,000
Equipment	2,245,500	707,500	2,953,000	-	**2,953,000**	-	2,953,000
Transfers	2,367,027	(417,356)	1,949,671	-	**1,949,671**	-	1,949,671
Total Exp Authority	67,379,306	9,504,240	76,883,546	(434,030)	**76,449,516**	434,030	76,883,546
Reimbursements	(7,692,761)	(4,112,364)	(11,805,125)	-	**(11,805,125)**	-	(11,805,125)
Total Appropriation	59,686,545	5,391,876	65,078,421	(434,030)	**64,644,391**	434,030	65,078,421
Operating Transfer Out	1,500,000	500,000	2,000,000	-	**2,000,000**	-	2,000,000
Total Requirements	61,186,545	5,891,876	67,078,421	(434,030)	**66,644,391**	434,030	67,078,421
Revenue							
Licenses & Permits	175,000	50,000	225,000	-	**225,000**	-	225,000
Use of Money & Prop	450,000	225,000	675,000	-	**675,000**	-	675,000
Current Services	3,530,921	(2,297,621)	1,233,300	-	**1,233,300**	-	1,233,300
State, Fed or Gov't Aid	39,400,000	2,477,783	41,877,783	(434,030)	**41,443,753**	434030	41,877,783
Other Revenue	136,060	(35,060)	101,000	-	**101,000**	-	101,000
Total Revenue	43,691,981	420,102	44,112,083	(434,030)	**43,678,053**	434,030	44,112,083
Operating Transfer In	1,500,000	6,500,000	8,000,000	-	**8,000,000**	-	8,000,000
Total Financing Sources	45,191,981	6,920,102	52,112,083	(434,030)	**51,678,053**	434,030	52,112,083
Fund Balance	15,994,564	(1,028,226)	14,966,338	-	**14,966,338**	-	14,966,338
Budgeted Staffing	364.9	(7.2)	357.7	(8.0)	**349.7**	8.0	357.7

Base Year Adjustments

Salaries and Benefits	621,086	MOU.
	1,017,752	Retirement.
	292,191	Risk Management Workers' Comp.
	1,931,029	
Central Computer	(40,012)	
Transfers	6,325	Increase in EHAP charges.
Total Appropriation	1,897,342	
Revenue		
State, Fed or Gov't Aid	1,897,342	Revenues necessary to offset above costs.
Total Revenue	1,897,342	
Fund Balance	-	

Recommended Program Funded Adjustments

Salaries and Benefits	(254,221)	Reduction related to net decrease of 7.2 positions ($415,153) partially offset by step increases totaling $160,932.
Services and Supplies	6,000,000	Construction of the Valley Boulevard at Pepper Street interchange.
	686,327	Net increase in various other construction projects anticipated for the year.
	1,291,764	Increase in equipment distribution based on increased rental and depreciations costs for vehicles.
	324,492	Increased system development charges from ISD for a new Job Cost Accounting System.
	193,638	Increase in software primarily due to purchase of project management and maintenance activity software.
	864,357	Increase in vehicle services and warehouse purchases for road projects, vehicle maintenance, etc.
	67,539	Increase in COWCAP charges.
	(214,900)	Decrease in utilities due to lower energy costs and installation of cost saving lighting in break building.
	9,213,217	
Land	464,100	Increase in anticipated right of way purchases for 2003-04 road projects.
Structures/Imprmts	(209,000)	Decrease in requests for 2003-04. Included are requests for building security improvements, relocation of offices, and yard maintenance projects.
Equipment	707,500	Increase due to purchase of 6 motorgraders for $1,380,000 needed to replace aging equipment, while other equipment requests have reduced by $672,500.
Transfers	(417,356)	Decrease due to contribution to Measure I Rock Springs Road project completed in 2002-03.
Reimbursements	(4,112,364)	Increase due to funds from the San Sevaine RDA ($3 million) are now in this category rather than shown under revenue (Current Services). Also, an additional $1.1 million is anticipated from the Measure I fund to finance various projects.
Total Appropriation	5,391,876	
Operating Transfer Out	500,000	Increase for equipment purchases in 2003-04.
Total Requirements	5,891,876	
Revenue		
License & Permits	50,000	Increase based on current year estimate amounts.
Use of Money & Prop	225,000	Increase in interest based on additional cash in interest bearing account.
Current Services	(2,297,621)	Decrease due to $3 million from the San Sevaine RDA being reclassified to reimbursements, partially offset by a $700,000 increase for a number of joint projects with cities.
State, Fed or Gov't Aid	2,477,783	Increase in federal funds for projects completed in 2002-03 and commencing in 2003-04 ($5.5 million), partially offset by a $3 million reduction in State Traffic Congestion Relief Funds.
Other Revenue	(35,060)	Reduced sales from fixed assets.
Total Revenue	420,102	
Operating Transfer In	6,500,000	Increase for equipment purchases in 2003-04 ($500,000) and revenue from the Capital Improvement fund for Valley Boulevard at Pepper Street Project ($6,000,000).
Total Financing Sources	6,920,102	
Fund Balance	(1,028,226)	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	10	(8.0)	(434,030)	(434,030)	-
Vacant Budgeted In Recruitment - Retain	10	10.2	516,555	516,555	-
Total Vacant	20	2.2	82,525	82,525	-
Recommended Restoration of Vacant Deleted	10	(8.0)	(434,030)	(434,030)	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment					
Equipment Operator II (Seasonal)	71922	(0.5)	(20,013)	(20,013)	-
Equipment Operator II (Seasonal)	73994	(0.5)	(19,759)	(19,759)	-
Equipment Operator II (Seasonal)	74011	(0.5)	(17,371)	(17,371)	-
Contract Transportation Engineer	20170	(0.5)	(41,842)	(41,842)	-
Contract Transportation Planner	77311	(1.0)	(83,685)	(83,685)	-
Engineering Technician II	08766	(1.0)	(45,484)	(45,484)	-
Engineering Technician III	02098	(1.0)	(50,635)	(50,635)	-
Engineering Technician III	12696	(1.0)	(50,635)	(50,635)	-
Engineering Technician III	73308	(1.0)	(50,635)	(50,635)	-
Staff Analyst I	12055	(1.0)	(53,971)	(53,971)	-
Total Slated for Deletion - Retain		(8.0)	(434,030)	(434,030)	-
Vacant Budgeted In Recruitment - **Retain**					
Clerk II	77495	1.0	32,002	32,002	-
Engineering Technician III	02087	1.0	50,635	50,635	-
Engineering Technician IV	08553	1.0	58,983	58,983	-
Equipment Operator I	03725	1.0	54,013	54,013	-
Equipment Operator II	01131	1.0	47,455	47,455	-
Maintenance & Const Worker I	73313	1.1	44,526	44,526	-
Maintenance & Const Worker I	75578	1.0	40,090	40,090	-
Maintenance & Const Worker I	75581	1.0	43,616	43,616	-
Public Works Engineer III	11430	1.0	86,276	86,276	-
Tree Trimmer	08195	1.1	58,959	58,959	-
Total in Recruitment Retain		10.2	516,555	516,555	-

PUBLIC WORKS

POLICY DESCRIPTION FORM

Department/Group: Public Works/ ED/PSG **Budget Code:** SVJ TRA
Title: Transportation

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☒
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 434,030	$ 434,030

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.5	Equipment Operator II (Seasonal)	57,143
1.0	Contract Transportation Planner	83,685
0.5	Contract PWG Transportation Engr	41,842
3.0	Engineering Technician III	151,905
1.0	Engineering Technician II	45,484
1.0	Staff Analyst I	53,971

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 434,030	$ 434,030
REVENUE (specify source)		
Gas Tax	308,503	308,503
City of Victorville	125,527	125,527
Total:	$ 434,030	$ 434,030
LOCAL COST	$ 0	$ 0

PUBLIC WORKS

Policy Item #1 of 1 - Transportation

The 1.5 Equipment Operator II's are seasonal workers needed during the winter months to assist the department with storm maintenance and snow removal. The positions are not expected to be filled until at least mid October 2003.

The vacant Contract Transportation Planner and Contract PWG Transportation Engineer positions are required by the Caltrans Study Team for the High Desert Corridor Project. These positions are needed because workload on this project is scheduled to increase in Fiscal Year 03/04. These contract employees will assist with the Project's environmental studies and preliminary engineering. All expenses for this Project are reimbursed by federal funding via the City of Victorville, which is the lead agency for this Project.

The department also requests approval to restore 4.0 vacant positions (3.0 Engineering Technician III's and 1.0 Engineering Technician II) assigned to its Design and Right-of-Way sections. These positions are needed because workload demands have exceeded the capacity of current staff. Filling these positions would prevent possible delays in various projects. Some of the duties to be performed by these positions include the following: preparation of plans, specifications, and cost estimates; researching property ownerships related to acquisitions; and producing legals and plat maps for right-of-way work.

Lastly, the department is seeking approval to restore 1.0 vacant Staff Analyst I. This position is needed to assist staff in planning road projects and preparing cooperative agreements with other municipalities. The Department shares jurisdiction with other local agencies that require cooperative agreements for road maintenance and construction projects. These agreements provide a means of sharing the cost of a project with other local agencies. In addition, the Staff Analyst I is needed for updating and maintenance of the Department's Transportation Program Management database. This database is essential for developing the five-year capital improvement plan, work order issuance, grant applications, and financial reports. Completion of this update will improve planning efficiency and cost effectiveness.

CAPITAL IMPROVEMENTS FOR PUBLIC SERVICES GROUP - TRANSPORTATION FY 03/04

SD	ROAD NAME	LIMITS	TYPE OF WORK	REGION	03/04 PHASE	CARRYOVER FY '03/04 BUDGET	NEW PROJECT FY 03/04 BUDGET
1	AMETHYST ROAD	PALMDALE RD N/SENECA RD	ROAD CONSTRUCTION & SIGNAL	VICTORVILLE	DESIGN	10,000	
1	ARROWHEAD LAKE ROAD	1.48 M N, MOJAVE DAM ROAD N .06 M (300')	GUARDRAIL INSTALLATION	HESPERIA	CONSTRUCTION	21,800	
1	BAKER BOULEVARD	BRIDGE # 54C-128 (0.15M E,SH 127)	WIDEN BRIDGE	BAKER	CONSTRUCTION	435,000	
1	CAMARILLO AVENUE	.03M N, SH58 N/PALERMO ST	REHABILITATION	BARSTOW	CONSTRUCTION	138,000	
1	CENTRAL ROAD/OCOTILLO WAY	TUSSING RANCH RD/ROUND UP WAY	WIDEN/TURN PKTS/AC OVERLAY	APPLE VALLEY	CONSTRUCTION	648,500	
1	CRUCERO ROAD	NAT TRLS HWY N/0003M N,NAT TRLS HWY	REHABILITATION	LUDLOW	DESIGN	71,300	
1	CUSTER AVE/TRADE POST RD	@ SH 18	LT/RT TURN LANES	LUCERNE VALLEY	CONSTRUCTION	140,000	
1	DOLA DITCH BRIDGE	NTH, BR NO 54C 086, 2.08 M E, KELBAKER	BRIDGE REPLACEMENT	LUDLOW	CONSTRUCTION		780,000
1	DUNCAN ROAD	OASIS ROAD E/WILSON RANCH ROAD	PAVE DIRT ROAD	PHELAN	CONSTRUCTION	1,012,000	
1	EL MIRAGE ROAD	LA COL E/0100M W,KOALA RD(ADL CL)	REHABILITATION	ADELANTO	CONSTRUCTION	307,400	
1	ELMWOOD DRIVE	RIDGE CREST RD E/YELLOWSTONE AVE	REHABILITATION	SPRING VALLEY LAKE	CONSTRUCTION	24,500	
1	ESCONDIDO AVENUE	RANCHERO ST N / CEDAR ST	PAVE DIRT ROAD	HESPERIA	CONSTRUCTION		330,000
1	FORT IRWIN ROAD	I-15 N/FT IRWIN BNDRY	WIDENING/PASSING LANE PROJECT	BARSTOW	R/W - DESIGN	1,000,000	
1	HIGH DESERT CORRIDOR PROJ	SH 395 E/SH 18	PRELIMINARY ENGINEERING AND ENVIRONMENTAL	VICTORVILLE	DESIGN	400,000	
1	JENNY STREET	.2M W, COLUMBINE ST	DRAINAGE IMPROVEMENTS	OAK HILLS	CONSTRUCTION	95,000	
1	LANZIT DITCH BRIDGE	NTR, BR NO 54C 086, 2.77 E, KELBAKER	BRIDGE REPLACEMENT	LUDLOW	CONSTRUCTION		1,076,000
1	KELBAKER ROAD	HIDDEN HILLS RD N 4.05M	REALIGNMENT	DAGGETT	DESIGN	20,000	
1	LONE PINE CANYON RD BYPASS	ZERMATT DRIVE N/HWY 2	PAVE (NEW ROAD)	WRIGHTWOOD	DESIGN	55,000	
1	MAIN STREET	.19M NE,SWEETEN LN NE/LENWOOD LN	REHABILITATION	LENWOOD	CONSTRUCTION	184,000	
1	MESQUITE STREET	ESCONDIDO AVENUE E/MAPLE AVENUE	PAVE DIRT ROAD	HESPERIA	CONSTRUCTION	586,500	
1	MUSCATEL STREET	.04M W, VERBENA E/END	PAVE EXISTING DIRT ROAD	OAK HILLS	DESIGN	25,000	
1	NATIONAL TRAILS HIGHWAY	MOJAVE RIVER (VIC CL) N 1.06M	REHABILITATION	ORO GRANDE	CONSTRUCTION		109,100
1	NATIONAL TRAILS HWY	0.75 M N,ORO GRANDE UP/0.6M S,BRYMAN RD	WIDEN/INSTALL PASSING LANES	ORO GRANDE	CONSTRUCTION	1,510,000	
1	NEEDLES HIGHWAY	N STREET N&E/STATE LINE	REHABILITATION	NEEDLES	DESIGN	190,000	
1	NIELSON ROAD	BEEKLEY E/MALPASO RD	PAVE DIRT ROAD	PHELAN	CONSTRUCTION		491,000
1	OAK HILL ROAD	CALIENTE RD N/.03M S,JENNY ST	REALIGNMENT	OAK HILLS	CONSTRUCTION	120,000	
1	PHELAN ROAD	BEEKLEY RD E/SH 395	DRAINAGE IMPROVEMENTS	PHELAN	CONSTRUCTION		200,000
1	PHELAN ROAD	.25M W/.5M E, SH 395	EXTEND OVER ORO GRANDE WASH	PHELAN	DESIGN	5,000	
1	SUMMIT VALLEY ROAD	1.88M N,SH138 N 2.18M (HSP CL) (PORTION)	PAVE DIRT ROAD	HESPERIA	DESIGN		53,000
					SUPER DIST 1	**6,999,000**	**3,039,100**
2	ARROW ROUTE	@ BEECH AVE & LIME AVE	DRAINAGE IMPROVEMENTS	FONTANA SD 2	CONSTRUCTION	129,000	
2	ARROW ROUTE	REDWOOD AVE	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	250,000	
2	ARROW ROUTE	BEECH AVE	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	143,800	
2	ARROW ROUTE	SULTANA	DRAINAGE IMPROVEMENTS	FONTANA SD 2	CONSTRUCTION	55,300	

SD	ROAD NAME	LIMITS	TYPE OF WORK	REGION	03/04 PHASE	CARRYOVER FY '03/04 BUDGET	NEW PROJECT FY 03/04 BUDGET
2	ARROW ROUTE	HICKORY AVE E/BEECH AVE	REHAB/DRAINAGE/INTER IMPS	FONTANA SD 2	CONSTRUCTION	831,600	
2	BEECH AVENUE	WHITTRAM AVE/ARROW RTE	WIDEN, REHAB,INSTALL CURB/GUTTER	FONTANA SD 2	CONSTRUCTION	250,000	
2	CENTRAL AVENUE	ARROW RTE/FOOTHILL BLVD	CONTINOUS LEFT TURN LN CONSTR	UPLAND	CONSTRUCTION	332,000	
2	CENTRAL AVENUE	@ ARROW ROUTE	SIGNAL MODIFICATION	UPLAND	CONSTRUCTION	86,200	
2	CHERRY AVENUE	@ WHITTRAM AVE	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	170,000	
2	CHERRY AVENUE	I-10	IMPROVE INTERSECTION	FONTANA SD 2	DESIGN	110,000	
2	CHERRY AVENUE	WHITTRAM AVE N/FOOTHILL BLVD	WIDEN ROADWAY	FONTANA SD 2	R/W - DESIGN		225,000
2	CRESTLINE PARK & RIDE	LAKE DRIVE	CONSTRUCT PARK & RIDE FACILITY	CRESTLINE	CONSTRUCTION	474,200	
2	DELLE DRIVE	LAKE DR NWLY/DARFO DR	REHABILITATION	CRESTLINE	CONSTRUCTION	132,000	
2	SAN BERNARDINO AVENUE	LIVE OAK, BEECH, HEMLOCK, REDWOOD,	SIGNAL INSTALLATION & SYNCHRO	FONTANA SD 2	R/W - DESIGN	405,000	
2	SLOVER AVENUE	CHERRY AVE E/.11M E,HEMLOCK AVE	WIDEN	FONTANA SD 2	CONSTRUCTION	3,200,000	
2	SLOVER AVENUE	AT CALABASH AVE/BANANA AVE	DRAINAGE IMPROVEMENTS	FONTANA SD 2	CONSTRUCTION	160,000	
2	VALLEY BOULEVARD	@ OLEANDER AVE, LIVE OAK, REDWOOD	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	240,000	
2	VALLEY BOULEVARD	BANANA AVE/ALMOND AVE	LEFT TURN LANE CONSTRUCTION	FONTANA SD 2	CONSTRUCTION	245,000	
2	VALLEY BLVD & OTHERS	CHERRY AVE E/HEMLOCK AVE	REHABILITATION	FONTANA SD 2	CONSTRUCTION	945,000	
2	VALLEY ROAD	SH138 NLY/BROOKSIDE	AC OVERLAY	CRESTLINE	DESIGN	100,000	
2	WHITTRAM AVENUE	HICKORY/CHERRY AVE	WIDEN, INSTALL C&G, AC OVERLAY	FONTANA SD 2	CONSTRUCTION	2,000,000	
2	WHITTRAM AVENUE	CHERRY AVE/LIVE OAK AVE	WIDEN, REHAB, INSTALL CURB/GUTTER	FONTANA SD 2	CONSTRUCTION	345,000	
2	ZURICH DRIVE	THOUSAND PINES RD E/LAKE DR	REALIGNMENT & SLOPE STABILIZATION	CRESTLINE	CONSTRUCTION	175,000	
					SUPER DIST 2	**10,779,100**	**225,000**
3	ANGELS CAMP ROAD	YOSEMITE DR N/END	REHABILITATION	MOONRIDGE	CONSTRUCTION	30,500	
3	ARROWBEAR DRIVE	SPILLWAY	WIDENING	ARROWBEAR	CONSTRUCTION	70,000	
3	BARTON & OTHERS	LA CADENA DR E 0003M	REHABILITATION	COLTON SD 3	CONSTRUCTION	328,800	
3	BEAUMONT AVENUE	@ SAN TIMOTEO CRK	BRIDGE REPLACEMENT DESIGN	REDLANDS	CONSTRUCTION	1,675,000	
3	DALEY CANYON ROAD	SH 18	IMPROVE INTERSECT SAFETY/REALIGN	LAKE ARROWHEAD	DESIGN	25,000	
3	GARNET STREET BRIDGE	MILL CREEK, BR NO 54C 420	BRIDGE REPLACEMENT	REDLANDS	CONSTRUCTION		1,423,000
3	HOOK CREEK ROAD	VARIOUS LOCATIONS	DRAINAGE IMPROVEMENTS	LAKE ARROWHEAD	CONSTRUCTION	218,000	
3	LARREA RD	0.06M S, QUAIL BUSH RD N/SH 247	PAVE DIRT ROAD	YUCCA VALLEY	CONSTRUCTION	672,000	
3	PARADISE WAY	SH 38	IMPROVE INTERSECTION	BIG BEAR CITY	CONSTRUCTION	260,000	
3	PINE LANE	HOLCOMB CREEK DR N/ END	PAVE DIRT ROAD	GREEN VALLEY	CONSTRUCTION	24,000	
3	RECHE CANYON ROAD	0067M NW,RIV CO LINE W&N/CLN CL	REHABILITATION	COLTON SD 3	DESIGN	56,100	
3	RECHE ROAD	SH 247	TURNLANE CONST	YUCCA VALLEY	CONSTRUCTION	150,000	
3	WABASH AVENUE	@ SH 38	SIGNAL INSTALLATION	REDLANDS	CONSTRUCTION	300,000	
					SUPER DIST 3	**3,809,400**	**1,423,000**
4	MISSION BOULEVARD	LA COL E/.26M E,PIPE LINE (MTC CL)	REHABILITATION	MONTCLAIR	CONSTRUCTION	236,400	

SD	ROAD NAME	LIMITS	TYPE OF WORK	REGION	03/04 PHASE	CARRYOVER FY '03/04 BUDGET	NEW PROJECT FY 03/04 BUDGET
4	MISSION BOULEVARD	0025M E,RAMONA AVE E/0007M E,FREMONT	REHABILITATION	MONTCLAIR	CONSTRUCTION		255,300
4	MISSION BOULEVARD	ROSWELL AVENUE	INSTALL LT TURN PHASE & VIDEO	MONTCLAIR	CONSTRUCTION	94,200	
4	MISSION BOULEVARD	BENSON AVE	SIGNAL INSTALLATION	MONTCLAIR	CONSTRUCTION	181,000	
4	PIPE LINE AVENUE	@ PHILLIPS BLVD AND FRANCIS AVE	CROSS GUTTER REHAB	CHINO	CONSTRUCTION		8,800
4	THIRD STREET	SILICON AVENUE E .17 M	REHABILITATION	MONTCLAIR	CONSTRUCTION	94,000	
					SUPER DIST 4	**605,600**	**264,100**
5	AGUA MANSA ROAD	0080M W,RANCHO AVE E0073	REHABILITATION	COLTON SD 5	CONSTRUCTION	76,200	
5	ARROW ROUTE	LOCUST AVE	INTERSECTION MODIFICATION	FONTANA SD 5	CONSTRUCTION	82,500	
5	ARROW ROUTE	LOCUST AVENUE	SIGNAL MODIFICATION	FONTANA SD 5	CONSTRUCTION	127,000	
5	BLOOMINGTON AVENUE	CEDAR AVE E&NE/0009M NE,LARCH AVE	REHAB/OVERLAY	BLOOMINGTON	CONSTRUCTION	400,000	
5	CEDAR AVENUE	@ I-10	INTERCHANGE PSR/PR	BLOOMINGTON	DESIGN	26,000	
5	CEDAR AVENUE	RANDALL AVE	SIGNAL INSTALLATION	BLOOMINGTON	DESIGN	25,000	
5	EL RIVINO ROAD	CEDAR E/AGUA MANSA RD	REHABILITATION	BLOOMINGTON	CONSTRUCTION		255,300
5	JURUPA AVE & OTHER	TAMARIND AVE/ALDER AVE	PAVE EXISTING DIRT ROAD	FONTANA SD 5	CONSTRUCTION	522,500	
5	MAPLE AVENUE	BARBEE ST N/FONTANA CL	REHABILITATION	RIALTO	CONSTRUCTION	135,000	
5	PALM AVENUE	CAJON BLVD N 0011M	REHABILITATION	VERDEMONT SD 5	CONSTRUCTION	23,500	
5	RIVERSIDE AVENUE	PEACH ST N/RIALTO CL	WIDEN ROADWAY	RIALTO	DESIGN	85,000	
5	STEVENSON STREET	.15 M W, CYPRUS AVE E/ CYPRUS AVE	PAVE DIRT ROAD	COLTON SD 5	CONSTRUCTION		67,000
					SUPER DIST 5	**1,502,700**	**322,300**
					GRAND TOTAL	**23,695,800**	**5,273,500**

BUDGET UNIT: CALTRANS CONTRACT (SVB TRA)

I. GENERAL PROGRAM STATEMENT

This budget reflects a cooperative agreement between the county's Public Works Department and the California Department of Transportation (Caltrans). This separate fund allows for the coordination and administration of consultant engineering contracts in support of Caltrans projects. Currently, two major projects are budgeted. The first is a feasibility study for truck lanes on the Interstate 15 and 40 freeways. The second is a preliminary design study for widening Interstate 15 from Victorville to Barstow. Both are multi-year projects receiving federal pass through funding from Caltrans. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	174,997	288,100	91,248	148,186
Total Revenue	13,967	415,487	68,635	298,186
Fund Balance		(127,387)		(150,000)

Estimated expenditures for 2002-03 are significantly less than budget due to staff assigned to the Caltrans Contract working on other departmental projects for a considerable portion of the year. Correspondingly, revenues from Caltrans were also less than projected.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - CalTRANS Contract
FUND: Special Revenue SVB TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	9,688	38,100	-	-	38,100
Transfers	81,560	250,000	-	-	250,000
Total Appropriation	91,248	288,100	-	-	288,100
Revenue					
Use of Money & Prop	6,000	5,000	-	-	5,000
State, Fed or Gov't Aid	62,635	410,487	-	-	410,487
Total Revenue	68,635	415,487	-	-	415,487
Fund Balance		(127,387)	-	-	(127,387)

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - CalTRANS Contract
FUND: Special Revenue SVB TRA
FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	38,100	10,086	48,186	-	**48,186**	-	48,186
Transfers	250,000	(150,000)	100,000	-	**100,000**	-	100,000
Total Appropriation	288,100	(139,914)	148,186	-	**148,186**	-	148,186
Revenue							
Use of Money & Prop	5,000	686	5,686	-	**5,686**	-	5,686
State, Fed or Gov't Aid	410,487	(117,987)	292,500	-	**292,500**	-	292,500
Total Revenue	415,487	(117,301)	298,186	-	**298,186**	-	298,186
Fund Balance	(127,387)	(22,613)	(150,000)	-	**(150,000)**	-	(150,000)

Recommended Program Funded Adjustments

Services and Supplies	10,086	Increase based on anticipated use of outside professional services.
Transfers	(150,000)	Decrease based on less anticipated work left to complete the projects.
Total Appropriation	(139,914)	
Revenue		
Use of Money & Prop	686	Increase in interest based on 2002-03 estimates.
State, Fed or Govt Aid	(117,987)	Decrease in federal reimbursement resulting from less work now anticipated to complete the projects.
Total Revenue	(117,301)	
Fund Balance	(22,613)	

BUDGET UNIT: ETIWANDA INTERCHANGE IMPROVEMENT (SVE TRA)

I. GENERAL PROGRAM STATEMENT

This budget was established to separately account for a cooperative agreement (approved by the Board during 2001-02) between the county's Public Works Department, the California Department of Transportation (Caltrans), and the Catellus Corporation for redesign of the Etiwanda Boulevard at I-10 interchange. This project is being designed and constructed in three Phases, Phase I is the realignment of Valley Boulevard, Phase II is the reconstruction of the Etiwanda at I-10 interchange, and Phase III is the landscaping of the project. Phase I and Phase II will be completed by the end of 2002-03. Phase III will begin in 2003-04. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	16,858,156	1,477,489	100,152	629,000
Total Revenue	9,821,321	8,504,313	7,276,976	479,000
Fund Balance		(7,026,824)		150,000

Estimated expenditures for 2002-03 are approximately $1.4 million less than budget. This is the result of work on Phase III being delayed until 2003-04, in addition to costs for Phase I and Phase II being less than projected. Correspondingly, revenues in the form of reimbursements from Caltrans and the Catellus Corporation for work completed are under budget as well.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Etiwanda Interchange Improvements
FUND: Special Revenue SVE TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	27,622	997,489	-	-	997,489
Other Charges	-	20,000	-	-	20,000
Transfers	72,530	460,000	-	-	460,000
Total Appropriation	100,152	1,477,489	-	-	1,477,489
Revenue					
Use of Money & Prop	13,639	2,500	-	-	2,500
State, Fed or Gov't Aid	5,542,770	7,991,813	-	-	7,991,813
Other Revenue	1,720,567	510,000	-	-	510,000
Total Revenue	7,276,976	8,504,313	-	-	8,504,313
Fund Balance		(7,026,824)	-	-	(7,026,824)

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Etiwanda Interchange Improvements
FUND: Special Revenue SVE TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	997,489	(448,489)	549,000	-	**549,000**	-	549,000
Other Charges	20,000	(15,000)	5,000	-	**5,000**	-	5,000
Transfers	460,000	(385,000)	75,000	-	**75,000**	-	75,000
Total Appropriation	1,477,489	(848,489)	629,000	-	**629,000**	-	629,000
Revenue							
Use of Money & Prop	2,500	1,500	4,000	-	**4,000**	-	4,000
State, Fed or Gov't Aid	7,991,813	(7,541,813)	450,000	-	**450,000**	-	450,000
Other Revenue	510,000	(485,000)	25,000	-	**25,000**	-	25,000
Total Revenue	8,504,313	(8,025,313)	479,000	-	**479,000**	-	479,000
Fund Balance	(7,026,824)	7,176,824	150,000	-	**150,000**	-	150,000

Recommended Program Funded Adjustments

Services and Supplies	(448,489)	Decrease results from completion of Phase I and Phase II of project.
Other Charges	(15,000)	Decrease in anticipated right of way needs.
Transfers	(385,000)	Decrease in reimbursements to road fund for staff assigned to this project.
Total Appropriation	(848,489)	
Revenue		
Use of Money & Prop	1,500	Increase in interest revenue earned on the fund's cash balance.
State, Fed or Gov't Aid	(7,541,813)	Decrease in reimbursements from the state based on work completed in 2002-03.
Other Revenue	(485,000)	Decrease in reimbursements from Catellus based on construction completed in 2002-03.
Total Revenue	(8,025,313)	
Fund Balance	7,176,824	

BUDGET UNIT: HIGH DESERT CORRIDOR PROJECT (SWL TRA)

I. GENERAL PROGRAM STATEMENT

In 2000-01, the Board of Supervisors approved a cooperative agreement between the County, the City of Victorville, and the Town of Apple Valley. This agreement allows for the beginning of environmental studies and preliminary engineering for an east/west high desert corridor. This corridor will be north of Victorville from Highway 395 through the Town of Apple Valley. In accordance with the cooperative agreement, the city and the town will reimburse the county for all costs related to this project. This budget unit was established to separately account for expenditures and revenues related to this project. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	648,400	217,039	839,300
Total Revenue	201,943	446,457	82,171	772,225
Fund Balance		201,943		67,075

Initial coordination between the City of Victorville and Caltrans resulted in delaying the start of this project. This delay produced less than anticipated appropriation and revenue for 2002-03.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - High Desert corridor
FUND: Special Revenue SWL TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	17,697	30,400	-	-	30,400
Transfers	199,342	618,000	-	-	618,000
Total Appropriation	217,039	648,400	-	-	648,400
Revenue					
Use of Money & Prop	7,500	8,000	-	-	8,000
State, Fed or Gov't Aid	74,671	438,457	-	-	438,457
Total Revenue	82,171	446,457	-	-	446,457
Fund Balance		201,943	-	-	201,943

GROUP: Economic Development/Public Services
DEPARTMENT: Public Ways - High Desert Corridor
FUND: Special Revenue SWL TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	30,400	208,900	239,300		**239,300**	-	239,300
Transfers	618,000	(18,000)	600,000	-	**600,000**	-	600,000
Total Appropriation	648,400	190,900	839,300	-	**839,300**	-	839,300
Revenue							
Use of Money & Prop	8,000	(4,400)	3,600	-	**3,600**	-	3,600
State, Fed or Gov't Aid	438,457	330,168	768,625	-	**768,625**	-	768,625
Total Revenue	446,457	325,768	772,225	-	**772,225**	-	772,225
Fund Balance	201,943	(134,868)	67,075	-	**67,075**	-	67,075

Recommended Program Funded Adjustments

Services and Supplies	208,900	Increase in anticipated use of outside professional services for High Desert Corridor Project.
Transfers	(18,000)	Decrease in anticipated labor for High Desert Corridor Project.
Total Appropriation	190,900	
Revenue		
Use of Money & Prop	(4,400)	Decrease in interest based on less fund balance.
State, Fed or Gov't Aid	330,168	Increase in reimbursements from the City of Victorville to offset the costs of this porject.
Total Revenue	325,768	
Fund Balance	134,868	

BUDGET UNIT: DEVELOPMENT PROJECTS (SWB, SWD, SWG, SWJ, SWM, SWN, SWO, SWQ, SWX, SXP)

I. GENERAL PROGRAM STATEMENT

The transportation facilities development fee funds are established by county ordinance to collect fees on new construction in the areas of Big Bear, Helendale/Oro Grande, Rancho Cucamonga, Yucaipa, High Desert, Oak Hills, Oak Glen, and Southeast Apple Valley. These fees provide funds for construction of roads in the established fee area that will ultimately be incorporated into the county road system. Funds must be spent in the area in which they are collected. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	202,394	3,131,112	93,526	3,760,952
Total Revenue	571,893	631,421	575,044	779,743
Fund Balance		2,499,691		2,981,209

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Development Projects
FUND: Spjecial Revenue SWB, SWD, SWJ, SWM, SWN SWO, SWQ, SWX, SXP

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	208,260	2,915,883	-	-	2,915,883
Other Charges	-	-	-	-	-
Transfers	50,291	380,229	-	-	380,229
Total Expen Authority	258,551	3,296,112	-	-	3,296,112
Reimbursements	(165,025)	(165,000)	-	-	(165,000)
Total Appropriation	93,526	3,131,112	-	-	3,131,112
Revenue					
Use of Money & Prop	91,032	113,275	-	-	113,275
Current Services	500,646	518,146	-	-	518,146
Other Revenue	(16,634)	-	-	-	-
Total Revenue	575,044	631,421	-	-	631,421
Fund Balance		2,499,691	-	-	2,499,691

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Development Projects
FUND: Special Revenue SWB, SWD, SWJ, SWM, SWN SWO, SWQ, SWX, SXP

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	2,915,883	188,169	3,104,052	-	**3,104,052**	-	3,104,052
Other Charges	-	120,000	120,000	-	**120,000**	-	120,000
Transfers	380,229	156,671	536,900	-	**536,900**	-	536,900
Total Expen Authority	3,296,112	464,840	3,760,952	-	**3,760,952**	-	3,760,952
Reimbursements	(165,000)	165,000	-	-	**-**	-	-
Total Oper Expense	3,131,112	629,840	3,760,952	-	**3,760,952**	-	3,760,952
Revenue							
Use of Money & Prop	113,275	(23,715)	89,560	-	**89,560**	-	89,560
Current Services	518,146	172,037	690,183	-	**690,183**	-	690,183
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	631,421	148,322	779,743	-	**779,743**	-	779,743
Fund Balance	2,499,691	481,518	2,981,209	-	**2,981,209**		2,981,209

Recommended Program Funded Adjustments

Services and Supplies	188,169	Increase based on current construction program.
Other Charges	120,000	Increase based on anticipated Right of Way needs for current construction program.
Transfers	156,671	Increase based on anticipated labor for 2003-04.
Reimbursements	165,000	Decrease due to completion of prior year projects financed by Measure I Funds.
Total Appropriation	629,840	
Revenue		
Use of Money & Prop	(23,715)	Decrease in interest based on 2002-03 estimates.
Current Services	172,037	Increase due to development in Summit Valley, Oak Hills (Zones A & B), and High Desert.
Total Revenue	148,322	
Fund Balance	481,518	

BUDGET UNIT: MEASURE I FUNDS (RRR, RRS, RRT, RRU, RRV, RWR, RWS, RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW)

I. GENERAL PROGRAM STATEMENT

Measure I was approved by the voters in November 1989, to provide funds for transit support, congestion relief, and safety improvements to roads. The primary source of funds is from a countywide one-half percent sales tax. Budget units were established for Measure I to separately manage the funds collected. The county is divided into six subareas: Barstow, Morongo, mountains, Needles, Victor Valley, and San Bernardino Valley. Funds must be spent in the subarea in which they are collected. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	6,407,657	25,400,625	10,655,987	21,434,383
Total Revenue	6,890,612	9,182,484	7,078,365	8,793,864
Fund Balance		16,218,141		12,640,519

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

The 2002-03 estimated revenues are $2,104,119 less than budgeted due to the outstanding balance of revenues due from the City of Fontana ($2,000,000) and the State of California ($250,000) for their participation in the Slover Avenue and Beekley Road projects, respectively. The Slover Avenue project, previously scheduled for construction in 2002-03, is now expected to commence during the fall of 2003. The Beekley project is expected to be completed in June, 2003, however a $250,000 final billing to the state is not expected to be received until 2003-04.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Measure I Funds
FUND: Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

FUNCTION: Public Ways/Facilities
ACTIVITY: Transportation System

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	10,166,438	22,669,528	-	-	22,669,528
Other Charges	740	304,500	-	-	304,500
Transfers	1,913,809	3,601,597	-	-	3,601,597
Total Exp Authority	12,080,987	26,575,625	-	-	26,575,625
Reimbursements	(1,425,000)	(1,175,000)	-	-	(1,175,000)
Total Appropriation	10,655,987	25,400,625	-	-	25,400,625
Revenue					
Taxes	5,814,421	5,444,609	-	-	5,444,609
Use of Money & Prop	532,706	690,875	-	-	690,875
Current Services	136,524	2,297,000	-	-	2,297,000
State, Fed or Gov't Aid	560,622	750,000	-	-	750,000
Other Revenue	34,092	-	-	-	-
Total Revenue	7,078,365	9,182,484	-	-	9,182,484
Fund Balance		16,218,141	-	-	16,218,141

GROUP: Economic Development/Public Services
DEPARTMENT: Public Ways - Measure I Funds
FUND: Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

FUNCTION: Public Ways/Facilities
ACTIVITY: Transportation System

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	22,669,528	(4,314,120)	18,355,408	-	**18,355,408**	-	18,355,408
Other Charges	304,500	(85,500)	219,000	-	**219,000**	-	219,000
Transfers	3,601,597	(641,622)	2,959,975	-	**2,959,975**	-	2,959,975
Total Exp Authority	26,575,625	(5,041,242)	21,534,383	-	**21,534,383**	-	21,534,383
Reimbursements	(1,175,000)	1,075,000	(100,000)	-	**(100,000)**	-	(100,000)
Total Appropriation	25,400,625	(3,966,242)	21,434,383	-	**21,434,383**	-	21,434,383
Revenue							
Taxes	5,444,609	341,813	5,786,422	-	**5,786,422**	-	5,786,422
Use of Money & Prop	690,875	(391,433)	299,442	-	**299,442**	-	299,442
Current Services	2,297,000	(50,000)	2,247,000	-	**2,247,000**	-	2,247,000
State, Fed or Gov't Aid	750,000	(290,000)	460,000	-	**460,000**	-	460,000
Other Revenue	-	1,000	1,000	-	**1,000**	-	1,000
Total Revenue	9,182,484	(388,620)	8,793,864	-	**8,793,864**	-	8,793,864
Fund Balance	16,218,141	(3,577,622)	12,640,519	-	**12,640,519**	-	12,640,519

Recommended Program Funded Adjustments

Services and Supplies	(4,314,120)	Decrease primarily due to the completion of various larger projects including: Rock Springs Road realignment, Beekley Road signal and paving, and overlays on Irwin Road, Maple Lane and North Bay Road.
Other Charges	(85,500)	Decrease because less right of way needs are anticipated in 2003-04.
Transfers	(641,622)	Decrease in transfers due to $357,522 less in anticipated salary and labor costs for projects in 2003-04. Also, decrease of approximately $300,000 from other funds for their participation in various projects which were completed in 2002-03.
Reimbursements	1,075,000	Decrease in anticipated reimbursements due to the completion of Rock Springs Road and Beekley Road.
Total Appropriation	(3,966,242)	
Revenue		
Taxes	341,813	Increase based on half-cent sales tax revenue projections.
Use of Money & Prop	(391,433)	Reduction in interest revenues due to a significant decrease in cash balances because of the completion of various projects.
Current Services	(50,000)	Reduced revenues from local agencies due to fewer participation projects.
State, Fed or Gov't Aid	(290,000)	Decrease in state aid primarily because of the completion of Beekley Road.
Other Revenue	1,000	Revenues anticipated from sales of plans and specifications for projects being advertised.
Total Revenue	(388,620)	
Fund Balance	(3,577,622)	

SOLID WASTE MANAGEMENT SUMMARY

	2003-04				
	Operating Expense	Financing	Revenue Over/(Under)	Fixed Assets	Staffing
Operations	46,513,636	45,543,580	(970,056)	-	74.4
Site Closure/Maintenance	10,806,246	10,059,246	(747,000)	8,694,365	-
Site Enhancement/Expand	3,806,788	8,204,667	4,397,879	9,686,116	-
Groundwater Remediation	3,422,934	9,283,976	5,861,042	5,861,042	-
Environmental Mitigation	2,003,000	2,095,595	92,595	100,000	-
TOTAL	66,552,604	75,187,064	8,634,460	24,341,523	74.4

BUDGET UNIT: SOLID WASTE MANAGEMENT OPERATIONS (EAA SWM)
RECYCLING PROGRAMS (EWE SWM)
FINANCIAL ASSURANCE (EAN SWM)
WASTE CHARACTERIZATION (EWC SWM)

I. GENERAL PROGRAM STATEMENT

The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the County. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. SWMD receives state and federal grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs. In addition, SWMD is funding a waste characterization study analyzing the unincorporated waste stream material type, source, and location.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	38,394,270	42,323,884	45,749,336	46,513,636
Total Financing Sources	40,154,555	43,827,202	50,957,947	45,543,580
Revenue Over (Under) Exp	1,760,285	1,503,318	5,208,611	(970,056)
Budgeted Staffing		62.3		74.4
Fixed Assets	17,512	223,965	356,935	-
Workload Indicators				
Total Tonnage	1,142,707	1,313,700	1,357,600	1,432,600
Active Facilities	14	14	14	14
Inactive Facilities	28	28	28	28

Estimated operating expenses for 2002-03 are approximately $3.4 million greater than budget. This overage is primarily due to a new Environmental Insurance Policy that required SWMD to fund a one-time deductible account increase in the amount of $1.9 million, as well as the Environmental Protection Agency adding perchlorate to the list of chemicals to be monitored in drinking water requiring SWMD to spend $1.7 million for an investigation at the Mid-Valley Landfill. These extraordinary expenses were more than offset by increased revenues of $6,893,827. This excess amount is primarily due to the anticipated transfer of approximately $6.5 million of NORCAL settlement funds to SWMD. An item recommending approval of this allocation of funds will be presented to the Board of Supervisors for its consideration prior to June 30, 2003. In addition to these NORCAL settlement funds, SWMD revenues exceeded budget by approximately $400,000 due to the estimated amount of waste received at County landfills and transfer stations being more than was originally projected.

The Workload Indicator for total tonnage has been increased by 118,900 tons in 2003-04 to reflect the following: an additional 75,000 tons of Article 19 waste (in accordance with Article 19 of Contract No, 01-237), Burrtec can deliver between 250,000 and 300,000 tons/year of in-county solid waste that is not currently being conveyed into the County disposal system) and an additional 43,900 tons resulting from franchise service growth and increased populations.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in mid-year adjustments is an increase of 8.0 Equipment Operators to respond to the bark beetle infestation. SWMD is recommending a 4.1 increase in budgeted staffing. This increase is comprised of the following: 1.0 Recycling Specialist to assist with the Source Reduction and Recycling Element of AB 939 for the purpose of increasing the current 43% diversion credit up to the state mandated 50%, 1.0 Scale Operator to support existing staff with increased workload demands anticipated in 2003-04 at the various landfills and transfer stations, 1.0 Planner III to provide assistance for groundwater monitoring and landfill gas programs, as well as to assist SWMD with short term projects such as the bark beetle infestation and the perchlorate investigation, 1.0 Staff Analyst II to perform long range financial planning including exploring grant opportunities and seeking new markets to increase SWMD's revenue base, and 0.1 for additional overtime costs.

PROGRAM CHANGES

SWMD is proposing a television and computer monitor (CRT) collection program at the landfills and transfer stations for third party processing. This program is a proposed solution to the Department of Toxic Substance Control's ban on television and computer monitor disposal at Class III landfills. SWMD estimates the collection of approximately 7,200 televisions and computer monitors at a processing cost of $20/unit for an annual expense of $144,000. The CRT program costs are expected to be funded by redirecting $72,000 from the Education and Outreach Committee funds and $72,000 to be generated from a new $10.00 fee recommended for approval with the adoption of the 2003-04 fee ordinance.

OTHER CHANGES

SWMD's 2003-04 budget contains the impact of changes in accordance with contractual agreements with the fifteen Waste Delivery Agreement (WDA) cities and Burrtec for Article 19 waste. For 2003-04, the WDA refuse fee will be increased by $1.10/ton for inflationary costs, producing an additional $600,000 in annual revenue for SWMD. The Article 19 waste refuse fee will be increased by $0.61/ton for inflationary costs, producing an additional $100,000 per year in revenue.

IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	4.0	Retain
Total Vacant	4.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

SWMD is proposing a $1.04/ton increase in the ordinary refuse fee from $33.52/ton to $34.56/ton to maintain parity with the WDA disposal fee. If approved, this adjustment would produce additional revenues in the amount of $400,000 per year.

SWMD is also proposing a new fee for the collection of televisions and computer monitors (CRTs). The new fee is proposed at $10.00 per unit and is expected to provide an additional $72,000 to offset one-half of the $20.00 per unit processing cost. As mentioned above, the remaining one-half of the processing cost will be from redirected Education and Outreach Committee funds.

GROUP: Economic Development/Public Services
FUNCTION: Health and Sanitation
DEPARTMENT: Public Works - Solid Waste Operations & Recycling Pr
ACTIVITY: Sanitation
FUND: EAA SWM, EWE SWM

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,405,806	3,427,618	328,859	467,790	4,224,267
Services and Supplies	28,860,883	26,189,996	-	312,000	26,501,996
Central Computer	28,878	28,878	(8,213)	-	20,665
Other Charges	5,938,631	6,707,282	-	-	6,707,282
Transfers	1,015,138	184,000	-	-	184,000
Total Appropriations	39,249,336	36,537,774	320,646	779,790	37,638,210
Operating Transfers Out	6,500,000	5,786,110	-	-	5,786,110
Total Operating Expenses	45,749,336	42,323,884	320,646	779,790	43,424,320
Revenue					
Licenses & Permits	900,000	770,000	-	-	770,000
Taxes	7,164,436	6,890,500	-	-	6,890,500
Use of Money & Prop	251,046	162,000	-	-	162,000
State, Fed or Gov't Aid	83,007	-	-	779,790	779,790
Current Services	34,916,328	34,237,586	320,646	-	34,558,232
Other Revenue	7,406,212	1,767,116	-	-	1,767,116
Total Revenue	50,721,029	43,827,202	320,646	779,790	44,927,638
Operating Transfers In	236,918	-	-	-	-
Total Financing Sources	50,957,947	43,827,202	320,646	779,790	44,927,638
Revenue Over/(Under) Exp	5,208,611	1,503,318	-	-	1,503,318
Budgeted Staffing		62.3	-	8.0	70.3
Fixed Asset Exp					
Improvement to Land	-	15,000	-	-	15,000
Equipment	356,935	208,965	-	-	208,965
Total Fixed Asset Exp	356,935	223,965	-	-	223,965

GROUP: Economic Development/Public Services | **FUNCTION: Health and Sanitation**

DEPARTMENT: Public Works - Solid Waste Operations & Recycling Program | **ACTIVITY: Sanitation**

FUND: Enterprise EAA SWM, EWE SWM

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	4,224,267	502,310	4,726,577	-	**4,726,577**	-	4,726,577
Services and Supplies	26,501,996	2,071,774	28,573,770	-	**28,573,770**	-	28,573,770
Central Computer	20,665	-	20,665	-	**20,665**	-	20,665
Other Charges	6,707,282	1,200,419	7,907,701	-	**7,907,701**	-	7,907,701
Transfers	184,000	100,923	284,923	-	**284,923**	-	284,923
Total Appropriations	37,638,210	3,875,426	41,513,636	-	**41,513,636**	-	41,513,636
Operating Transfers Out	5,786,110	(786,110)	5,000,000	-	**5,000,000**	-	5,000,000
Total Operating Exp	43,424,320	3,089,316	46,513,636	-	**46,513,636**	-	46,513,636
Revenue							
Licenses & Permits	770,000	130,000	900,000	-	**900,000**	-	900,000
Taxes	6,890,500	273,936	7,164,436	-	**7,164,436**	-	7,164,436
Use of Money & Prop	162,000	84,679	246,679	-	**246,679**	-	246,679
State, Fed or Gov't Aid	779,790	-	779,790	-	**779,790**	-	779,790
Current Services	34,558,232	1,756,129	36,314,361	-	**36,314,361**	-	36,314,361
Other Revenue	1,767,116	(1,756,802)	10,314	-	**10,314**	-	10,314
Total Revenue	44,927,638	487,942	45,415,580	-	**45,415,580**	-	45,415,580
Operating Transfers In	-	128,000	128,000	-	**128,000**	-	128,000
Total Financing Sources	44,927,638	615,942	45,543,580	-	**45,543,580**	-	45,543,580
Total Rev Over/(Under) Exp	1,503,318	(2,473,374)	(970,056)	-	**(970,056)**	-	(970,056)
Budgeted Staffing	70.3	4.1	74.4		**74.4**	-	74.4
Fixed Asset Exp							
Improvements to Land	15,000	(15,000)	-	-	**-**	**-**	**-**
Equipment	208,965	(208,965)	-	-	**-**	**-**	**-**
Total Fixed Asset Exp	223,965	(223,965)	-	-	**-**	**-**	-

Base Year Adjustments

Salaries and Benefits	99,093	MOU.
	42,860	Retirement.
	186,906	Risk Management Workers' Comp.
	328,859	Increased for 3% COLA $99,093, Workers Comp $42,860 and Retirement contribution $186,906.
Central Computer	(8,213)	
Total Operating Expense	320,646	
Total Revenue	320,646	Additional current services revenue to offset the above cost increases.
Revenue Over/(Under) Exp	-	

Mid-Year Adjustments

Salaries and Benefits	467,790	Addition of 4.0 Equipment Operator III's and 4.0 Equipment Operator II's in accordance with Board action on April 8, 2003 to respond to the bark beetle infestation.
Services and Supplies	312,000	Amount approved by the Board on April 8, 2003 for bin hauling services for wood waste and slash/debris removal in relation to the bark beetle infestation.
Total Operating Expense	779,790	
Revenue		
State, Fed or Gov't Aid	779,790	FEMA grant to fund the above bark beetle related costs.
Revenue Over/(Under) Exp	-	

PUBLIC WORKS

Recommended Program Funded Adjustments

Salaries and Benefits	267,310	Increased amount for the addition of 4.1 positins (1.0 Recycling Specialist, 1.0 Scale Operator, 1.0 Planner III, 1.0 Staff Analyst II, and 0.1 in overtime).
	157,500	Additional amount needed for step increases.
	77,500	Increase in reimbusements to other departments for direct salary charges.
	502,310	
Services and Supplies	1,078,060	Increased amount to Burrtec in 2003-04 for additional standard tonnage, excess tonnage, inflation, and incentive payment.
	735,552	Additional amount for design and management of capital projects for closed landfills and corrective actions.
	300,000	For Waste Characterization and Refuse Rate Study.
	150,000	Perchlorate investigation legal fees.
	50,000	Design of septic pond at the Landers Landfill.
	72,000	Increase for television and computer monitor disposition program at landfills and transfer stations.
	(81,810)	Reduction in special departmental expenses resulting in work now being done in-house.
	(150,000)	Less appropriations in 2003-04 due to office remodeling being completed in prior year.
	(82,028)	Reductions to a variety of other accounts.
	2,071,774	
Other Charges	1,200,419	Increase primarily due to the amount of additional Article 19 revenues that are being transferred to other SWMD funds for payment to WDA cities.
Transfers	100,923	Increased costs for ED/PSG charges, PWG payroll charges, and EHAP charges.
Total Appropriation	3,875,426	
Operating Transfers Out	(786,110)	Reduction mainly due to decreased operating transfers to other SWMD funds for capital project design work.
Total Operating Expenses	3,089,316	
Revenue		
Licenses & Permits	130,000	Increased franchise and permit fees based on additional tonnage and inflation.
Taxes	273,936	Increased interest and penalties on delinquent taxes.
Use of Money & Prop	84,679	Increased interest revenue based on greater cash balance.
Current Services	1,756,129	Increase based on additional anticipated tonnage (including Article 19 tonnage), and inflationary increases for contracts with WDA cities.
Other Revenue	(1,756,802)	Prior year revenues are not being rebudgeted in 2003-04.
Total Revenue	487,942	
Operating Transfers In	128,000	Increase in transfers from other SWMD Funds is anticipated in 2003-04.
Total Financing Sources	1,439,548	
Revenue Over/(Under) Exp	(2,473,374)	
Fixed Asset Exp		
Improvement to Land	(15,000)	Delete funding. No scale house improvements or weather stations budgeted.
Equipment	(208,965)	Delete funding. No equipment items budgeted.
Total Fixed Asset Exp	(223,965)	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	4.0	4.0	356,904	356,904	-
Total Vacant	4.0	4.0	356,904	356,904	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted In Recruitment - **Retain**					
Public Works Engineer II	74375	1.0	84,884	84,884	-
Public Works Engineer II	74378	1.0	83,230	83,230	-
Public Works Engineer IV	09117	1.0	119,145	119,145	-
Staff Analyst II	00006	1.0	69,645	69,645	-
Total in Recruitment Retain		4.0	356,904	356,904	-

Solid Waste Management Division **3/26/03**
EAA SWM 2445 - CAPITAL PROJECTS TECHNICAL SUPPORT
PROJECT LIST
For Fiscal Year 2003/2004

Project Description	Project Budget Amount	Budget Totals
Carry-Over Projects		
Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo	$ 75,000	
Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow	$ 1,500	
Active Site Repermitting - San Timoteo CEQA / Minor permit Revisions - various landfills / Barstow Negative Declaration	$ 10,000	
Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal)	$ 10,000	
Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill: Legal Services	$ 54,000	
Crestmore Disposal Site - Soil Analysis	$ 4,000	
Total EAA Carry-Over Projects		$ 154,500
New Projects		
Active Sites Routine LFG O&M - Colton, Mid-Valley, San Timoteo	$ 948,908	
Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo	$ 400,000	
Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow	$ 10,000	
Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal)	$ 318,855	
Flare Station Utilities / Fuel (includes diesel fuel for generator at Hesperia)	$ 175,000	
Aerial Photography / Mapping / Surveying	$ 150,000	
Annual Density Reports	$ 5,000	
Active Site NPDES Requirements	$ 25,000	
WDR Annual Fees (Active & Inactive Sites)	$ 188,000	
AQMD & OTHER Permit Fees/Emission Fees (Active and Inactive)	$ 16,500	
Active Site CEQA / Minor RDSI Revisions / Repermitting	$ 100,000	
Mitigation Monitoring	$ 50,000	
General Plan Amendment - former BLM sites (Barstow, Hesperia, Landers, Newberry, Newberry Springs, Trona, Twentynine Palms, Victorville [area] & Yermo	$ 5,000	
Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAP activities)	$ 75,000	
Hydroseeding Activities - (Big Bear)	$ 35,000	
Unforeseen Landfill Maintenance / Repairs	$ 100,000	
Flood Control Permits - Annual Inspection Fees (Colton, Cooley Ranch, Plunge Creek)	$ 5,000	
Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill: Legal Services	$ 150,000	
Mid-Valley Road Maintenance	$ 200,000	
Total EAA New Projects		$ 2,957,263
TOTAL EAA SWM 2445 - CAPITAL PROJECTS TECHNICAL SUPPORT		$ 3,111,763

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Solid Waste Management Division (EAA SWM)
PREPARED BY: Lori G. Cram, Accountant II
PHONE # 909-386-8733

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0222(a)(1) Ordinary	$33.52	$34.56	$1.04	This fee increase is "inflationary" in nature, and will help the Division to maintain current service levels and pay back a greater portion of its annual General Fund obligation while facing such emergency items as the Bark Beetle Disease Cleanup. Also, the Waste Delivery Agreements [WDA] require an annual fiscal year cost-of-living adjustment be made to the WDA Refuse fee. When this fee was first implemented, a per ton spread was established between the WDA Refuse fee and the Ordinary Refuse fee. Each year since, the County has maintained at least the original minimum $4.50/ton parity between these two fees by increasing the Ordinary Refuse fee.	Without the fee increase requested, the Division will have to substantially cut its annual General Fund obligation payments, or cut current service level programs, to help absorb the financial impact of maintaining parity between the two disposal fees while still funding such emergency items as the Bark Beetle Disease Cleanup.
16.0222(h)(3)(B) Hard to Handle	$20.88	$21.14	$0.26	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(h)(3)(C) Special Handling	$20.88	$21.14	$0.26	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(i)(1)(A) Non-Compacted	$3.35	$3.46	$0.11	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(i)(1)(B) Compacted	$11.18	$11.53	$0.35	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(h)(2)(D) TV/Monitor CRTs	$0.00	$10.00	$10.00	This is a new disposal fee. It is needed to help fund the cost of collecting this waste and disposing of it outside of the County landfill system. This must be done to comply with recent California Department of Toxic Substance Control regulations.	If this new fee increase is not approved, the total approximate $150,000 program cost will have to be fully covered by current revenues, which will further cut down on the Division's annual General Fund obligation payments.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Solid Waste Management Division (EAA SWM)
PREPARED BY: Lori G. Cram, Accountant II
PHONE # 909-386-8733

PAGE A - FEE ADJUSTMENT CALCULATION

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0222(a)(1) Ordinary	$33.52	$34.56	$1.04	384,300	384,300	0	$12,881,736.00	$13,281,408.00	$399,672.00
16.0222(h)(3)(B) Hard to Handle	$20.88	$21.14	$0.26	200	200	0	$4,176.00	$4,228.00	$52.00
16.0222(h)(3)(C) Special Handling	$20.88	$21.14	$0.26	200	200	0	$4,176.00	$4,228.00	$52.00
16.0222(i)(1)(A) Non-Compacted	$3.35	$3.46	$0.11	0	0	0	$0.00	$0.00	$0.00
16.0222(i)(1)(B) Compacted	$11.18	$11.53	$0.35	0	0	0	$0.00	$0.00	$0.00
16.0222(h)(2)(D) TV/Monitor CRTs	$0.00	$10.00	$10.00	0	7,200	7,200	$0.00	$72,000.00	$72,000.00
TOTAL THIS PAGE			$12.02			7,200			$471,776.00
GRAND TOTAL (All Page A's)			$12.02			7,200			$471,776.00

BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE CLOSURE AND MAINTENANCE (EAB SWM)

I. GENERAL PROGRAM STATEMENT

The Site Closure and Maintenance Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the closure of County landfill operations. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	(11,314)	939,285	950,292	10,806,246
Total Financing Sources	6,234,267	8,355,325	9,770,029	10,059,246
Revenue Over (Under) Exp	6,245,581	7,416,040	8,819,737	(747,000)
Fixed Assets	733,761	6,821,864	3,896,999	8,694,365

Estimated Operating Transfers In are $1,311,194 more than budget. This excess amount is primarily due to less bond proceeds received by Fund EAB being forwarded to Fund EAL (Groundwater Remediation). Estimated Fixed Assets are $2,924,865 less than budget resulting from various capital improvement projects not being completed during the year; consequently, appropriations for these projects have been carried over to 2003-04.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Closure & Maint
FUND: Enterprise EAB SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	950,292	939,285	-	-	939,285
Total Appropriation	950,292	939,285	-	-	939,285
Operating Transfer Out	-	-	-	-	-
Total Operating Expense	950,292	939,285	-	-	939,285
Revenue					
Use of Money & Prop	138,152	180,000	-	-	180,000
Taxes	9,500	9,500	-	-	9,500
Current Services	102,000	108,000	-	-	108,000
Other Revenue	3,893,747	3,742,389	-	-	3,742,389
Total Revenue	4,143,399	4,039,889	-	-	4,039,889
Operating Transfers In	5,626,630	4,315,436	-	-	4,315,436
Total Financing Sources	9,770,029	8,355,325	-	-	8,355,325
Total Rev Over/(Under) Exp	8,819,737	7,416,040	-	-	7,416,040
Fixed Asset Exp					
Improvements to Land	3,896,999	6,821,864	-	-	6,821,864
Total Fixed Asset Exp	3,896,999	6,821,864	-	-	6,821,864

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Closure & Maint
FUND: Enterprise EAB SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	939,285	594,027	1,533,312	-	**1,533,312**	-	1,533,312
Total Appropriation	939,285	594,027	1,533,312	-	**1,533,312**	-	1,533,312
Operating Transfer Out	-	9,272,934	9,272,934	-	**9,272,934**	-	9,272,934
Total Operating Expense	939,285	9,866,961	10,806,246	-	**10,806,246**	-	10,806,246
Revenue							
Use of Money & Prop	180,000	(41,848)	138,152	-	**138,152**	-	138,152
Taxes	9,500	-	9,500	-	**9,500**	-	9,500
Current Services	108,000	(3,000)	105,000	-	**105,000**	-	105,000
Other Revenue	3,742,389	(3,742,389)	-	-	**-**	-	-
Total Revenue	4,039,889	(3,787,237)	252,652	-	**252,652**	-	252,652
Operating Transfers In	4,315,436	5,491,158	9,806,594	-	**9,806,594**	-	9,806,594
Total Financing Sources	8,355,325	1,703,921	10,059,246	-	**10,059,246**	-	10,059,246
Total Rev Over/(Under) Exp	7,416,040	(8,163,040)	(747,000)	-	**(747,000)**	-	(747,000)
Fixed Asset Exp							
Improvements to Land	6,821,864	1,872,501	8,694,365	-	**8,694,365**	-	8,694,365
Total Fixed Asset Exp	6,821,864	1,872,501	8,694,365	-	**8,694,365**	-	8,694,365

Recommended Program Funded Adjustments

Services and Supplies	594,027	Increase in professional services is anticipated due to a carry-over of projects.
Total Operating Expense	594,027	
Operating Transfer Out	9,272,934	Additional bond proceeds to Expansion/Acquisition fund (EAC).
Total Requirements	9,866,961	
Revenue		
Use of Money and Prop	(41,848)	Decrease in interest on daily average bank balance.
Current Services	(3,000)	Decrease based on 2002-03 estimates.
Other Revenue	(3,742,389)	Decrease is a result of prior year revenues not being re-budgeted in 2003-04.
Total Revenue	(3,787,237)	
Operating Transfers In	5,491,158	Bond proceeds to be received to fund projects in 2003-04.
Total Financing Sources	1,703,921	
Revenue Over/(Under) Exp.	(8,163,040)	
Structures/Improvmts	1,872,501	Increase in closure construction is anticipated due to new projects.

Solid Waste Management Division **3/21/03**
EAB SWC - SITE CLOSURES AND MAINTENANCE
PROJECT LIST
For Fiscal Year 2003/2004

Project Description	Project Budget Amount	Budget Totals
EAB SWC 2445 CARRY-OVER PROJECTS		
Final Closure/Postclosure Maintenance Plans	$ 12,130	
Phelan, Lucerne & Newberry Negative Flux Measurements	$ 26,703	
Big Bear FCPMP	$ 4,133	
Apple Valley - ACAP Closure Demonstration Project	$ 36,375	
Milliken - Perimeter Landscape Plan	$ 4,913	
Lenwood-Hinkley Final Closure Construction Design/Engineering Support	$ 125,291	
29 Palms Final Closure Construction - CQA and CM	$ 30,000	
29 Palms Final Closure - Constr. Engineering Support, Plan Revisions	$ 66,387	
Hesperia Final Closure Construction - CQA & CM	$ 300,000	
Hesperia Closure - Alternative Final Cover Evaluation	$ 24,865	
Big Bear Closure - Initial Study	$ 19,070	
Milliken Final Closure Construction, Phase 3 - CQA / CM / Design Oversight	$ 35,000	
Mid-Valley South Mound Final Closure Construction - Design	$ 50,000	
Heaps Peak LF - NPDES Permit	$ 5,000	
Milliken - Alternative Cover Design & Closure Plan Addendum	$ 50,761	
Milliken Bench Road Improvements	$ 7,000	
Mid-Valley EFS for Conceptual Expansion Plan to Maximize Existing Footprint	$ 24,000	
TOTAL EAB SWC 2445 CARRY-OVER PROJECTS		$ 821,628
EAB SWC 2445 NEW PROJECTS		
29 Palms Final Closure Construction - Plan Redesign	$ 75,000	
29 Palms Final Closure Construction - CQA and CM	$ 211,684	
Hesperial Final Closure Construction - Redesign/Engr. Support/Plan Revision	$ 150,000	
Milliken Final Closure Construction - to complete CQA/CM/Design Oversight	$ 200,000	
Lucerne Valley Final Closure Construction - Design/Engr Support	$ 75,000	
TOTAL EAB SWC 2445 NEW PROJECTS		$ 711,684
TOTAL EAB SWC 2445 PROJECTS		$ 1,533,312
EAB SWC 4010 CARRY-OVER PROJECTS		
Milliken - Perimeter Landscape Plan	$ 400,000	
Hesperia Closure Construction - Full	$ 3,296,999	
TOTAL EAB SWC 4010 CARRY-OVER PROJECTS		$ 3,696,999
EAB SWC 4010 NEW PROJECTS		
29 Palms Final Closure Construction - Full	$ 2,800,000	
Milliken Final Closure Construction - Partial	$ 1,197,366	
Big Bear - Final Cover Material Haul	$ 200,000	
Lucerne Valley Final Closure Construction - Full	$ 800,000	
TOTAL EAB SWC 4010 NEW PROJECTS		$ 4,997,366
TOTAL EAB SWC 4010		$ 8,694,365
TOTAL EAB SWC PROJECT BUDGET		$ 10,227,677

BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE ENHANCEMENT, EXPANSION & ACQUISITION (EAC SWM)

I. GENERAL PROGRAM STATEMENT

The Site Enhancement, Expansion, and Acquisition Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the expansion and/or enhancement of County landfill and transfer station operations. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	906,398	3,033,798	3,047,995	3,806,788
Total Financing Sources	5,648,791	5,246,861	6,202,038	8,204,667
Revenue Over (Under) Exp	4,742,393	2,213,063	3,154,043	4,397,879
Fixed Assets	1,423,631	2,213,063	2,420,000	9,686,116

Estimated revenues for 2002-03 are approximately $2.5 million greater than budget. This overage is the result of unanticipated revenue from the prior year being carried over to the new fiscal year. Estimated Operating Transfers In are $1,577,593 below budget due to bond proceeds for the reimbursement of capital projects being less than anticipated.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Enhancement
FUND: Enterprise EAC SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	3,047,995	3,033,798	-	-	3,033,798
Total Appropriation	3,047,995	3,033,798	-	-	3,033,798
Operating Transfer Out	-	-	-	-	-
Total Operating Expense	3,047,995	3,033,798	-	-	3,033,798
Revenue					
Use of Money & Prop	117,205	15,000	-	-	15,000
Current Services	636,000	1,858,500	-	-	1,858,500
Other Revenue	4,128,899	475,834	-	-	475,834
Total Revenue	4,882,104	2,349,334	-	-	2,349,334
Operating Transfer In	1,319,934	2,897,527	-	-	2,897,527
Total Financing Sources	6,202,038	5,246,861	-	-	5,246,861
Revenue Over/(Under) Exp	3,154,043	2,213,063	-	-	2,213,063
Fixed Asset Exp					
Land	20,000	13,063	-	-	13,063
Improvement to Land	2,400,000	2,200,000	-	-	2,200,000
Total Fixed Asset Exp.	2,420,000	2,213,063	-	-	2,213,063

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Enchancement
FUND: Enterprise EAC SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	3,033,798	(99,604)	2,934,194	-	**2,934,194**	-	2,934,194
Total Appropriation	3,033,798	(99,604)	2,934,194	-	**2,934,194**	-	2,934,194
Operating Transfer Out	-	872,594	872,594	-	**872,594**	-	872,594
Total Operating Expense	3,033,798	772,990	3,806,788	-	**3,806,788**	-	3,806,788
Revenue							
Use of Money & Prop	15,000	102,205	117,205	-	**117,205**	-	117,205
Current Services	1,858,500	(1,198,500)	660,000	-	**660,000**	-	660,000
Other Revenue	475,834	(475,834)	-	-	**-**	-	-
Total Revenue	2,349,334	(1,572,129)	777,205	-	**777,205**	-	777,205
Operating Transfers In	2,897,527	4,529,935	7,427,462	-	**7,427,462**	-	7,427,462
Total Financing Sources	5,246,861	2,957,806	8,204,667	-	**8,204,667**	-	8,204,667
Total Rev Over/(Under) Exp	2,213,063	2,184,816	4,397,879	-	**4,397,879**	-	4,397,879
Fixed Asset Exp							
Land	13,063	6,937	20,000	-	**20,000**	-	20,000
Improvements to Land	2,200,000	7,466,116	9,666,116	-	**9,666,116**	-	9,666,116
Total Fixed Asset Exp	2,213,063	7,473,053	9,686,116	-	**9,686,116**	-	9,686,116

		Recommended Program Funded Adjustments
Services and Supplies	(99,604)	Decrease in professional services for new projects.
Total Appropriation	(99,604)	
Operating Transfer Out	872,594	Return of funds to Site Closure & Maintenance fund (EAB).
Total Operating Expense	772,990	
Revenue		
Use of Money	102,205	Increased interest on daily average bank balance.
Current Services	(1,198,500)	Decrease due to net Article 19 profit being kept in Fund EAA to help fund the payment to the General Fund and for special projects.
Other Revenue	(475,834)	Decrease is a result of prior year revenues not being re-budgeted in 2003-04.
Total Revenue	(1,572,129)	
Operating Transfer In	4,529,935	Additional Bond Reimbursements from Trustee are anticipated in 2003-04.
Total Financing Sources	2,957,806	
Rev Over/(Under) Exp	2,184,816	
Fixed Assets		
Land	6,937	Continuing work with the Bureau of Land Management regarding the Barstow Land Transfer Project.
Structures/Imprmts	7,466,116	Includes additional funding of approximately $7.3M for Mid-Valley Sanitary Landfill for liner expansion.
Total Fixed Assets	7,473,053	

Solid Waste Management Division **4/15/03**
EAC SWF - SITE ENHANCEMENT, EXPANSION AND ACQUISITION
PROJECT LIST
For Fiscal Year 2003/2004

Project Description	Project Budget Amount	Budget Totals
EAC SWF 2445 CARRY-OVER PROJECTS		
Barstow Landfill - Tortoise Monitoring	$ 9,514	
BLM Mitigation/HCP (Victorville)	$ 15,698	
Mid-Valley Expansion Environmental Permitting	$ 8,156	
Barstow CUP/JTD/SWFP - Lateral Expansion	$ 389,943	
Victorville Expansion SWFP/WDR	$ 292,673	
Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Engineering Support	$ 87,000	
Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction Management/CQA	$ 75,000	
Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction	$ 355,487	
Barstow Sanitary Landfill - Consultation/Monitoring	$ 4,083	
San Timoteo Detention Basin/Storm Drain Design	$ 21,258	
Mid-Valley Unit 3 Phase 2 Liner Design, Engineering Support, CQA	$ 220,382	
Mid-Valley Unit 3 Phase 2 Liner Construction - CM	$ 160,000	
Mid-Valley South Alder Construction Engineering Support	$ 10,000	
Barstow Expansion CEQA (EIR)	$ 203,000	
Victorville Expansion CEQA (EIR)	$ 125,000	
Mid-Valley Unit 3 Phase 2 Liner Construction - Temporary earthen road construction	$ 7,000	
San Timoteo Unit 3 Expansion CEQA	$ 150,000	
TOTAL EAC SWF 2445 CARRY-OVER PROJECTS		$ 2,134,194
EAC SWF 2445 NEW PROJECTS		
Victorville Expansion CEQA (EIR)	$ 50,000	
Mid-Valley Unit 3 Phase 2 Liner Construction - CM	$ 20,000	
San Timoteo Unit 3 Expansion Liner Design & Engineering Support	$ 200,000	
Mid-Valley Unit 3 Phase 3 Construction - Liner Design & CQA	$ 275,000	
Mid-Valley Unit 3 Phase 3 Construction - CM	$ 200,000	
Mid-Valley Environmental Permitting	$ 40,000	
Reclamation Plan Updates	$ 15,000	
TOTAL EAC SWF 2445 NEW PROJECTS		$ 800,000
TOTAL EAC SWF 2445 PROJECTS		$ 2,934,194
EAC SWF 4005 CARRY-OVER PROJECTS		
BLM - Barstow Land Transfer Project	$ 20,000	
TOTAL EAC SWF 4005 CARRY-OVER PROJECTS		$ 20,000
TOTAL EAC SWF 4005 PROJECTS		$ 20,000
EAC SWF 4010 CARRY-OVER PROJECTS		
Mid-Valley Unit 3 Phase 2 Liner Construction	$ 2,400,000	
TOTAL EAC SWF 4010 CARRY-OVER PROJECTS		$ 2,400,000
EAC SWF 4010 NEW PROJECTS		
Mid-Valley Unit 3 Phase 3 Liner Construction	$ 3,500,000	
Additional funding for Mid-Valley liner expansion	$ 3,766,116	
TOTAL EAC SWF 4010 NEW PROJECTS		$ 7,266,116
TOTAL EAC SWF FIXED ASSETS		$ 9,686,116
TOTAL EAC SWF PROJECT BUDGET		$ 12,620,310

BUDGET UNIT: SOLID WASTE MGMT
GROUNDWATER REMEDIATION (EAL SWM)

I. GENERAL PROGRAM STATEMENT

The Groundwater Remediation Fund includes expenses and revenues related to environmental remediation activities at County landfills due to continuing, expanding, or closure type operations. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	2,026,285	3,195,223	3,912,292	3,422,934
Total Financing Sources	3,160,023	4,770,789	5,540,303	9,283,976
Revenue Over (Under) Exp	1,133,738	1,575,566	1,628,011	5,861,042
Fixed Assets	(266,776)	1,575,566	3,763,579	5,861,042

Estimated Operating Expenses for 2002-03 are $717,069 more than budget due to an increase in professional services (including $380,000 related to the Perchlorate issue at the Mid-Valley Landfill). Estimated Operating Transfers In are $789,581 more than budget, which is a result of $1.5 million transferred in from Fund EAA to finance costs associated with the Perchlorate investigation partially offset by a $710,419 reduction in bond proceeds from Fund EAB. Estimated fixed assets are $2,188,013 more than budget, which reflects the unanticipated Perchlorate costs during the year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Groundwater Remediation
FUND: EAL SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	3,912,292	3,195,223	-	-	3,195,223
Total Operating Expense	3,912,292	3,195,223	-	-	3,195,223
Revenue					
Use of Money & Prop	2,109	20,000	-	-	20,000
Other Revenue	6,824	-	-	-	-
Total Revenue	8,933	20,000	-	-	20,000
Operating Transfers In	5,531,370	4,750,789	-	-	4,750,789
Total Financing Sources	5,540,303	4,770,789	-	-	4,770,789
Revenue Over/(Under) Exp	1,628,011	1,575,566	-	-	1,575,566
Fixed Asset Exp					
Improvements to Land	3,763,579	1,575,566	-	-	1,575,566
Total Fixed Asset Exp	3,763,579	1,575,566	-	-	1,575,566

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Groundwater Mediation
FUND: Enterprise EAL SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	3,195,223	227,711	3,422,934	-	**3,422,934**	-	3,422,934
Total Operating Expense	3,195,223	227,711	3,422,934	-	**3,422,934**	-	3,422,934
Revenue							
Use of Money & Prop	20,000	(17,891)	2,109	-	**2,109**	-	2,109
Other Revenue	-	8,933	8,933	-	**8,933**	-	8,933
Total Revenue	20,000	(8,958)	11,042	-	**11,042**	-	11,042
Operating Transfers In	4,750,789	4,522,145	9,272,934	-	**9,272,934**	-	9,272,934
Total Financing Sources	4,770,789	4,513,187	9,283,976	-	**9,283,976**	-	9,283,976
Total Rev Over/(Under) Exp	1,575,566	4,285,476	5,861,042	-	**5,861,042**	-	5,861,042
Fixed Asset Exp							
Improvements to Land	1,575,566	4,285,476	5,861,042	-	**5,861,042**	-	5,861,042
Total Fixed Asset Exp	1,575,566	4,285,476	5,861,042	-	**5,861,042**		5,861,042

Recommended Program Funded Adjustments

Services and Supplies	227,711	Increase in professional services related to 2003-04 capital projects.
Total Operating Expense	227,711	
Revenue		
Use of Money and Prop	(17,891)	Decrease in interest on daily average bank balance.
Other Revenue	8,933	Based on 2002-03 estimates.
Operating Transfers In	4,522,145	Increase in bond proceeds from EAB Fund to cover increase in cost of capital projects.
Total Revenue	4,513,187	
Revenue Over/(Under) Exp.	4,285,476	
Fixed Assets		
Improvements to Land	4,285,476	Increase in capital projects based on additional funding from EAB Fund bond proceeds.
Total Fixed Assets	4,285,476	

Solid Waste Management Division **4/15/03**
EAL SWM - ARTICLE V - GROUNDWATER REMEDIATION
PROJECT LIST
For Fiscal Year 2003/2004

Project Description		Project Budget Amount		Budget Totals
EAL SWM 2445 Carry-Over Projects				
Heaps Peak LCRS Treatment & Disposal - RSWD	$	20,000		
Victorville LFG System Design	$	25,000		
Heaps Peak LFG O&M Non-Routine	$	25,000		
Milliken Non-Routine O&M LFG	$	5,000		
Water Quality Monitoring & Response Program Inactive Sites: (DMP: Apple Valley, Adelanto, Baker, Cajon, Crestmore, Heaps Peak, Hesperia, Lenwood-Hinkley, Lucerne Valley, Milliken, Morongo Valley, Needles, Newberry, Parker Dam, Phelan, Trona-Argus, 29 Palms, Yermo, Yucaipa) (Lab Analysis - Groundwater/Vadose)	$	10,000		
Hesperia Non-Routine LFG O&M	$	2,000		
Mid-Valley Perchlorate Issues	$	237,500		
Apple Valley, Mid-Valley & Milliken CAPs OM&M	$	25,000		
NPDES Program for Inactive Sites	$	5,000		
Victorville EMP	$	50,000		
Adelanto EFS for CAP	$	50,000		
Crestmore EFS for CAP	$	50,000		
Yucaipa EFS	$	40,000		
Lenwood-Hinkley EFS / CAP	$	75,000		
Baker EFS	$	75,000		
Perimeter LFG Migration Probe Replacements - Various Sites	$	100,000		
TOTAL EAL SWM 2445 CARRY-OVER PROJECTS			$	794,500
EAL SWM 2445 New Projects				
Heaps Peak LCRS Treatment & Disposal - RSWD	$	50,000		
In Active Sites LFG O&M Non-Routine (Heaps Peak, Hesperia & Milliken)	$	623,479		
Active Sites LFG O&M Routine (Heaps Peak, Hesperia & Milliken)	$	110,000		
Mid-Valley CAP O&M - Off Site	$	606,000		
Water Quality Monitoring & Response Program Inactive Sites: (DMP: Apple Valley, Adelanto, Baker, Cajon, Crestmore, Heaps Peak, Hesperia, Lenwood-Hinkley, Lucerne Valley, Milliken, Morongo Valley, Needles, Newberry, Parker Dam, Phelan, Trona-Argus, 29 Palms, Yermo, Yucaipa) (Lab Analysis - Groundwater/Vadose)	$	679,815		
Milliken Landfill - Edison License Agreement (Easements)	$	4,000		
Mid-Valley Perchlorate Issues - Continued Investigations	$	50,000		
Apple Valley, Mid-Valley & Milliken CAPs OM&M	$	199,540		
NPDES Program for Inactive Sites	$	42,600		
Cajon & Yucaipa - Limited Landfill Gas Monitoring (Rule 1150.1)	$	10,000		
Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAO activities)	$	100,000		
Apple Valley EFS/CAP Design	$	75,000		
Heaps Peak - Design of Dewatering/Leachate Treatment System	$	75,000		
TOTAL EAL SWM 2445 NEW PROJECTS			$	2,625,434
TOTAL EAL SWM 2445 PROJECTS			$	3,419,934
EAL SWM 2855 NEW PROJECTS				
Calibration Gases for LFG monitoring of perimeter probes	$	3,000		
TOTAL EAL SWM 2855 NEW PROJECTS			$	3,000
EAL SWM 4010 CARRY-OVER PROJECTS				
Victorville LFG System Construction	$	1,100,000		
Mid-Valley Unit 3 - Installation of Horizontal LFG Wells	$	150,000		
San Timoteo Unit 2 - Installation of Horizontal LFG Wells	$	100,000		
TOTAL EAL SWM 4010 CARRY-OVER PROJECTS			$	1,350,000
EAL SWM 4010 NEW PROJECTS				
Mid-Valley - Groundwater Treatment System for Perchlorate and VOC's	$	4,511,042		
TOTAL EAL SWM 4010 NEW PROJECTS			$	4,511,042
TOTAL EAL SWM 4010			$	5,861,042
TOTAL EAL SWM PROJECT BUDGET			$	9,283,976

BUDGET UNIT: SOLID WASTE MANAGEMENT – ENVIRONMENTAL MITIGATION FUND (EWD SWM)

I. GENERAL PROGRAM STATEMENT

The Environmental Mitigation Fund (EMF) was established to provide separate accountability of that portion of the tipping fee designated as a resource for addressing solid waste facility impacts in local communities. The Board of Supervisors (Board) approved an Environmental Mitigation Fund Use Policy on July 10, 2001. In accordance with that policy, projects or programs must reduce, avoid, or otherwise mitigate impacts arising from the operation and management of a County-owned landfill or transfer station to be eligible for use of EMF monies. Current programs funded through EMF monies are the Household Hazardous Waste (HHW) Program in unincorporated County communities, ongoing since 1993; the Community Clean Up Credit Card program approved by the Board in 1994; and the Community Collection Program. Revenues collected in this fund are also used to make contractual payments to the six cities with a county landfill within its boundary or sphere of influence (Cities). The revenue source for this fund is the gate fee. $1.00 per ton is collected at the Colton, San Timoteo, Victorville, Barstow and Landers Landfills; $2.26 per ton is collected at the Mid-Valley Landfill. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	552,849	1,621,000	1,905,000	2,003,000
Total Revenue	3,599,225	1,820,618	2,022,755	2,095,595
Revenue Over (Under) Exp	3,046,376	199,618	117,755	92,595
Fixed Assets	-	-	-	100,000

Estimated expenses for 2002-03 are $284,000 greater than budget. This overage is the result of payments to cities for the environmental impact of a landfill or transfer station within a city limit (also called Host Community Fees) being greater than anticipated. The excess expenses were mostly offset by additional gate fee revenue generated during the year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

VI. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Environmental Mitigation
FUND: Enterprise fund EWD SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	1,905,000	1,621,000	-	-	1,621,000
Total Operating Expense	1,905,000	1,621,000	-	-	1,621,000
Revenue					
Use of Money & Prop	32,775	-	-	-	-
Current Services	1,989,980	1,820,618	-	-	1,820,618
Other Revenue	-	-	-	-	-
Total Revenue	2,022,755	1,820,618	-	-	1,820,618
Revenue Over/(Under) Exp	117,755	199,618	-	-	199,618
Fixed Asset Exp					
Improvement to Land	-	-	-	-	-
Total Fixed Asset Exp	-	-	-	-	-

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Environmental Mitigation
FUND: Enterprise fund EWD SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	1,621,000	382,000	2,003,000	-	**2,003,000**	-	2,003,000
Total Operating Expense	1,621,000	382,000	2,003,000	-	**2,003,000**	-	2,003,000
Revenue							
Use of Money & Prop	-	32,775	32,775	-	**32,775**	-	32,775
Current Services	1,820,618	242,202	2,062,820	-	**2,062,820**	-	2,062,820
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	1,820,618	274,977	2,095,595	-	**2,095,595**	-	2,095,595
Total Rev Over/(Under) Exp	199,618	(107,023)	92,595	-	**92,595**	-	92,595
Fixed Asset Exp							
Improvements to Land	-	100,000	100,000	-	**100,000**	-	100,000
Total Fixed Asset Exp	-	100,000	100,000	-	**100,000**	-	100,000

Recommended Program Funded Adjustments

Other Charges	382,000	Increase in Host Community Fees to cities.
Total Operating Expense	382,000	
Revenue		
Use of Money & Prop	32,775	Increase in interest revenue based on 2002-03 estimates.
Current Services	242,202	Per accounting policy changes, revenue from the tipping fee component for environmental mitigation is now accounted for in this budget unit.
Total Revenue	274,977	
Revenue Over (Under) Exp	(107,023)	
Fixed Asset Expense		
Structures/Improvements	100,000	Repaving of entry road into the Victorville Sanitary Landfill (special unincorporated area project).
Total Fixed Assets	100,000	

OVERVIEW OF BUDGET

DEPARTMENT: REGISTRAR OF VOTERS
REGISTRAR: SCOTT KONOPASEK
BUDGET UNIT: AAA ROV

I. GENERAL PROGRAM STATEMENT

The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws, and regulations. The department is also responsible for registering voters, examining petitions, and maintaining voter records, boundary changes and precinct boundaries to reflect realignments of all political subdivisions.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Total Appropriation	4,649,831	3,393,942	3,271,152	4,484,686
Total Revenue	2,840,316	673,500	682,031	1,744,134
Local Cost	1,809,515	2,720,442	2,589,121	2,740,552
Budgeted Staffing		38.6		42.9
Workload Indicators				
Elections	187	110	113	210
Registered Voters	628,675	675,000	616,402	635,000
Polling Places	1,235	850	893	1,400
State Petitions Checked	6	5	3	3
Signatures Checked on State Petitions	61,994	39,200	20,103	42,500
Absentee Ballots issued	117,325	100,000	105,812	250,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The staffing increase of 5.3 budgeted positions in recommended program adjustments is due to three factors:

- The department's election cycle entails two major elections in 2003-04, vs. one election in 2002-03. This increase of a major election increased the need for overtime by .4 budgeted positions.
- The increase in extra help of 4.9 budgeted positions is due to a combination of the extra major election plus a change in department policy of using extra help employees in lieu of temporary help. Corresponding reductions have been made in outside temporary help.

Included in Base Year Adjustments is the deletion of 1.0 Fiscal Clerk II as a result of the 4% Spend Down Plan.

PROGRAM CHANGES

Effective the March 2004 Presidential Primary Election, the California Secretary of State has decertified the use of punchcard voting systems in California elections. The Registrar of Voters Office is currently reviewing Requests for Proposal for an electronic voting system to replace the punchcard system used by the County.

This proposed budget is based on historical costs and revenues necessary to perform two major punchcard voting system elections, although both of these elections are anticipated to be conducted with electronic optical voting systems. When actual costs associated with the new electronic voting system are incurred, subsequent budget adjustments will be necessary and will be brought back to the Board for further action.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 6.4 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	4.4	Slated for deletion
Vacant Budgeted In Recruitment	2.0	Retain
Total Vacant	6.4	

Vacant Position Restoration Request:

County Administrative Office recommends restoring the department's request for the restoration of the 4.4 vacant budgeted positions (2.0 regular and 2.4 seasonal positions) that are slated for deletion in connection with the delivery of county-wide election services. Since the Registrar of Voters will be conducting two major elections in 2003-04 and that a sufficient level of staffing is necessary to carry out this mandated election function, the County Administrative Office recommends the full restoration of the 4.4 vacant budgeted positions that have been slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	County-wide Election Services	4.4 $102,760 Local Cost	The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws and regulations. These 5 positions are integral to conducting the election process in an effective and accurate manner and represents 4.4 budgeted staff as follows: 1.0 Clerk II, 1.0 Clerk III, and 2.4 Public Service Employees.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

San Bernardino County is in the process of replacing its punchcard voting system and equipment with that of a touch-screen electronic voting system. In response to this change, the department is proposing an initial fee amendment for the new equipment rental charge to accommodate this transition. While fees for this type of equipment are customarily based on acquisition costs/depreciation and operational costs, which include maintenance and licensing, the department is unable to definitively determine the basis at this time chiefly because the acquisition costs are unknown and there is no actual cost history.

As a stopgap measure, the department is proposing to add a new fee to the menu of charges listed in the county fee ordinance in reference to ROV under section 16.0224 (l) (13) as "electronic vote recorder" in the amount of $30 each, effective in 2003-04. This new fee will enable the department to initially recover equipment rental costs in connection with the new electronic voting units in 2003-04 at a rate that is comparable to that of the punchcard systems, until cost history is developed which is sufficient to base an accurate fee. Under the new system, the department estimates that fewer electronic units will be rented, so in order to maintain a relatively revenue neutral outcome, the fee is initially recommended at twice the charge of a comparable punchcard unit.

The department anticipates updating the fee again as part of the regular fee amendment cycle in 2003-04, which if approved, would become effective in 2004-05. For that amendment, the department anticipates a fee increase associated with these voting units.

GROUP: Economic Development/Public Services
DEPARTMENT: Registrar of Voters
FUND: General AAA ROV

FUNCTION: General
ACTIVITY: Elections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	1,625,699	1,818,392	102,493	-	1,920,885
Services and Supplies	1,605,394	1,547,905	1,192,986	(300,000)	2,440,891
Central Computer	27,645	27,645	(9,105)	-	18,540
Equipment	12,414	-	-	-	-
Transfers	-	-	(1,264)	-	(1,264)
Total Appropriation	3,271,152	3,393,942	1,285,110	(300,000)	4,379,052
Revenue					
Current Services	668,605	198,500	1,265,000	-	1,463,500
State, Fed or Gov't Aid	(16,006)	450,000	-	(300,000)	150,000
Other Revenue	29,432	25,000	-	-	25,000
Total Revenue	682,031	673,500	1,265,000	(300,000)	1,638,500
Local Cost	2,589,121	2,720,442	20,110	-	2,740,552
Budgeted Staffing		38.6	(1.0)	-	37.6

GROUP: Economic Development/Public Services
DEPARTMENT: Registrar of Voters
FUND: General AAA ROV

FUNCTION: General
ACTIVITY: Elections

ANALYSIS OF 2003-04 BUDGET

	B+C+D		E+F		G+H		I+J
	E	F	G	H	I	J	K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,920,885	213,247	2,134,132	(102,760)	**2,031,372**	102,760	2,134,132
Services and Supplies	2,440,891	(115,570)	2,325,321	-	**2,325,321**	-	2,325,321
Central Computer	18,540	-	18,540	-	**18,540**	-	18,540
Equipment	-	-	-	-	**-**	-	
Transfers	(1,264)	7,957	6,693	-	**6,693**	-	6,693
Total Appropriations	4,379,052	105,634	4,484,686	(102,760)	**4,381,926**	102,760	4,484,686
Revenue							
Current Services	1,463,500	177,084	1,640,584	-	**1,640,584**	-	1,640,584
State, Fed or Gov't Aid	150,000	(76,450)	73,550	-	**73,550**	-	73,550
Other Revenue	25,000	5,000	30,000	-	**30,000**	-	30,000
Total Revenue	1,638,500	105,634	1,744,134	-	**1,744,134**	-	1,744,134
Local Cost	2,740,552	-	2,740,552	(102,760)	**2,637,792**	102,760	2,740,552
Budgeted Staffing	37.6	5.3	42.9	(4.4)	**38.5**	4.4	42.9

REGISTRAR OF VOTERS

Base Year Adjustments

Salaries and Benefits:	48,974	MOU.
	84,112	Retirement.
	(33,136)	4% spenddown - Fiscal Clerk II.
	2,543	Risk Management Workers' Comp.
	102,493	
Services & Supplies:	3,668	Risk Management Liabilities.
	1,265,000	Change in election cycle - two major elections vs. one for last fiscal year.
	(75,682)	4% spend down plan reductions.
	1,192,986	
Central Computer	(9,105)	Reduction in computer costs based on ISD service charge adjustments.
Transfers	(1,264)	Incremental change in EHAP.
Total Appropriation	1,285,110	
Current Services	1,265,000	Increase in revenues due to the election cycle - two major elections vs. one major election last fiscal year.
Total Revenue	1,265,000	
Local Cost	20,110	

Mid-Year Increases

Services and Supplies	(300,000)	Reduction of state SB90 reimbursement; budget adjustment made based on October 8, 2002 board
Total Appropriation	(300,000)	
Revenue		
State, Fed or Gov't Aid	(300,000)	Reduction of state SB90 reimbursement; budget adjustment made based on October 8, 2002 board action.
Total Revenue	(300,000)	
Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	213,247	Increase is primarily due to election cycle (two major elections vs. one in prior year) - net increase in overtime (.4) and Extra Help (4.9) costs. Also, the department is planning to replace outside temporary help with extra help positions where possible. Corresponding decreases have been made in outside temporary help.
	(41,150)	Reduction in Inventoriable Equipment (Decrease in available appropriations from State Early Voting funding).
	(105,378)	Reduction in Temporary Help - Outside services is due to the planned increase in use of extra help positions to replace temporary help for a two election cycle.
	(7,957)	GASB 34 accounting change (EHAP).
	17,000	Postage increase for a two election cycle.
	4,389	Publications increase for a two election cycle.
	10,793	Office expense increase for a two election cycle.
	6,733	Increase in various object codes for a two election cycle.
Services and Supplies	(115,570)	
Transfers	7,957	GASB 34 accounting change (EHAP).
Total Appropriation	105,634	
Revenue		
Current Services	177,084	Increase in revenue is due to the election cycle - two major elections vs. one.
State and Federal Aid	(41,450)	Decrease in available revenue from State Early Voting funding.
	(35,000)	Decrease is due to expected decrease in state mailing reimbursement claims.
	(76,450)	
Other Revenue	5,000	Increase is due to election cycle - two major elections vs. one.
Total Revenue	105,634	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	5	4.4	102,760	-	102,760
Vacant Budgeted In Recruitment - Retain	2	2.0	150,232	-	150,232
Total Vacant	7	6.4	252,992	-	252,992
Recommended Restoration of Vacant Deleted	5	4.4	102,760	-	102,760

Vacant Position Impact
AAA-ROV Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment					
Clerk II	8039	(1.0)	(32,002)	-	(32,002)
Clerk III	5019	(1.0)	(35,376)	-	(35,376)
Public Service Emp (Seasonal Aug thru May)	72908	(0.8)	(11,794)	-	(11,794)
Public Service Emp (Seasonal Aug thru May)	73424	(0.8)	(11,794)	-	(11,794)
Public Service Emp (Seasonal Aug thru May)	91215	(0.8)	(11,794)	-	(11,794)
Subtotal Recommended - Retain		(4.4)	(102,760)	-	(102,760)
Total Slated for Deletion		(4.4)	(102,760)	-	(102,760)
Vacant Budgeted In Recruitment - **Retain**					
Elections Technician	14749	1.0	45,435	-	45,435
Assistant Registrar of Voters	77955	1.0	104,797	-	104,797
Total in Recruitment Retain		2.0	150,232	-	150,232

REGISTRAR OF VOTERS

POLICY DESCRIPTION FORM

Department/Group: Registrar of Voters, ED/PSG **Budget Code:** AAA-ROV
Title: Request to Restore 5 Deleted Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

All five positions listed below (4.4 budgeted staff) are critical members of the department's election team. Subsequent to preparation for and the actual November 2002 General election, the department incurred vacancies for the Clerk II and Clerk III positions, and they remained as such to help the county and the department realize salary savings in connection with the hiring freeze. The three Public Service Employees (PSE's) are currently vacant due to their seasonal nature. In preparation for the November 2003 election, the Clerk II and Clerk III positions will need to be filled in June and the PSE's will need to be filled starting in August. The inability or delay in filling these positions prior to the upcoming two major elections in 2003-04 (November 2003 UDEL and March 2004 Presidential Primary) could compromise the department's ability to effectively and accurately conduct those elections.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 102,760	$ 102,760

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk II	32,002
1.0	Clerk III	35,376
2.4	Public Service Employee	35,382

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 102,760	$ 102,760
REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 102,760	$ 102,760

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Registrar of Voters (AAA ROV)
PREPARED BY: Ken Sorensen
PHONE # 387-2046

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Rental charge for electronic vote recorders	N/A	$30.00	$30.00	This is a new fee that will partially recover the cost of the new electronic voting system equipment. Please refer to "Section VI Fee Changes" in the 2003-04 budget workbook for further explanation.	This fee partially offsets the cost of equipment rental, see note below.
				Note: The fee revenue as a result of the new electronic vote recorder proposed fee is estimated at $81,900 for 2003-04. This new revenue will be offset by an equivalent reduction of $81,900 in pollstar vote recorder (punch card system) fee revenue, which will result in a revenue neutral impact for 2003-04 only.	

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Registrar of Voters (AAA ROV)
PREPARED BY: Ken Sorensen
PHONE # 387-2046

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee # In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0224 (I) (13) Electronic Vote Recorders	$0.00	$30.00	$30.00	0	2,730	2,730	$0.00	$81,900.00	$81,900.00
Offset by equivalent reduction of $81,900 in pollstar vote recorder (punch card system)									
TOTAL THIS PAGE			$30.00			2,730			$81,900.00
GRAND TOTAL (All Page A's)			$30.00			2,730			$81,900.00

OVERVIEW OF BUDGET

DEPARTMENT: SPECIAL DISTRICTS
DIRECTOR: EMIL MARZULLO

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Franchise Administration	298,177	-	298,177		3.0
Fish and Game Comm	69,087	59,200		9,887	-
TOTAL	367,264	59,200	298,177	9,887	3.0

BUDGET UNIT: FRANCHISE ADMINISTRATION (AAA FRN)

I. GENERAL PROGRAM STATEMENT

Franchise Administration is a division of Special Districts. Its function is to monitor utility, cable, telecommunication, and interstate pipeline franchises, as well as the use of other public property. Franchise Administration is also responsible for ensuring submission of the appropriate documents from franchisees including reports, proof of insurance, and payment of franchise fees. Other duties include monitoring customer service compliance for cable television service providers and research designed to identify other entities utilizing public rights-of-way.

The Franchise Administration Division collects a substantial amount of annual franchise fee revenue on behalf of the county, and the fees are generally based upon a percentage of utility, cable, telecommunications, and interstate pipeline company gross revenues. These revenues are reflected as workload indicators, and are not directly incorporated within the division's budget, as the fees are accounted for separately within another fund.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	277,311	296,432	284,575	298,177
Local Cost	277,311	296,432	284,575	298,177
Budgeted Staffing		3.0		3.0
Workload Indicators				
Number of Franchises:				
Cable Television	13	13	13	13
Gas	4	4	4	3
Water	25	27	27	29
Electric	2	3	3	3
Pipeline and Telecom	5	8	8	10
Franchise Revenues:				
Cable Television	1,031,041	975,000	1,070,000	1,080,000
Gas	2,113,861	1,750,000	1,675,000	1,380,000
Water	213,223	180,000	180,000	190,000
Electric	2,027,870	1,800,000	1,800,000	2,300,000
Pipeline and Telecom	63,567	75,000	75,000	60,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Special Districts - Franchise Administration
FUND: General AAA FRN

FUNCTION: General
ACTIVITY: Legislation and Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	187,699	187,699	14,290	-	201,989
Services and Supplies	50,955	62,812	(11,890)	-	50,922
Central Computer	2,052	2,052	(589)	-	1,463
Transfers	43,869	43,869	(66)	-	43,803
Total Appropriation	284,575	296,432	1,745	-	298,177
Local Cost	284,575	296,432	1,745	-	298,177
Budgeted Staffing		3.0	-	-	3.0

GROUP: Economic Development/Public Services
DEPARTMENT: Special Districts - Franchise Admiistration
FUND: General AAA FRN

FUNCTION: General
ACTIVITY: Legislation and Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	201,989	-	201,989	-	201,989	-	201,989
Services and Supplies	50,922	(5,492)	45,430	-	45,430	-	45,430
Central Computer	1,463	-	1,463	-	1,463	-	1,463
Transfers	43,803	5,492	49,295	-	49,295	-	49,295
Total Appropriation	298,177	-	298,177	-	298,177	-	298,177
Local Cost	298,177	-	298,177	-	298,177	-	298,177
Budgeted Staffing	3.0	-	3.0	-	3.0	-	3.0

SPECIAL DISTRICTS

	Base Year Adjustments	
Salaries and Benefits	4,765	MOU.
	9,302	Retirement.
	223	Risk Management Worker's Comp.
	14,290	
Services and Supplies	(11,857)	4% Spend Down.
	(33)	Risk Management Liabilities.
	(11,890)	
Central Computer	(589)	Reduction in computer operation service charges.
Transfers	(66)	Incremental change in EHAP.
Total Appropriation	1,745	
Total Revenue	-	
Local Cost	1,745	

	Recommended Program Funded Adjustments	
Services and Supplies	(2,500)	Non-inventoriable equipment.
	(2,500)	Air/other travel.
	(520)	GASB 34 Accounting Change (EHAP).
	28	Net increase in various operating expenses.
	(5,492)	
Transfers	4,972	Increase in transfer to the Special Districts Department for administrative support.
	520	GASB 34 Accounting Change (EHAP).
	5,492	
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

BUDGET UNIT: FISH AND GAME COMMISSION (SBV CAO)

I. GENERAL PROGRAM STATEMENT

The Fish and Game Commission was created by county ordinance. Revenues received from certain fines levied under the code are returned to the county and used for improvement of fish and game facilities. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	25,608	41,861	25,053	69,087
Total Revenue	(1,697)	15,000	8,079	59,200
Fund Balance		26,861		9,887

In accordance with Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Revenues for this program are based upon fines levied by the court for code violations. Revenue is estimated to be down because fish and game violations, and citations written by State Fish and Game Wardens, are down this year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

The Special Districts department anticipates a $44,000 increase in fine and forfeiture revenue for 2003-04. This increase is attributed to a periodic contribution from the District Attorney's office in connection with their environmental violation funds. This funding will be used to finance projects that assist in the conservation and propagation of wildlife in San Bernardino County. The Fish and Game Commission in turn recommends these projects for Board approval.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Special Districts - Fish and Game Commission
FUND: Special Revenue SBV CAO

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	25,053	41,861	-	-	41,861
Total Appropriation	25,053	41,861	-	-	41,861
Revenue					
Fines & Forfeitures	8,079	15,000	-	-	15,000
Total Revenue	8,079	15,000	-	-	15,000
Fund Balance		26,861	-	-	26,861

GROUP: Economic Development/Public Services
DEPARTMENT: Special Districts - Fish and Game Commission
FUND: Special Revenue SBV CAO
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	41,861	27,226	69,087	-	69,087	-	69,087
Total Appropriation	41,861	27,226	69,087	-	69,087	-	69,087
Revenue							
Fines & Forfeitures	15,000	44,200	59,200	-	59,200	-	59,200
Total Revenue	15,000	44,200	59,200	-	59,200	-	59,200
Fund Balance	26,861	(16,974)	9,887	-	9,887	-	9,887

Recommended Program Funded Adjustments

Services and Supplies	23,626	Special department expense increase for fish and game facility improvements.
	2,000	Agency administration expense.
	1,600	Net increase in various object codes.
	27,226	
Total Appropriation	27,226	
Revenue		
Fines & Forfeitures	44,200	Anticipated revenue from District Attorney environmental violations funds.
Total Revenue	44,200	
Fund Balance	(16,974)	

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Fire Department - Office of the Fire Marshal - HHW Program
PREPARED BY: Peter Brierty
PHONE # 386-8405

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Cathode Ray Tube Management	$35.00	$40.00	$5.00	Required increase to fund service for the collection and disposal of Cathode Ray Tubes (CRT) from small businesses Countywide	If Fee is not approved the County will absorb the cost of these services.
Underground Storage Tank Temporary Closure (1 year)	$468.00	$468.00	$0.00	This is a clean up the fee ordinace to accurately describe service provided. Fee for temporary closure is currently being charged at the current fee rate as described in 16.0211(f)(1)(C)(III)(i) Tank abandonment: First tank at site per submission	Fee for underground storage tank temporary closure will still be charged to facilities requesting such closure but the fee will not be accurately described in the fee ordinance.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Fire Department - Office of the Fire Marshal - HHW Program
PREPARED BY: Peter Brierty
PHONE # 386-8405

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0211(f)(1)(M)(XXVI)Cathode Ray Tubes	$35.00	$40.00	$5.00	100	100	0	$3,500.00	$4,000.00	$500.00
16.0211(f)(1)(C)(IV)Temporary Closure (1 year)	$468.00	$468.00	$0.00	10	10	0	$4,680.00	$4,680.00	$0.00
TOTAL THIS PAGE			$5.00			0			$500.00
GRAND TOTAL (All Page A's)									

HUMAN SERVICES GROUP
SUMMARY

GENERAL FUND	**Page #**	**Approp**	**Revenue**	**Local Cost**
AGING AND ADULT SERVICES:				
AGING PROGRAMS	7-1-1	8,147,202	8,147,202	-
BEHAVIORAL HEALTH:				
BEHAVIORAL HEALTH	7-3-1	121,398,270	119,555,517	1,842,753
OFFICE OF ALCOHOL AND DRUG ABUSE	7-3-12	20,063,339	19,913,881	149,458
CHILD SUPPORT SERVICES	7-4-1	39,889,326	39,889,326	-
HEALTH CARE COSTS	7-5-2	135,628,083	120,628,083	15,000,000
HUMAN SERVICES SYSTEM:				
ADMINISTRATIVE CLAIM	7-6-2	297,664,713	286,197,963	11,466,750
SUBSISTENCE PAYMENTS	7-6-23	434,096,671	412,619,746	21,476,925
AID TO INDIGENTS	7-6-63	1,275,123	330,986	944,137
PUBLIC HEALTH:				
PUBLIC HEALTH	7-8-1	73,360,369	72,715,647	644,722
CALIFORNIA CHILDREN'S SERVICES	7-8-31	10,723,433	9,185,392	1,538,041
INDIGENT AMBULANCE	7-8-42	472,501	-	472,501
VETERANS AFFAIRS	7-9-1	1,130,068	257,018	873,050
TOTAL GENERAL FUND		1,143,849,098	1,089,440,761	54,408,337

SPECIAL REVENUE FUNDS		**Approp**	**Revenue**	**Fund Balance**
AGING AND ADULT SERVICES:				
AGING PROGRAMS	7-1-11	-	-	-
ARROWHEAD REGIONAL MEDICAL CENTER:				
TELEMEDICINE FEDERAL GRANT FUND	7-2-40	-	-	-
TOBACCO TAX	7-2-43	4,848,614	4,041,359	807,255
BEHAVIORAL HEALTH :				
SPECIAL PATIENT ACCOUNT	7-3-19	3,800	3,800	-
HUMAN SERVICES SYSTEM:				
PROPOSITION 36	7-6-66	8,126,208	5,852,721	2,273,487
AB212	7-6-70	612,000	612,000	-
PRESCHOOL SERVICES	7-7-1	37,534,164	37,534,164	-
PUBLIC HEALTH:				
CAJON PASS	7-8-45	111,098	81,800	29,298
TOTAL SPECIAL REVENUE FUNDS		51,235,884	48,125,844	3,110,040

ENTERPRISE FUND		**Operating Expense**	**Revenue**	**Revenue Over (Under) Exp**
ARROWHEAD REGIONAL MEDICAL CENTER	7-2-1	274,951,021	264,488,675	-

OTHER AGENCY FUND	**Page #**	**Approp**	**Revenue**	**Fund Balance**
IN-HOME SUPPORTIVE SERVICES	8-1-1	6,738,893	6,738,893	-

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES (DAAS)
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (AAF OOA)

I. GENERAL PROGRAM STATEMENT

The Aging Programs are predominately funded by several federal and state sources and are budgeted in the newly established budget unit AAF OOA reported in organization codes (SBB, SBG, SYA, and SYW) as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services *(Budget Unit AAF OOA SBG)*
- Title IIIE – Special programs for aging families in a caregiver relationship, which provide case management, transportation, assisted transportation, counseling, caregiver training, respite adult care, respite skilled nursing, home safety devices, assistance devices, and minor home modification services *(Budget Unit AAF OOA SBG)*
- Title VII – Long-term care ombudsman and elder abuse prevention *(Budget Unit AAF OOA SBG)*
- Title V – Senior Employment Program, which provides part-time employment services for seniors age 60 and over. *(Budget Unit AAF OOA SBB)*
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes *(Budget Unit AAF OOA SYA)*
- CDBG – Supplements the nutrition program *(Budget Unit AAF OOA SBG)*
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes *(Budget Unit AAF OOA SYW)*
- USDA – Supplements the cost of the nutrition program *(Budget Unit AAF OOA SBG)*
- Medi-Cal Administrative Activities (MAA) - Administrative activities necessary for the proper and efficient administration of the Medi-Cal program. *(Budget Unit AAF OOA SBG)*
- Targeted Case Management (TCM) - Case management services that assist Medi-Cal eligible individuals within a specific target group to gain access to needed medical, social, educational and other services. *(Budget Unit AAF OOA SYW)*

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation		8,874,173	8,688,389	8,147,202
Total Revenue		7,900,036	8,022,716	8,147,202
Local Cost	-	974,137	665,673	-
Budgeted Staffing		111.9		101.1
Workload Indicators				
Senior Employment Enrollees		127	158	127
Meals Served		1,182,749	1,055,218	1,050,206
Sr Home & Health Care clients		345	325	295
Community Based Svcs clients		1,300	1,300	1,240
Information & Assistance contacts		41,958	38,776	35,010

In the 2002-03 final budget book, the budgeted workload indicator for 2002-03 for the Senior Employment Enrollees was incorrectly recorded as 197. The corrected number is 127 as indicated in the budget and workload history.

In 2002-03 one-time local cost of $974,137 was required to supplement traditional funding due to stagnation of funding streams and to fund nutrition contracts at current levels. During the year, the department has realigned staff and made other necessary adjustments to reduce services and supplies in order to stay within existing funding allocations in 2003-04.

Due to salary savings resulting from attrition and one-time-only funding for the Family Caregiver Program, it is estimated that DAAS will use only $665,673 of the one-time local cost for expenditures. The remaining local cost was used to repay loans held by the discontinued special revenue funds.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing decreased by a net 10.8 budgeted staffing in 2003-04. Changes consist of the following:

Added 3.0 budgeted staffing by transferring staff from the DPA Administrative Claim budget to the Aging budget. These positions split time between Aging and Adult services. Transferring them to the Aging budget enables the department to save administrative overhead costs (1.0 Administrative Supervisor II and 2.0 Clerk IIs).

Added 1.0 budgeted staffing for the Title III/VII programs to assist with increase workload for Family Caregiver program (Senior Information and Referral Area Representative).

Added 0.5 budgeted staffing to assist with increased workload in the Ombudsman program (Ombudsman Contractor Field Coordinator).

Deleted 12.0 budgeted staffing from the Title III/VII Programs. Four became vacant through attrition and were not replaced. (2.0 Accountant Is, 1.0 Accounting Technician, and 1.0 Fiscal Clerk II). One Senior Service Counselor was deleted because it was incorrectly budgeted in 2002-03. Three vacant Social Service Aides that were not needed as originally anticipated were deleted. Two HSS Program Specialist positions were transferred to the DPA Administrative Claim budget. Due to reduced funding in 2003-04, it will also be necessary to eliminate 2.0 additional budgeted staffing (1.0 Supervising Fiscal Clerk, 1.0 Staff Analyst I).

Deleted 1.0 vacant Clerk III from the Title XIX program that was not needed as originally anticipated.

Deleted 51.6 budgeted vacant staffing that were not filled in Title V Program due to lower contract requirements (33.75 Contract National on Aging positions, 14.25 contract CDA positions, 1.75 Contract Senior Program Representative and 1.8 Contract private sector positions).

Deleted 0.2 budgeted Social Services Practitioner in the Title XIX program due to decrease in funding.

The vacancy factor of 49.5 has been eliminated.

PROGRAM CHANGES

Due to fiscal constraints at the state level, the California Department of Aging eliminated the Senior Companion program and reduced funding for the Multi Service Senior, Health Insurance Counseling and Senior Employment programs in 2003-04, for a total reduction in funding of $288,925. The Senior Companion program is a contracted service provided by the City of San Bernardino and will be cancelled in 2003-04. The Health Insurance Counseling is a contracted service provided by Inland Agency and will be reduced in 2003-04. Services and supplies costs are reduced to accommodate the reduction in the Multi Service Senior and Senior Employment Programs.

Two new funding sources will add to the department's revenues in 2003-04, Targeted Case Management (TCM) and Medi-Cal Administrative Activities (MAA). TCM and MAA revenues are estimated at $123,500 and $315,000 respectively. TCM services are case management services that assist Medi-Cal eligible individuals within a specific target group gain access to needed medical, social, educational and other services. MAA activities are administrative activities necessary for the proper and efficient administration of the Medi-Cal program.

An overall decrease in expenditures is anticipated due to reduced budgeted staffing and by reductions made in services and supplies.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 12.6 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	10.6	Slated for Deletion
Vacant Budgeted in Recruitment	2.0	Retain
Total Vacant	12.6	

Vacant Position Restoration Request:

The department has submitted two policy items for restoration of the 10.6 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 and #2 which would restore the department's request of 10.6 vacant budgeted positions for the Senior Employment and Ombudsman program. This restoration is being recommended because the Senior Employment program needs available positions to maintain the contractual quota and standard performance enrollment. The Ombudsman program has increased workload requirements. Both programs are 100% State and Federally funded.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Senior Employment	10.1 $148,676 Revenue Supported	The Senior Employment program provides part-time employment training for low income seniors, age 55 and older. Clients in the program receive on-the-job training in clerical work, basic computer skills and food preparation. Seniors are also trained in job interviewing skills.
x	2	Ombudsman	0.5 $13,956 Revenue Supported	This program provides Ombudsman who are independent, objective, neutral persons who advocate for dignity, quality of life, and quality of care for all residents in long-term care facilities. Ombudsman workers are authorized by federal and state law to receive, investigate, and resolve complaints by or on behalf of residents in long-term care facilities, skilled nursing facilities and Community Care licensed board and care homes.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General Summary
AAF OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	3,281,515	3,787,658	(189,407)	-	3,598,251
Services and Supplies	5,570,922	5,399,509	(152,897)	-	5,246,612
Central Computer	51,186	44,797	39,489	-	84,286
Equipment	5,124	-	-	-	-
Other Charges	31,000	-	-	-	-
Transfers	785,128	519,843	(60,520)	-	459,323
Total Exp Authority	9,724,875	9,751,807	(363,335)	-	9,388,472
Reimbursements	(1,036,486)	(877,634)	(186,043)	-	(1,063,677)
Total Appropriation	8,688,389	8,874,173	(549,378)	-	8,324,795
Revenue					
Use of Money & Prop	13,455	25,000	-	-	25,000
State, Fed or Gov't Aid	7,843,705	7,845,036	424,759	-	8,269,795
Other Revenue	5,038	30,000	-	-	30,000
Other Financing Sources	160,518	-	-	-	-
Total Revenue	8,022,716	7,900,036	424,759	-	8,324,795
Local Cost	665,673	974,137	(974,137)	-	-
Budgeted Staffing		111.9	(10.8)	-	101.1

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General Summary AAF OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,598,251	90,588	3,688,839	(162,632)	**3,526,207**	162,632	3,688,839
Services and Supplies	5,246,612	(137,129)	5,109,483	-	**5,109,483**	-	5,109,483
Central Computer	84,286	(44,796)	39,490	-	**39,490**	-	39,490
Equipment	-	-	-	-	**-**	-	-
Other Charges	-	40,000	40,000	-	**40,000**	-	40,000
Transfers	459,323	(53,028)	406,295	-	**406,295**	-	406,295
Total Exp Authority	9,388,472	(104,365)	9,284,107	(162,632)	**9,121,475**	162,632	9,284,107
Reimbursements	(1,063,677)	(73,228)	(1,136,905)	-	**(1,136,905)**	-	(1,136,905)
Total Appropriation	8,324,795	(177,593)	8,147,202	(162,632)	**7,984,570**	162,632	8,147,202
Revenue							
Use of Money & Prop	25,000	(25,000)	-	-	**-**		-
State, Fed or Gov't Aid	8,269,795	(437,593)	7,832,202	(162,632)	**7,669,570**	162,632	7,832,202
Other Revenue	30,000	285,000	315,000	-	**315,000**	-	315,000
Other Financing Sources	-	-	-	-	**-**	-	-
Total Revenue	8,324,795	(177,593)	8,147,202	(162,632)	**7,984,570**	162,632	8,147,202
Local Cost	-	-	-	-	**-**	**-**	-
Budgeted Staffing	101.1	-	101.1	(10.6)	**90.5**	10.6	101.1

AGING AND ADULT SERVICES

Base Year Adjustments

Salaries and Benefits	104,112	MOU.
	142,664	Retirement.
	11,980	Risk Management Workers Comp.
	(448,163)	Decrease in budgeted staffing through attrition and staff reduction.
	(189,407)	
Services and Supplies	2,535	Risk Management Liabilities.
	22,000	Increase in services for Targeted Case Management program. Board agenda item dated April 22, 2003.
	(63,105)	Decrease in professional services for Multi Services Senior program service provider payments.
	(114,327)	Decrease in professional services for Community Base Services program service provider payments.
	(152,897)	
Central Computer	39,489	
Transfers	479	Incremental change in EHAP.
	101,500	Increase for Targeted Case Management Program. Board agenda item dated April 22, 2003.
	(100,241)	Decrease for DPA salaries.
	(62,258)	Decrease for Public Health nurse salaries.
	(60,520)	
Reimbursements	(38,043)	Increase for Case Manager in MSSP working part time in In-Home Supportive Service Program.
	(148,000)	Increase for supplemental funding for nutrition program.
	(186,043)	
Total Appropriation	(549,378)	
Total Revenue	424,759	Two new funding sources from TCM & MAA.
Local Cost	(974,137)	

AGING AND ADULT SERVICES

Recommended Program Funded Adjustments

Salaries and Benefits	30,569	Salary transfers between the Aging programs will be processed through payroll reimbursements. In 2002-03 this was processed as transfers.
	60,019	Per diem ordinance increase.
	90,588	
Services and Supplies	(26,644)	Decrease in advertising expenditures.
	(19,500)	Decrease in non-inventoriable and inventoriable equipment purchase expenditures.
	(17,148)	Decrease in communication expenditures.
	(73,837)	Over budgeted 2002-03 professional services expenditures due to the actual awarding of contracts for Family Caregiver Program.
	(137,129)	
Central Computer	(44,796)	
Other Charges	40,000	Emergency assistance for Family Caregiver Program.
Transfers	(30,569)	Salary transfers between the aging programs will be processed in payroll reimbursements.
	(22,459)	Decrease due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	(53,028)	
Reimbursements	32,635	Decrease in transfers in from Adult Service budget.
	(60,481)	Increase county match for the Family Caregiver Program for the full year funding of program.
	(45,382)	Increase due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	(73,228)	
Total Appropriation	(177,593)	
Revenue		
State, Fed or Gov't Aid	(25,000)	Decrease in interest earned.
	(126,861)	Decrease in state funding for Senior Companion & Health Insurance Counseling Program and administrative costs associated with programs.
	(11,185)	Decrease in federal and state funding for Senior Employment 502E Program
	(187,449)	Decrease in federal funding for the Multi Service Senior Program.
	(112,098)	Decrease due to over estimating anticipated revenue for 2002-03 in the Senior Employment and Community Base Programs.
	285,000	Increase in federal funding for Medical Administrative activities for 2002-03 and 2003-04.
	(177,593)	
Total Revenue	(177,593)	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment	32	10.6	162,632	162,632	-
Vacant Budgeted in Recruitment	2	2.0	96,996	96,996	-
Total Vacant	34	12.6	259,628	259,628	-
Recommended Restoration of Vacant Deleted	32	10.6	162,632	162,632	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment					
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Contracted Ombudsman	76500	(.5)	(13,956)	(13,956)	-
Contracted Nat Counsel on Aging	21031	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21058	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21059	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21060	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21062	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21064	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21066	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21071	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21072	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21073	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21074	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21075	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21077	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21078	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21080	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21082	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21083	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21084	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21086	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21088	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21089	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21090	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21092	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21094	(.44)	(6,416)	(6,416)	-
Contracted CDA	21259	(.33)	(4,766)	(4,766)	-
Contracted CDA	21262	(.33)	(4,766)	(4,766)	-
Contracted CDA	21266	(.38)	(5,496)	(5,496)	-
Contracted CDA	21270	(.38)	(5,496)	(5,496)	-
Contracted CDA	21271	(.38)	(5,496)	(5,496)	-
Contracted CDA	21273	(.38)	(5,496)	(5,496)	-
Contracted CDA	21275	(.38)	(5,496)	(5,496)	-
Subtotal Recommended - **Retain**		(10.6)	(162,632)	(162,632)	-
Total Slated for Deletion		(10.6)	(162,632)	(162,632)	
Vacant Budgeted In Recruitment - **Retain**					
Senior Information & Referral	3556	1.0	48,498	48,498	-
Senior Information & Referral	3558	1.0	48,498	48,498	-
Total in Recruitment Retain		2.0	96,996	96,996	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

AGING AND ADULT SERVICES

POLICY DESCRIPTION FORM

Department/Group: DAAS/Human Services System **Budget Code:** AAF OOA SBB

Title: Restore Vacant Budgeted Positions in Senior Employment Program

PRIORITY: Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The department is requesting restoration of a total of 10.1 budgeted vacant contract positions (31 authorized) for the Senior Employment Program. The Senior Employment Program provides part-time employment training for low-income seniors, age 55 and older. Clients in the program receive on-the-job training in clerical work, basic computer skills and food preparation. Seniors are also trained in job interviewing skills.

The expected enrollment period for participants is six months or less. Some participants obtain unsubsidized jobs and exist the program quickly, while others take longer. In addition, participants self-terminate from the program for a number of reasons. The department continuously enrolls new clients in order to maintain its contractual quota of 76 enrollees for the National Council on Aging (NCOA) and 50 enrollees for the California Department on Aging (CDA).

The department's performance standard is 140% of enrollment. This means that during the fiscal year, the department must enroll a total of 106 participants for NCOA (140% x 76 = 106), and 70 participants (140% x 50) for CDA.

In the 2002-03 program year-to-date, 108 and 83 participants for NCOA and CDA, respectively, have been enrolled in the program. This indicates the high turnover rate the department experiences in this program and the need for available vacant positions. If the number of enrollees is not kept at contractual levels, there is the potential to lose funding of $900,000.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 148,876	$ 148,876

CLASSIFICATIONS

Budgeted Staff	Title	Amount
7.5	Contract Nat Council on Aging	111,664
2.5	Contract CDA	37,012

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 148,876	$ 148,876
REVENUE (specify source)		
California Department on Aging, Title V	37,012	37,012
National Council on Aging	111,664	111,664
Total:	$ 148,676	$ 148,676
LOCAL COST	$ 0	$ 0

AGING AND ADULT SERVICES

POLICY DESCRIPTION FORM

Department/Group: DAAS/Human Services System **Budget Code:** AAF OOA SBG
Title: Restore Vacant Budgeted Position in Ombudsman Program

PRIORITY: Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The department is requesting restoration of 0.5 vacant contract budgeted position for the Ombudsman program. The incumbent retired in March 2003 and the department did not begin the recruitment process before April 1, 2003. It is anticipated the position will be filled before June 30, 2003. This position is 100% federal and state funded. There is not local cost.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 13,956	$ 13,956

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Contract Ombudsman	13,956

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 13,956	$ 13,956
REVENUE (specify source)		
California Department on Aging, Title III/VII	13,956	13,956
Total:	$ 13,956	$ 13,956
LOCAL COST	$ 0	$ 0

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (SBB OOA, SBG OOA, SYA OOA, SYW OOA)

I. GENERAL PROGRAM STATEMENT

The aging programs are predominately funded by several federal and state sources and are budgeted in budget units SBB, SBG, SYA, and SYW as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services *(Budget Unit SBG)*
- Title VII – Long-term care ombudsman and elder abuse prevention *(Budget Unit SBG)*
- Title V – Senior Employment Program, which provides part-time employment services for seniors. *(Budget Unit SBB)*
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes *(Budget Unit SYA)*
- CDBG – Supplements the nutrition program *(Budget Unit SBG)*
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes *(Budget Unit SYW)*
- USDA – Supplements the cost of the nutrition program *(Budget Unit SBG)*

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	7,580,716	160,518	160,518	-
Total Revenue	7,617,717	-	-	-
Fund Balance	(37,001)	160,518	160,518	-
Budgeted Staffing		-		-
Workload Indicators				
Senior Employment Enrollees	163			
Meals Served	1,137,831			
Sr Home & Health Care clients	380			
Community Based Svcs clients	1,284			
Information & Assistance contacts	34,513			

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

For 2002-03, the Board of Supervisors approved the establishment of specialized general fund AAF OOA for the Aging programs. On June 30, 2002, the combined fund balances in special revenue funds SBB, SBG, SYA, and SYW totaled $160,518 and was transferred into the new AAF OOA general fund budget unit.

The movement of the Aging programs from special revenue funds to the general fund has eliminate the consistent cash flow problems experienced as a result of the state reimbursement process. Due to long delays in state reimbursement, service providers often wait for payment from the department. Additionally, when the state budget is not approved on schedule, funds may not be available to the department for several months. The department is current in its payments to service providers and ensuring expenditures are staying within allocated funds provided.

OTHER CHANGES

The $160,518 accumulated fund balances of the old special revenue funds were transferred into AAF general fund. 2002-03 is the final year of budgeting for these funds.

IV. VACANT POSITION IMPACT

None.

V. POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue Summary
SBB OOA, SBG OOA, SYA OOA, SYW OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Transfers	160,518	160,518	-	-	160,518
Total Appropriation	160,518	160,518	-	-	160,518
Fund Balance	160,518	160,518	-	-	160,518

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue Summary
SBB OOA, SBG OOA, SYA OOA, SYW OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Transfers	160,518	(160,518)	-	-	-	-	-
Total Appropriation	160,518	(160,518)	-	-	-	-	-
Fund Balance	160,518	(160,518)	-	-	-	-	-

Recommended Program Funded Adjustments

Transfers	160,518	Transfers out of accumulated fund balance to AAF fund. Final year of budgeting for this fund.
Total Appropriation	160,518	
Total Revenue	-	
Fund Balance	160,518	

OVERVIEW OF BUDGET

DEPARTMENT: ARROWHEAD REGIONAL MEDICAL CENTER
DIRECTOR: MARK H. UFFER

	2003-04				
	Operating Exp/ Appropriation	Revenue	Fund Balance	Rev Over/ (Under) Exp	Staffing
Arrowhead Regional Medical Center	274,951,021	264,488,675		-	2,330.5
Telemedicine Federal Grant Fund	-	-	-		-
Tobacco Tax Funds	4,848,614	4,041,359	807,255		-
Total	279,799,635	268,530,034	807,255	-	2,330.5

BUDGET UNIT: ARROWHEAD REGIONAL MEDICAL CENTER (EAD MCR)

I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center (ARMC) provides inpatient and outpatient medical care to county residents in accordance with state law. The medical center operates through an enterprise fund. Under this system, revenues earned from operations are retained to fund the program.

Revenue sources for ARMC are comprised of the following: current services, Disproportionate Share Hospital (DSH) Programs (SB 855, SB 1255, GME), third party payors such as Medi-Cal and Medicare, tobacco tax funds, miscellaneous revenue, and Health Realignment. Summary information regarding key components of this budget unit appears below.

- The current services revenue category is comprised of:
  - Insurance revenue from third party insurance carriers paying on behalf of patients primarily receiving services from ARMC's trauma center. This revenue accounts for 14.2% of ARMC's net revenue.
  - A contract with the Department of Behavioral Health, for provision of services to mentally ill inpatients, accounts for 7.5% of ARMC's net revenue.
  - Self-pay revenue consists of payments fom patients who do not qualify for any reimbursement program and are responsible for their own bills; it accounts for 2.2% of ARMC's net revenue.
- The DSH programs were established to provide supplemental Medi-Cal payments to certain hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (reflected in the Health Care Costs (HCC) budget unit) to the state. Through a matching process, the county receives back its initial contribution, which is recorded in the HCC budget unit as current services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget in the state and federal category. The level of the county's contribution is set during the year by the state. As a result, the amounts in the HCC budget only represent estimates of the funds that will be needed to support the transfers, which take place during the coming fiscal year. In a similar fashion, this budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the fiscal year. The DSH program comprises two elements:
  - The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses minimum percentage of its revenues to provide health care to Medi-Cal and uninsured patients. This accounts for approximately 11.3% of ARMC's net revenue.

- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital. This accounts for approximately 12.4% of ARMC's net revenue.

  The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also teaching facilities. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year. This accounts for approximately 1.0% of ARMC's net revenue.

- Medicare is a federal insurance program for people over the age of 65 and it accounts for 9.8% of ARMC's net revenue.
- Medi-Cal fee for service is a state run insurance program that covers medical bills for low-income patients and accounts for 23.4% of ARMC's net revenue.
- Medi-Cal Managed Care is a program that is administered by Inland Empire Health Plan and it covers medical costs for low-income patients under an HMO type structure and it accounts for 4% of ARMC's net revenue.
- Tobacco Tax funds are allocated by the state to partially reimburse hospitals for uncompensated medical care and they account for 1.2% of ARMC's net revenue.
- Other revenue is primarily cafeteria sales, reimbursements from contracted physicians for office space, and payment from Riverside Regional County Medical Center (RRCMC) for services provided by ARMC's medical residents assigned to RRCMC. This revenue accounts for 1.4% of ARMC's net revenue.
- Health Realignment is a portion of the vehicle license fees and sales tax collected by the state and distributed to counties to cover the cost of indigent health care. It accounts for 11.6% of ARMC's net revenue.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	235,044,213	244,992,195	249,790,483	274,951,021
Total Financing Sources	231,496,839	246,621,803	251,746,796	264,488,675
Budgeted Staffing		2,290.3		2,330.5
Fixed Assets	1,541,483	1,629,608	1,381,052	1,537,654
Workload Indicators				
Aver. Daily Inpatient Census ARMC	246	246	249	249
Aver. Daily Inpatient Census DBH	58	59	56	56
Emergency Room Visits	60,490	63,000	64,421	65,000
Outpatient Clinic Visits	210,057	208,000	214,505	215,000

Salaries and benefits were higher than budgeted in 2002-03 due to increased staff in the inpatient units to better monitor difficult patients, which amounted to $0.9 million, and additional personnel required in the emergency room, which amounted to $1.5 million. Services and supplies were up due to higher utility usage and costs, increased security measures as recommended by the Sheriff's Department to better monitor the facility, increased medical supply costs due to increased drug costs and an increase in the number of prescriptions written, and increased costs to maintain the Medical Center's mechanical systems.

Other revenue increased due to payment received from Riverside Regional County Medical Center (RRCMC) for ARMC's residents who rotate there for additional training.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Overall budgeted staffing increased by 40.2 positions. The base year adjustments reflect salary and benefit cost increases of $11.9 million due to labor negotiations, retirement costs, and workers' compensation rate increases. Within mid-year adjustments budgeted staffing is decreased 1.0 position as a result of eliminating a Radiology Assistant Manager, since these duties have been assumed by other personnel.

Within the program-funded adjustments, staffing was increased by 41.2 positions or 2%. This is the result of five factors: the need for increased personnel (19.0) in the emergency department to address volume increases that were not addressed in previous years; the need for staff (43.0) on the nursing floors and at the Behavioral Health Unit to meet restraint regulations and better monitor disturbed/suicidal patients; a decrease in security personnel (13.0) as their services are now incorporated into the external security contract; the deletion of personnel (6.8) as a result of "The Right from the Start" (Proposition 10) program ending on June 30, 2003, and an accounting change requiring the Human Resources Officer (1.0) to be budgeted as a transfer out to reflect reimbursement for services provided by a Human Resources Department employee.

Other changes include: the addition of 1.0 Lactation Specialist to provide education for new mothers and 1.0 Public Service Employee (PSE) to accommodate the Community Options Program, and the deletion of 2.0 Custodians as their duties were reassigned to other personnel.

Also reflected is an increase of approximately $0.8 million for the new Per Diem Nurse rate to be competitive with other area hospitals with the goal of reducing overtime, maintaining staffing ratios and providing proper patient care; an increase of approximately $0.5 million for an underestimation of double time pay to Per Diem Nurses and other patient care personnel and an increase of approximately $0.3 million for the elimination of the vacancy factor.

PROGRAM CHANGES

Within program funded adjustments, services and supplies is increasing from $113,732,058 to $117,066,033, a net increase of $3,333,975. This increase is related to several changes with the most significant explained below:

- Based on experience on 2002-03:
  - Medical supplies cost is expected to increase $1.1 million as a result of volume increases and the expiration of a lawsuit that previously provided ARMC with free drugs that now have to be purchased in the market.
  - Utility costs are rising by approximately $0.5 million due to higher electricity usage and water charges that resulted from well water problems.
  - Temporary help cost is increasing by approximately $0.4 million to account for vacant positions.
  - Professional services increases of approximately $0.8 million are due to higher usage/costs related to kidney dialysis services, outside lab services, outside legal services, and payments to other hospitals for managed care patients assigned to ARMC.
  - Other contracts are increasing by approximately $1.0 million due to a projected increase in maintenance cost as the equipment becomes aged and requires more upkeep, and laundry services for volume increases and lost linen replacement.

- Inflation, related primarily to medical supplies (approximately 3%), is projected to increase by approximately $1.3 million.

- Overall Insurance premiums are increasing by approximately $0.6 million, with Malpractice Insurance making up most of the hike.

These increases are partially offset by cost decreases of $2.4 million with the elimination of Arrowhead Health Administrators, the closure of the Colton Clinic, elimination of expenses previously supported by Proposition 10 revenues, and EHAP and leases expenses now being recorded as transfers.

Within the program-funded adjustments, revenue is increasing from $221,289,803 to $233,338,675 for a net increase of $12,048,872. This increase is comprised of a number of substantial changes.

- The current services revenue category will increase by a net $1.7 million. This will result from the following:
  - ARMC will increase fees, raising revenues by approximately $5.0 million. These increases reflect growing operational costs and are consistent with fee schedules of other area hospitals.
  - Since the Medical Center continues to operate nearer full capacity, fewer insured patients can be accommodated. This situation is projected to reduce revenues by approximately $4.0 million.
  - Enhanced collection efforts are projected to increase Private Pay revenues by approximately $700,000.

- The state and federal revenue category will increase by a net $10.0 million. This will result from the following:
  - Tobacco Tax revenues, distributed by a statutory allocation formula, are projected to decrease by approximately $0.8 million based on receipt trends.
  - Proposition 10 revenue will decrease by approximately $1.4 million as a result of "The Right from the Start" grant ending on June 30, 2003.
  - Medicare revenue is projected to increase by approximately $3.9 million for an additional payment (commonly referred as exception payment) to offset the cost of building the new facility. These federal funds are available to help offset ARMC construction costs since the new facility enhances service to Medicare patients; funds are anticipated annually through 2009.
  - Medi-Cal revenue is projected to increase by approximately $1.9 million as the result of an expected rate increase.
  - Projected receipt of Medi-Cal managed care funding via Inland Empire Health Plan has been decreased by approximately $1.9 million to reflect member growth at a slower rate than previously anticipated.
  - SB 855 funding is expected to decline by approximately $4.7 million as result of reductions in federal funding (commonly referred to as the "Federal Cliff") and increased state administrative fees.
  - SB 1255 funds are projected to increase by approximately $13.0 million. (As in past years, the amount of funding ultimately received is not identified until late in the fiscal year.)

- Other revenue increased as a result of assigning medical resident staff to Riverside Regional County Medical Center and getting reimbursement for their services.

Within mid-year adjustments, the Board approved several contracts due to renewals or replacements of old contracts that decreased services and supplies by $1.1 million and increased revenues by $5.5 million. The revenue increased is primarily due to additional Behavioral Health revenues as a result of a rate increase to realign revenues with expenses.

OTHER CHANGES

Due to an accounting change, lease expenses, EHAP charges, and a Human Resources Officer salaries are now recorded as transfers. Also reflected in transfers is an increase of $3,391 related to Human Resources support for services provided by HR's Employee Relations Division.

Operating transfers out and offsetting use of realignment funding decreased by $230,000 now that site reuse work at the former Medical Center site has been completed by the Architecture & Engineering Department. Projected operating transfers in also reflect the allocation of $600,000 of one-time trauma funds to be received from the state.

Other charges and capital lease equipment decreased primarily due to not renewing several capital leases. This decreased was partially offset by an increase in equipment purchases needed to buy out Radiology leases and additional Meditech servers.

IV. VACANT POSITION IMPACT

The department has a total of 302.6 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	206.6	Slated for Deletion
Vacant Budgeted In Recruitment	96.0	Retain
Total Vacant	302.6	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of 206.1 (out of the total 206.6) vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, and portions of 2 and 4 which would restore the department's request of 125.1 vacant budgeted positions. This restoration is being recommended because it is required to comply with state mandated staffing ratios pursuant to AB 394 and several regulatory agencies and are required to provide quality patient care. Failure to demonstrate compliance with not only staff ratios, but all regulatory requirements could result in potential penalties and/or removal of licensure, as well as closure. The County Administrative Office also acknowledges that a number of the positions not being recommended provide indirect service to patients (primarily by supporting front line health care professionals) and generate revenue (e.g. by processing billing). Through the ARMC Director's budget presentation, the Board will receive additional information regarding the Medical Center's request for broader restoration of positions through the budget process.

The vacant budgeted positions requested in Policy Items #1, 2 and 4 totaled 133.8. However, the department failed to request position numbers for 8.7 budgeted positions that were approved during previous budget cycles; therefore; the County Administrative Office (CAO) does not recommend restoring those positions as they have been vacant for at least one year.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Nursing and Patient Care	87.62 $5,205,469 Revenue Supported	Nurses provide direct patient care in all areas of the hospital such as the trauma unit, the burn care unit, and the behavioral health/psychiatric units. The County Administrative Office is recommending restoring all 87.62 positions since there is a manddated minimum nurse to patient staffing ratios of 1:1 in trauma unit and 1:6 in behavioral health/psychiatric units.
x	2	Patient Support Services	38.09 $1,986,318 Revenue Supported	Patient support staff provide direct patient care and assistance to medical staff. Some of the services provided under this umbrella include physical, occupational, and speech therapy, laboratory services, and ultrasound services. The County Administrative Office is recommending restoring 32.5 positions totaling $1,741,403 since there is a mandated staff to patient ratio. The other 5.6 positions were prior year's positions that were never requested to be filled.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	3	Ward Clerks	11.9 $366,455 Revenue Supported	Ward Clerks provide critical support to all medical staff. Duties include inputting physician's orders (e.g. laboratory testing, nutritional assessment, and prescription orders.)
x	4	Nutritional Services	8.1 $302,657 Revenue Supported	Nutritional Services prepares patient meals as well as operates the hospital cafeteria for visitors and staff on three shifts, 24/7. Service levels must comply with mandates and inspection criteria. The County Administrative Office is recommending restoring 5.0 positions totaling $200,627 since there is a mandated staff to patient ratio. The other 3.1 positions were prior year's positions that were never requested to be filled.
	5	Billing Coders	4.59 $236,746 Revenue Supported	Coders are critical to the cash flow of ARMC through timely coding of patient visits and meeting billing deadlines. Furthermore, penalties are imposed if data is not input timely and accurately.
	6	Information Services	6.0 $368,274 Revenue Supported	Information Systems is enhancing/updating modules of the Meditech system (hospital Information system). The additional modules require staff to support the 24/7 operation including nights and holidays.
	7	Environmental Services	8.0 $301,728 Revenue Supported	Environmental services staff maintain hospital cleanliness (in accordance with prescribed standards) and ensure proper supply availability in patient care areas.
	8	Facilities Management	1.0 $61,685 Revenue Supported	Facilities management maintains the hospital's infrastructure including heating and air conditioning units. Staff also monitor the telemetry equipment and maintain life support equipment.
	9	Clerical Support	36.75 $1,394,525 Revenue Supported	Clerical staff support patient services departments and staff with tasks including opening and closing patient accounts, processing patients, and ensuring that proper billing paperwork is completed.
	10	Compliance and Ethics	1.0 $78,729 Revenue Supported	Compliance unit is essential to ensure that the hospital meets all regulatory compliance issues. Duties include maintaining the ethics hotline and provide mandatory staff ethics training at time of hire and annually as required by the Office of Inspector General.
	11	Security	3.0 $108,164 Revenue Supported	Through constant monitoring of the facility and responding to emergency situations, Security staff safeguards patients, visitors, and ARMC employees.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The Medical Center is currently preparing an agenda item to request Board of Supervisors approval for its existing fee schedule.

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ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	123,220,887	120,773,138	11,882,079	(4,150)	132,651,067
Services and Supplies	117,163,864	114,838,886	-	(1,106,828)	113,732,058
Central Computer	893,981	893,981	-	-	893,981
Other Charges	35,089	78,545	-	-	78,545
Transfers	246,662	177,645	-	-	177,645
Total Exp Authority	241,560,483	236,762,195	11,882,079	(1,110,978)	247,533,296
Depreciation	-	-	-	-	-
Operating Transfers Out	8,230,000	8,230,000	-	-	8,230,000
Total Operating Expense	249,790,483	244,992,195	11,882,079	(1,110,978)	255,763,296
Revenue					
Current Services	59,617,400	55,578,700	-	6,000,000	61,578,700
State, Fed or Gov't Aid	159,113,478	157,471,006	-	(552,000)	156,919,006
Other Revenue	3,428,872	2,792,097	-	-	2,792,097
Total Revenue	222,159,750	215,841,803	-	5,448,000	221,289,803
Operating Transfers In	29,587,046	30,780,000	-	-	30,780,000
Total Financing Sources	251,746,796	246,621,803	-	5,448,000	252,069,803
Budgeted Staffing		2,290.3	-	(1.0)	2,289.3
Fixed Asset					
Fixed Asset Equipment	1,000,000	1,000,000	-	-	1,000,000
Capital Lease Equipment	381,052	629,608	-	-	629,608
Total Fixed Asset	1,381,052	1,629,608	-	-	1,629,608

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Center
FUND: Enterprise EAD MCR

FUNCTION: Health and Sanitation
ACTIVITY: County Medical Center

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	132,651,067	3,474,434	136,125,501	(10,427,967)	**125,697,534**	7,147,499	132,845,033
Services and Supplies	113,732,058	3,333,975	117,066,033	-	**117,066,033**	-	117,066,033
Central Computer	893,981	(276,943)	617,038	-	**617,038**	-	617,038
Other Charges	78,545	(68,425)	10,120	-	**10,120**	-	10,120
Transfers	177,645	954,684	1,132,329	-	**1,132,329**	-	1,132,329
Total Appropriation	247,533,296	7,417,725	254,951,021	(10,427,967)	**244,523,054**	7,147,499	251,670,553
Depreciation	-	12,000,000	12,000,000	-	**12,000,000**	-	12,000,000
Operating Transfer Out	8,230,000	(230,000)	8,000,000	-	**8,000,000**	-	8,000,000
Total Operating Expense	255,763,296	19,187,725	274,951,021	(10,427,967)	**264,523,054**	7,147,499	271,670,553
Revenue							
Current Services	61,578,700	1,738,700	63,317,400	(2,919,831)	**60,397,569**	2,001,300	62,398,869
State, Fed or Gov't Aid	156,919,006	10,012,478	166,931,484	(7,508,136)	**159,423,348**	5,146,199	164,569,547
Other Revenue	2,792,097	297,694	3,089,791	-	**3,089,791**	-	3,089,791
Total Revenue	221,289,803	12,048,872	233,338,675	(10,427,967)	**222,910,708**	7,147,499	230,058,207
Operating Transfers In	30,780,000	370,000	31,150,000	-	**31,150,000**	-	31,150,000
Total Financing Sources	252,069,803	12,418,872	264,488,675	(10,427,967)	**254,060,708**	7,147,499	261,208,207
Budgeted Staffing	2,289.3	41.2	2,330.5	(206.6)	**2,123.9**	125.1	2,249.0
Fixed Asset Exp							
Fixed Asset Equipment	1,000,000	250,000	1,250,000	-	**1,250,000**	-	1,250,000
Capital Lease Equipment	629,608	(341,954)	287,654	-	**287,654**	-	287,654
Total Fixed Asset Exp	1,629,608	(91,954)	1,537,654	-	**1,537,654**	-	1,537,654

ARROWHEAD REGIONAL MEDICAL CENTER

Base Year Adjustments

Salaries and Benefits	4,779,330	MOU.
	5,967,240	Retirement.
	1,135,509	Risk Management Workers Comp.
	11,882,079	
Total Appropriation	11,882,079	
Total Revenue	-	

Mid-Year Adjustment

Salaries and Benefits	20,696	Approved by the Board on December 17, 2002 - upgraded the Compliance Officer contract.
	34,772	Approved by the Board on December 17, 2002 - upgraded the Business & Marketing Director.
	2,223	Approved by the Board on January 28, 2003 - reclassified a Licensed Vocational Nurse (LVN) II to LVN III.
	3,522	Approved by the Board on February 11, 2003 - upgraded an Ultrasound Technician I to a Ultrasound Technician II.
	(65,363)	Approved by the Board on February 11, 2003 - deleted 1.0 Radiology Assistant Manager.
	(4,150)	
Services and Supplies	(506,368)	Approved by the Board on June 25, 2002 - reduced contract with Institutional Pharmacy Services Inc. related to operation of the inpatient and outpatient Pharmacy.
	(2,130,388)	Approved by the Board on October 2, 2002 - decreased contracts with various Physicians that provide services at the hospital.
	(166,000)	Approved by the Board on October 29, 2002 - Radiation contract reduction for oncology services.
	524,000	Approved by the Board on November 19, 2002 - increased the contract with the California Emerency Physicians.
	156,000	Approved by the Board on December 3, 2002 - state mandated newborn screening tests of all babies delivered at ARMC.
	121,668	Approved by the Board on December 17, 2002 - new contract with Clinica Del Sol to replace Medical Personal Management contract to provide medical services to medically indigent adults.
	15,842	Approved by the Board on February 4, 2003 - increased contract with Wound Management for wound consulting services.
	808,471	Approved by the Board on February 25, 2003 - increased contract with AKAL for security services.
	69,947	Approved by the Board on March 25, 2003 - contract with 3M Corp. for unlimited software license used to maintain patient census data.
	(1,106,828)	
Subtotal Mid Year Operating Expense	(1,110,978)	
Revenue		
Current Services	6,000,000	Approved by the Board on March 4, 2003 - Increased Behavioral Health contract for inpatient psychiatric services.
State, Fed or Gov't Aid	(552,000)	Approved by the Board on October 22, 2002 - decreased managed care contract with Inland Empire Health Plan.
Subtotal Mid-Year Revenue	5,448,000	

ARROWHEAD REGIONAL MEDICAL CENTER

Recommended Program Funded Adjustments

Salaries and Benefits	1,468,514	Additional 19.0 positions for the emergency room.
	824,531	Per diem ordinance increase.
	(462,925)	Delete 6.75 positions related to "The Right From The Start" Program.
	1,353,897	Add 43.0 positions to nursing and ARMC Behavioral Health unit to act as patients' observers.
	(466,963)	Delete 10.0 Security Technician I's and 3.0 Security technician II's.
	72,011	Add 1.0 Lactation Specialist for Doula services.
	17,631	Add 1.0 PSE to accommodate Community Options personnel.
	(69,202)	Delete 2.0 Custodian II's.
	(89,909)	Delete 1.0 Human Resources Officer now recorded as transfer out.
	468,981	Increase special earnings (paid holiday) underestimated in prior year.
	357,868	Eliminate vacancy factor.
	3,474,434	
Services and Supplies	(310,627)	Elimination of Arrowhead Health Administrators.
	(210,000)	Closure of Colton Clinic.
	450,600	Increased electricity usage and increased water charges with well water problems.
	(427,979)	GASB 34 Accounting Change (EHAP).
	(430,149)	GASB 34 Accounting Change - rent expense now budgeted in transfers.
	577,825	Increased overall insurance costs per Risk Management.
	391,000	Additional temporary help to fill vacant positions.
	1,312,100	Inflation primarily in medical supplies ($1,181,000).
	(927,677)	The "Right From The Start" grant from the First Family Commission ended June 30, 2003.
	809,000	Increase in professional services due to volume increases in Kidney Dialysis ($123K), legal services ($100K), outside labs ($145K), payments to other hospitals for managed care patients assigned to ARMC ($422K), and net changes to all other contracts ($19K).
	288,500	Increased costs related to laundry services due to volume increase and lost linen replacement.
	1,076,000	Increase volume of prescriptions and expiration of free drug distribution from lawsuit settlement.
	683,500	Increased maintenance costs on equipment.
	51,882	Net increase for all other services and supplies.
	3,333,975	
Central Computer	(276,943)	
Other Charges	(68,425)	Reduction in lease payments.
Transfers	93,300	Additional HRO I and part of HR Chief.
	397,067	GASB 34 Accounting Change (EHAP).
	464,317	GASB 34 Accounting Change - rent leases previously budgeted as services and supplies.
	954,684	
Total Expenditure Authority	7,417,725	
Depreciation	12,000,000	Accounting adjustment to record depreciation as an operating expense.
Operating Transfers Out	(230,000)	Decrease in Architecture & Enginering site reuse fees.
Total Operating Expense	19,187,725	
Current Services	738,700	Increased private pay revenue because of enhanced collection effort.
	1,000,000	Net changes - decreased insurance revenue because of decline in volume plus increased revenue due to a fee increase of 10%.
	1,738,700	
State, Fed or Gov't Aid	(1,390,602)	The "Right From The Start" grant ends on June 30, 2003.
	(810,899)	Reduction in Tobacco Tax revenue.
	(1,852,500)	Reduction in IEHP and Health Net Managed Care volume growth ($1.3M), IEHP Indigent Fund ($120K), IEHP Risk Pool ($54K), and IEHP claims paid on behalf of other hospitals.
	(4,751,003)	Rduction in SB 855 revenue because of federal cliff (legislation) and additional state administrative fee.
	1,941,000	Increase Medi-Cal due to rate increase.
	12,984,203	Increase in SB 1255 payments from the state.
	3,892,279	Increased Medicare inpatient revenue from additional exception payment.
	10,012,478	
Other Revenue	297,694	Various increases and decreases in other revenue.
Total Revenue	12,048,872	
Operating Transfers In	370,000	Decrease in realignment ($230,000) and increase in trauma revenue.
Total Financing Sources	12,418,872	
Fixed Assets	250,000	Increased capital costs to buy out Radiology leases and buy additional Meditech servers.
	(341,954)	Reduction in lease payments.
	(91,954)	

ARROWHEAD REGIONAL MEDICAL CENTER

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Vacant Budgeted Not In Recruitment - Delete	488.0	206.6	10,427,967	10,427,967	-
Vacant Budgeted In Recruitment - Retain	218.0	96.0	5,613,201	5,613,201	-
Total Vacant	706.0	302.6	16,041,168	16,041,168	-
Recommended Restoration of Vacant Deleted	370.0	125.1	7,147,499	7,147,499	-

Vacant Position Impact
Detail

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Accredited Records Technician	00007535	(1.1)	(55,747)	(55,747)	-
Accredited Records Technician	00077485	(0.5)	(25,532)	(25,532)	-
Accredited Records Technician	00077488	(0.5)	(25,532)	(25,532)	-
Accredited Records Technician	00077489	(0.5)	(25,532)	(25,532)	-
Accredited Records Technician	00077490	(0.5)	(25,532)	(25,532)	-
Accredited Records Technician	00077491	(0.5)	(25,532)	(25,532)	-
Accredited Records Technician	00077492	(0.5)	(25,532)	(25,532)	-
Accredited Records Technician	00077493	(0.5)	(27,807)	(27,807)	-
Automated Systems Technician	LY301066	(1.0)	(46,519)	(46,519)	-
Automated Systems Technician	N000331	(1.0)	(46,519)	(46,519)	-
Automated Systems Technician	N000332	(1.0)	(46,519)	(46,519)	-
Automated Systems Technician	N000333	(1.0)	(46,519)	(46,519)	-
Business Applications Manager	00075997	(0.5)	(46,434)	(46,434)	-
Business Applications Manager	00075998	(0.5)	(44,369)	(44,369)	-
Business Systems Analyst III	00076001	(0.5)	(58,980)	(58,980)	-
Chief Clerk	00005362	(0.5)	(22,460)	(22,460)	-
Clerk II	00002261	(0.5)	(16,542)	(16,542)	-
Clerk II	00005206	(0.5)	(16,542)	(16,542)	-
Clerk II	00006460	(0.5)	(18,067)	(18,067)	-
Clerk II	00017445	(0.5)	(20,246)	(20,246)	-
Clerk II	00017481	(0.5)	(18,918)	(18,918)	-
Clerk II	00070202	(0.5)	(16,542)	(16,542)	-
Clerk II	00073887	(0.5)	(16,542)	(16,542)	-
Clerk II	00073889	(0.5)	(16,542)	(16,542)	-
Clerk II	00073890	(0.5)	(16,542)	(16,542)	-
Clerk II	00076605	(0.5)	(16,542)	(16,542)	-
Clerk II	00076606	(0.5)	(16,542)	(16,542)	-
Clerk II	00076607	(0.5)	(16,542)	(16,542)	-
Clerk II	00076608	(0.5)	(16,542)	(16,542)	-
Clerk II	00076609	(0.5)	(16,542)	(16,542)	-
Clerk II	00076622	(0.5)	(16,542)	(16,542)	-
Clerk II	00076872	(0.5)	(16,542)	(16,542)	-

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Clerk II	00076901	(0.3)	(6,180)	(6,180)	-
Clerk II	LY300519	(1.0)	(32,718)	(32,718)	-
Clerk II	LY300522	(1.0)	(32,718)	(32,718)	-
Clerk II	LY300539	(1.0)	(32,718)	(32,718)	-
Clerk II	LY300921	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301037	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301068	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301069	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301277	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301278	(1.0)	(32,718)	(32,718)	-
Clerk II	N000324	(1.0)	(32,718)	(32,718)	-
Clerk III	LY301046	(1.0)	(36,185)	(36,185)	-
Clerk III	00009276	(0.5)	(18,275)	(18,275)	-
Clerk III	00011526	(0.5)	(18,275)	(18,275)	-
Clerk III	00013327	(0.5)	(18,275)	(18,275)	-
Clerk III	00014952	(0.5)	(20,274)	(20,274)	-
Clerk III	00090288	(0.5)	(13,291)	(13,291)	-
Clerk IV	00004861	(0.5)	(19,815)	(19,815)	-
Clerk IV	00005242	(0.5)	(19,815)	(19,815)	-
Clinic Assistant	LY301064	(1.0)	(37,796)	(37,796)	-
Custodian I	00001051	(0.5)	(18,737)	(18,737)	-
Custodian I	00001067	(0.5)	(21,423)	(21,423)	-
Custodian I	00017010	(0.5)	(15,589)	(15,589)	-
Custodian I	00077328	(0.5)	(18,737)	(18,737)	-
Custodian I	00077330	(0.5)	(18,737)	(18,737)	-
Custodian I	00077331	(0.5)	(18,737)	(18,737)	-
Custodian I	00077332	(0.5)	(18,737)	(18,737)	-
Custodian I	00077333	(0.5)	(18,737)	(18,737)	-
Custodian I	00077334	(0.5)	(18,737)	(18,737)	-
Custodian I	00077336	(0.5)	(18,737)	(18,737)	-
Custodian I	00077337	(0.5)	(18,737)	(18,737)	-
Custodian I	00077338	(0.5)	(18,737)	(18,737)	-
Custodian II	00016956	(1.0)	(44,262)	(44,262)	-
Dietary Services Supervisor	LY200344	(1.0)	(41,038)	(41,038)	-
Fiscal Clerk I	00076587	(0.5)	(16,859)	(16,859)	-
Fiscal Clerk III	LY301240	(1.0)	(41,003)	(41,003)	-
Fiscal Clerk III	N000315	(1.0)	(41,003)	(41,003)	-
Food Service Worker I	LY300427	(1.1)	(30,762)	(30,762)	-
Food Service Worker II	LY200522	(1.0)	(30,230)	(30,230)	-
Grounds Caretaker I	00017324	(0.5)	(17,217)	(17,217)	-
Hospital Services Worker	LY0N0016	(1.0)	(26,418)	(26,418)	-
Maintenance Supervisor	00000521	(1.0)	(61,685)	(61,685)	-
Medical Transcriber	00003806	(1.0)	(41,003)	(41,003)	-
Medical Transcriber	00003817	(1.0)	(41,003)	(41,003)	-
Medical Transcriber	00003818	(1.0)	(41,003)	(41,003)	-
Medical Transcription Supervis	00004371	(1.0)	(44,559)	(44,559)	-
Occupational Therapy Superviso	LY301207	(1.1)	(80,564)	(80,564)	-
Physical Therapist I	LY300563	(0.5)	(27,641)	(27,641)	-
Physical Therapy Aide	LY301015	(1.0)	(37,016)	(37,016)	-
Physical Therapy Aide	LY301016	(1.0)	(35,480)	(35,480)	-
Public Information Clerk	00005223	(0.5)	(16,542)	(16,542)	-
Secretary I	LY200357	(1.0)	(47,030)	(47,030)	-
Secretary I	00011024	(0.5)	(20,246)	(20,246)	-
Secretary I	00012087	(0.5)	(24,918)	(24,918)	-
Secretary I	00076527	(0.5)	(20,246)	(20,246)	-

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	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Security Technician I	00016930	(0.5)	(20,298)	(20,298)	-
Security Technician I	00076168	(0.5)	(17,921)	(17,921)	-
Security Technician I	00077316	(0.5)	(17,921)	(17,921)	-
Security Technician I	00077318	(0.5)	(17,921)	(17,921)	-
Security Technician I	LY301070	(1.0)	(34,103)	(34,103)	-
Staff Analyst II	00070211	(0.5)	(31,717)	(31,717)	-
Staff Analyst II	00070484	(0.5)	(31,717)	(31,717)	-
Staff Analyst II	LY301072	(1.0)	(63,071)	(63,071)	-
Storekeeper	00006707	(0.5)	(16,542)	(16,542)	-
Storekeeper	00009170	(0.5)	(16,542)	(16,542)	-
Supvg Auto Systems Analyst I	00000706	(0.5)	(32,415)	(32,415)	-
Utilization Review Technician	LY200325	(1.0)	(41,038)	(41,038)	-
Utilization Review Technician	LY301063	(1.0)	(39,265)	(39,265)	-
Ward Clerk	00003629	(1.0)	(36,621)	(36,621)	-
Ward Clerk	00009225	(1.0)	(35,095)	(35,095)	-
Ward Clerk	00009226	(1.0)	(32,718)	(32,718)	-
Ward Clerk	00011196	(1.0)	(35,095)	(35,095)	-
Ward Clerk	00013763	(1.0)	(35,866)	(35,866)	-
Ward Clerk	00017270	(1.0)	(32,718)	(32,718)	-
Ward Clerk	00017276	(0.5)	(19,690)	(19,690)	-
Ward Clerk	00073901	(1.0)	(35,095)	(35,095)	-
Ward Clerk	00074544	(0.5)	(11,768)	(11,768)	-
Ward Clerk	00075245	(0.4)	(9,413)	(9,413)	-
Ward Clerk	00076575	(0.3)	(5,884)	(5,884)	-
Ward Clerk	00090226	(0.5)	(11,768)	(11,768)	-
Ward Clerk	00090275	(1.0)	(23,536)	(23,536)	-
Ward Clerk	00090458	(1.0)	(23,536)	(23,536)	-
Ward Clerk	00091625	(0.2)	(4,712)	(4,712)	-
Ward Clerk	00094416	(0.5)	(11,768)	(11,768)	-
Ward Clerk	00099194	(0.1)	(1,172)	(1,172)	-
Cont Compliance Educator	LY301201	(1.0)	(78,729)	(78,729)	-
Subtotal Recommended - **Delete**		(81.4)	(3,280,468)	(3,280,468)	-
Assistant Nurse Manager	00017761	(0.5)	(39,890)	(39,890)	-
Burn Care Technician	00004073	(0.5)	(18,292)	(18,292)	-
Burn Care Technician	00094757	(0.4)	(10,631)	(10,631)	-
Sterile Processing Technician	00000560	(1.0)	(34,631)	(34,631)	-
SterileProcessingTechnician1	00076596	(1.0)	(32,753)	(32,753)	-
SterileProcessingTechnician2	00076598	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00004062	(1.0)	(32,753)	(32,753)	-
Clinic Assistant	00010641	(1.1)	(35,346)	(35,346)	-
Clinic Assistant	00075048	(0.5)	(12,362)	(12,362)	-
Clinic Assistant	00076584	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00076585	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00076586	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00077354	(1.0)	(32,753)	(32,753)	-
Clinic Assistant	00077455	(0.5)	(12,362)	(12,362)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Clinical Biochemist	00000786	(1.0)	(96,815)	(96,815)	-
Per Diem CMC Reg Nurse I	00076224	(0.1)	(3,512)	(3,512)	-
Per Diem CMC Registered Nurse	00070714	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00070718	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00070750	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00070758	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00070826	(0.5)	(38,533)	(38,533)	-
Per Diem CMC Registered Nurse	00070829	(0.2)	(14,116)	(14,116)	-
Per Diem CMC Registered Nurse	00071049	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00071098	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00071719	(0.2)	(19,564)	(19,564)	-
Per Diem CMC Registered Nurse	00071721	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00071792	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00071794	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00071795	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00071829	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00072137	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00072382	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00072874	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00072875	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00072930	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00073023	(0.1)	(7,058)	(7,058)	-
Per Diem CMC Registered Nurse	00073089	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Registered Nurse	00073190	(0.4)	(30,818)	(30,818)	-
Per Diem CMC Registered Nurse	00073521	(0.9)	(77,676)	(77,676)	-
Per Diem CMC Registered Nurse	00073783	(0.3)	(23,402)	(23,402)	-
Per Diem CMC Registered Nurse	00074154	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00074299	(0.4)	(36,939)	(36,939)	-
Per Diem CMC Registered Nurse	00074342	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00074355	(0.3)	(25,386)	(25,386)	-
Per Diem CMC Registered Nurse	00074409	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074493	(0.3)	(25,386)	(25,386)	-
Per Diem CMC Reg Nurse II	00074542	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074548	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074649	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074660	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074691	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074702	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074729	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00074874	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074973	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075041	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00075043	(0.6)	(52,367)	(52,367)	-
Per Diem CMC Reg Nurse II	00075046	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075055	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075133	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075221	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075316	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00075325	(0.1)	(7,713)	(7,713)	-

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Per Diem CMC Reg Nurse II	00075326	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075331	(0.5)	(38,533)	(38,533)	-
Per Diem CMC Reg Nurse II	00075334	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075362	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00075576	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075614	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075635	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075638	(0.3)	(29,225)	(29,225)	-
Per Diem CMC Reg Nurse II	00075710	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075715	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075784	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075785	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075856	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00075864	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075891	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075892	(0.0)	(5,527)	(5,527)	-
Per Diem CMC Reg Nurse II	00075893	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00075914	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00076017	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00076018	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00076027	(0.0)	(2,880)	(2,880)	-
Per Diem CMC Reg Nurse II	00076031	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076105	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00076106	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00076115	(0.1)	(7,975)	(7,975)	-
Per Diem CMC Reg Nurse II	00076223	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076227	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076235	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076272	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076299	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076304	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076307	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076325	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076378	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076570	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076710	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076711	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076714	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076816	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098013	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00098015	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098020	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098024	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098027	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00098032	(0.1)	(7,015)	(7,015)	-
Per Diem CMC Registered Nurse	00098045	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098049	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Registered Nurse	00098058	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098068	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098124	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098157	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098159	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00098162	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098181	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Registered Nurse	00098183	(0.0)	(1,919)	(1,919)	-

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Per Diem CMC Registered Nurse	00098194	(0.2)	(19,564)	(19,564)	-
Per Diem CMC Registered Nurse	00098205	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098214	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00098223	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098226	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098233	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00098245	(0.3)	(23,104)	(23,104)	-
Per Diem CMC Registered Nurse	00098246	(0.3)	(29,225)	(29,225)	-
Per Diem CMC Registered Nurse	00098252	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00098267	(0.0)	(2,880)	(2,880)	-
Per Diem CMC Registered Nurse	00098297	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00098314	(0.3)	(23,104)	(23,104)	-
Per Diem CMC Registered Nurse	00098324	(0.4)	(36,939)	(36,939)	-
Per Diem CMC Registered Nurse	00098338	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Registered Nurse	00098339	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00098342	(0.0)	(2,880)	(2,880)	-
Per Diem CMC Registered Nurse	00098349	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00098364	(0.3)	(23,104)	(23,104)	-
Cook I	00000885	(0.5)	(14,993)	(14,993)	-
Dietitian	00004031	(1.0)	(68,853)	(68,853)	-
Dietetic Technician	00075994	(1.0)	(43,659)	(43,659)	-
Food Service Worker I	00002320	(0.5)	(14,145)	(14,145)	-
Food Service Worker I	00016941	(0.5)	(16,542)	(16,542)	-
Food Service Worker I	00074627	(0.5)	(14,145)	(14,145)	-
Food Service Worker I	00074628	(0.5)	(14,145)	(14,145)	-
Food Service Worker I	00074631	(0.5)	(14,145)	(14,145)	-
Home Health Aide	00073769	(0.5)	(11,209)	(11,209)	-
Laboratory Assistant	00090678	(0.4)	(9,635)	(9,635)	-
Laboratory Assistant	00095621	(0.4)	(9,635)	(9,635)	-
Laboratory Technologist II	00076589	(1.0)	(65,925)	(65,925)	-
Laboratory Technologist II	00076590	(1.0)	(65,925)	(65,925)	-
Licensed Vocational Nurse II	00003622	(1.0)	(41,038)	(41,038)	-
Licensed Vocational Nurse II	00017510	(1.0)	(44,187)	(44,187)	-
Licensed Vocational Nurse II	00095757	(1.0)	(21,577)	(21,577)	-
Licensed Vocational Nurse II	00095761	(0.7)	(21,577)	(21,577)	-
Licensed Vocational Nurse II	00006273	(0.7)	(52,923)	(52,923)	-
Clinical Therapist I	00017628	(0.5)	(43,362)	(43,362)	-
Clinical Therapist I	00075453	(0.5)	(29,689)	(29,689)	-
Clinical Therapist I	00075454	(0.5)	(29,944)	(29,944)	-
Mental Health Nurse II	00006227	(1.1)	(88,053)	(88,053)	-
Mental Health Nurse II	00007356	(1.0)	(82,881)	(82,881)	-
Mental Health Nurse II	00009029	(1.0)	(66,903)	(66,903)	-
Mental Health Nurse II	00010671	(1.0)	(73,340)	(73,340)	-
Mental Health Nurse II	00072211	(1.0)	(82,150)	(82,150)	-
Mental Health Nurse II	00072217	(1.0)	(74,034)	(74,034)	-
Mental Health Nurse II	00072222	(1.0)	(69,279)	(69,279)	-
Mental Health Nurse II	00075447	(1.0)	(66,903)	(66,903)	-
Mental Health Nurse II	00075449	(1.1)	(77,943)	(77,943)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Nurse Supervisor	00000062	(1.1)	(112,191)	(112,191)	-
Nurse Epidemiologist	00007536	(1.0)	(95,633)	(95,633)	-
Nursing Attendant	00000340	(1.3)	(46,855)	(46,855)	-
Nursing Attendant	00001096	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00003766	(1.0)	(33,189)	(33,189)	-
Nursing Attendant	00009715	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011286	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011288	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00011289	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00011292	(1.0)	(33,189)	(33,189)	-
Nursing Attendant	00011301	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011302	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011318	(1.0)	(33,189)	(33,189)	-
Nursing Attendant	00011321	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011323	(0.6)	(18,157)	(18,157)	-
Nursing Attendant	00011325	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00011326	(0.6)	(18,157)	(18,157)	-
Nursing Attendant	00011327	(0.6)	(18,157)	(18,157)	-
Nursing Attendant	00011329	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00014982	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00017434	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00073892	(0.5)	(19,043)	(19,043)	-
Nursing Attendant	00073893	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00074302	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00074509	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00074979	(0.1)	(1,142)	(1,142)	-
Nursing Attendant	00075248	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075249	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075257	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075258	(0.2)	(4,377)	(4,377)	-
Nursing Attendant	00075363	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075735	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075814	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00076033	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00090983	(0.2)	(4,377)	(4,377)	-
Nursing Attendant	00091403	(0.2)	(4,377)	(4,377)	-
Nursing Attendant	00092777	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00092906	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00093383	(0.1)	(2,189)	(2,189)	-
Occupational Therapy Assistant	00075721	(1.0)	(59,038)	(59,038)	-
Occupational Therapy Assistant	00075722	(1.0)	(59,038)	(59,038)	-
Surgical Technician	00007957	(1.0)	(37,016)	(37,016)	-
Psychiatric Technician I	00007162	(1.0)	(46,291)	(46,291)	-
Psychiatric Technician I	00007169	(1.0)	(43,111)	(43,111)	-
Psychiatric Technician I	00075479	(1.0)	(48,108)	(48,108)	-
Psychiatric Technician I	00075485	(1.0)	(43,111)	(43,111)	-
Phlebotomist Trainee	00076642	(0.2)	(4,274)	(4,274)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Phlebotomist	00075346	(0.0)	(293)	(293)	-
Phlebotomist	00075348	(0.0)	(293)	(293)	-
Phlebotomist	00075349	(0.0)	(293)	(293)	-
Phlebotomist	00075351	(0.0)	(293)	(293)	-
Registered Nurse II-ARMC	00003166	(1.1)	(88,988)	(88,988)	-
Registered Nurse II-ARMC	00004111	(1.0)	(69,629)	(69,629)	-
Registered Nurse II-ARMC	00006245	(1.0)	(79,594)	(79,594)	-
Registered Nurse II-ARMC	00006282	(1.1)	(76,728)	(76,728)	-
Registered Nurse II-ARMC	00007675	(0.5)	(48,353)	(48,353)	-
Registered Nurse II-ARMC	00007786	(1.1)	(83,859)	(83,859)	-
Registered Nurse II-ARMC	00009695	(0.5)	(36,413)	(36,413)	-
Registered Nurse II-ARMC	00009702	(0.5)	(36,413)	(36,413)	-
Registered Nurse II-ARMC	00010087	(1.0)	(86,158)	(86,158)	-
Registered Nurse II-ARMC	00010511	(1.0)	(72,463)	(72,463)	-
Registered Nurse II-ARMC	00010514	(0.5)	(36,413)	(36,413)	-
Registered Nurse II-ARMC	00010528	(1.0)	(77,188)	(77,188)	-
Registered Nurse II-ARMC	00011228	(1.0)	(69,629)	(69,629)	-
Registered Nurse II-ARMC	00016655	(1.1)	(83,859)	(83,859)	-
Registered Nurse II-ARMC	00017284	(0.5)	(43,545)	(43,545)	-
Registered Nurse II-ARMC	00017314	(1.0)	(82,638)	(82,638)	-
Registered Nurse II-ARMC	00077154	(1.0)	(80,198)	(80,198)	-
Registered Nurse II-ARMC	00077157	(1.1)	(76,728)	(76,728)	-
Registered Nurse II-ARMC	00077158	(1.1)	(76,728)	(76,728)	-
Registered Nurse II-ARMC	00077183	(1.0)	(79,594)	(79,594)	-
Registered Nurse II-ARMC	00077184	(1.1)	(92,371)	(92,371)	-
Resident III-Housing Allowance	00070813	(0.5)	(19,599)	(19,599)	-
Resident V	00002456	(0.5)	(9,597)	(9,597)	-
Resident V	00004821	(0.5)	(9,597)	(9,597)	-
Resident V	00004826	(0.5)	(9,597)	(9,597)	-
Resident V	00004828	(0.5)	(9,597)	(9,597)	-
Resident V	00004830	(0.5)	(9,597)	(9,597)	-
Resident V	00007540	(0.5)	(9,597)	(9,597)	-
Resident V	00007541	(0.5)	(9,597)	(9,597)	-
Resident V	00016034	(0.5)	(9,597)	(9,597)	-
Resident V	00075339	(0.5)	(9,597)	(9,597)	-
Respiratory Care Practitioner	00000764	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00000890	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00004850	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00009244	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00011989	(1.1)	(69,829)	(69,829)	-
Respiratory Care Practitioner	00011990	(1.1)	(69,829)	(69,829)	-
Social Service Practitioner	00010100	(1.0)	(63,510)	(63,510)	-
Special Proc Rad Technolog 1	00076594	(1.0)	(72,034)	(72,034)	-
Student Nurse	00071955	(0.1)	(1,361)	(1,361)	-
Student Nurse	00072250	(0.1)	(1,089)	(1,089)	-
Student Nurse	00072745	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072764	(0.1)	(2,189)	(2,189)	-

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Student Nurse	00072766	(0.1)	(2,189)	(2,189)	-
Student Nurse	00072767	(0.1)	(2,189)	(2,189)	-
Student Nurse	00072772	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072774	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072792	(0.1)	(1,089)	(1,089)	-
Student Nurse	00072905	(0.1)	(2,189)	(2,189)	-
Student Nurse	00072977	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072979	(0.2)	(4,377)	(4,377)	-
Student Nurse	00073034	(0.1)	(1,644)	(1,644)	-
Student Nurse	00073035	(0.1)	(1,644)	(1,644)	-
Student Nurse	00073036	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073120	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073149	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073150	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073157	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073159	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073160	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073164	(0.1)	(2,411)	(2,411)	-
Student Nurse	00073165	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073266	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073271	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073273	(0.2)	(4,377)	(4,377)	-
Student Nurse	00073408	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073787	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074246	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074340	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074343	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074404	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074405	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074545	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074689	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074694	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074715	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074880	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074950	(0.1)	(2,189)	(2,189)	-
Student Nurse	00075019	(0.1)	(1,089)	(1,089)	-
Student Nurse	00075220	(0.1)	(2,189)	(2,189)	-
Student Nurse	00075223	(0.3)	(6,555)	(6,555)	-
Student Nurse	00075428	(0.1)	(2,189)	(2,189)	-
Student Nurse	00076024	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076028	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076029	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076103	(0.1)	(1,232)	(1,232)	-
Student Nurse	00076228	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076229	(0.1)	(1,142)	(1,142)	-
Student Nurse	00076230	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076231	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076232	(0.1)	(1,089)	(1,089)	-

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Student Nurse	00076310	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076376	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076518	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076656	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076713	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076904	(0.5)	(12,047)	(12,047)	-
Student Nurse	00076915	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090300	(0.2)	(3,888)	(3,888)	-
Student Nurse	00090302	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090303	(0.1)	(1,201)	(1,201)	-
Student Nurse	00090310	(0.3)	(7,224)	(7,224)	-
Student Nurse	00090316	(0.1)	(2,189)	(2,189)	-
Student Nurse	00090317	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090321	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090325	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090330	(0.1)	(2,189)	(2,189)	-
Student Nurse	00090331	(0.2)	(4,377)	(4,377)	-
Student Nurse	00090333	(0.1)	(1,089)	(1,089)	-
Cont PT Speech Therapist 36+	00074491	(0.3)	(18,605)	(18,605)	-
Ultrasound Technologist	00077340	(1.0)	(64,464)	(64,464)	-
Cont Ob/Gyn Fellow-4th Year	00073187	(1.0)	(58,095)	(58,095)	-
Cont Spec Procedures Rad Tech	00070193	(0.1)	(3,127)	(3,127)	-
Cont Spec Procedures Rad Tech	00070195	(0.1)	(3,127)	(3,127)	-
Cont Spec Procedures Rad Tech	00070197	(0.1)	(6,285)	(6,285)	-
Cont Spec Procedures Rad Tech	00073410	(0.1)	(6,285)	(6,285)	-
*Cont CMC Resp Care Prac II **	00023002	(0.1)	(6,265)	(6,265)	-
*Cont CMC Resp Care Prac II **	00023022	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023025	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023026	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023030	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023032	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023033	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023034	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023036	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023041	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023046	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023048	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023050	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023054	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00023059	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00070585	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00070586	(0.1)	(6,648)	(6,648)	-
*Cont CMC Resp Care Prac II **	00070587	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00072909	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00072910	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00074719	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00075341	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00075432	(0.1)	(6,648)	(6,648)	-
Cont Physical Therapist 0-18	00076072	(0.3)	(18,690)	(18,690)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Cont Home Hlth Registered Ther	00076928	(0.1)	(5,623)	(5,623)	-
Cont CMC Home Health Reg Nurse	00022701	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00022702	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00022706	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00022715	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00072615	(0.3)	(29,573)	(29,573)	-
Cont ARMC Home Hlth Reg Nurse	00073771	(0.3)	(29,573)	(29,573)	-
Cont ARMC Home Hlth Reg Nurse	00073836	(0.3)	(29,573)	(29,573)	-
Cont ARMC Home Hlth Reg Nurse	00074345	(0.2)	(20,103)	(20,103)	-
Cont ARMC Home Hlth Reg Nurse	00074872	(0.2)	(20,103)	(20,103)	-
Cont ARMC Home Hlth Reg Nurse	00075427	(0.2)	(20,103)	(20,103)	-
Cont ARMC Home Hlth Reg Nurse	00076102	(0.1)	(10,587)	(10,587)	-
Cont CMC Nuclear Med Tech On C	00028001	(0.0)	(1,518)	(1,518)	-
Subtotal Recommended - **Retain**		(125.1)	(7,147,499)	(7,147,499)	-
Total Slated for Deletion		(206.6)	(10,427,967)	(10,427,967)	-
Vacant Budgeted In Recruitment - **Retain**					
Ambulatory Clinic Manager	00004139	0.5	40,518	40,518	-
Ambulatory Clinic Manager	00004145	0.5	40,518	40,518	-
Assistant Nurse Manager	00017767	0.5	51,182	51,182	-
Assistant Nurse Manager	00017768	0.5	40,531	40,531	-
Automated Systems Analyst I	00017774	0.5	30,334	30,334	-
Automated Systems Technician	00004106	0.5	23,440	23,440	-
Burn Care Technician	00007477	1.0	36,220	36,220	-
Clerk II	00009251	0.5	18,918	18,918	-
Clerk II	00013349	0.5	17,904	17,904	-
Clerk II	00076604	0.5	16,542	16,542	-
Clinic Assistant	00004130	1.0	42,788	42,788	-
Clinic Assistant	00007893	1.0	34,280	34,280	-
Clinic Assistant	00009168	1.1	35,907	35,907	-
Clinic Assistant	00077342	1.1	35,907	35,907	-
Clinic Assistant	00077351	1.0	37,007	37,007	-
Per Diem CMC Registered Nurse	00070955	0.2	21,549	21,549	-
Per Diem CMC Registered Nurse	00071299	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00072047	0.3	29,753	29,753	-
Per Diem CMC Registered Nurse	00072449	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00072744	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00073027	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00073153	0.2	14,116	14,116	-
Per Diem CMC Registered Nurse	00073154	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00073267	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00073563	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00073677	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00073773	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00074016	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00074126	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00074152	0.1	3,839	3,839	-

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Per Diem CMC Registered Nurse	00074257	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00074258	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00074400	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00074543	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00074718	0.2	11,553	11,553	-
Per Diem CMC Reg Nurse II	00074947	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00074949	0.1	7,975	7,975	-
Per Diem CMC Reg Nurse II	00074951	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00074952	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00074988	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00074992	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00075012	0.0	959	959	-
Per Diem CMC Reg Nurse II	00075013	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075014	0.3	23,104	23,104	-
Per Diem CMC Reg Nurse II	00075017	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075050	0.1	7,713	7,713	-
Per Diem CMC Reg Nurse II	00075067	0.3	27,240	27,240	-
Per Diem CMC Reg Nurse II	00075127	0.0	2,880	2,880	-
Per Diem CMC Reg Nurse II	00075424	0.1	7,713	7,713	-
Per Diem CMC Reg Nurse II	00075437	0.1	8,380	8,380	-
Per Diem CMC Reg Nurse II	00075605	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075611	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075632	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00075712	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00075733	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075783	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075787	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075789	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075812	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075885	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076032	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076305	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076650	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076913	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076922	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098011	0.3	23,104	23,104	-
Per Diem CMC Registered Nurse	00098012	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098021	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098035	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098057	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00098061	0.1	6,487	6,487	-
Per Diem CMC Registered Nurse	00098063	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098087	0.6	52,367	52,367	-
Per Diem CMC Registered Nurse	00098120	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098178	0.6	52,367	52,367	-
Per Diem CMC Registered Nurse	00098195	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098200	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098277	0.1	10,361	10,361	-
Per Diem CMC Registered Nurse	00098278	0.3	27,240	27,240	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Per Diem CMC Registered Nurse	00098291	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098300	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098302	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098307	0.1	8,318	8,318	-
Cook III	00017443	0.5	22,270	22,270	-
Cook I	00000884	0.5	14,993	14,993	-
Custodian I	00001059	0.5	18,737	18,737	-
Custodian I	00002491	0.5	18,737	18,737	-
Custodian I	00017009	0.5	19,043	19,043	-
Custodian I	00077329	0.5	18,737	18,737	-
Director of Respiratory Care S	00000519	1.0	82,553	82,553	-
Fiscal Clerk II	00005227	0.5	18,673	18,673	-
Food Service Worker I	00002306	0.5	16,523	16,523	-
Food Service Worker I	00016945	0.5	14,145	14,145	-
Food Service Worker I	00016947	0.5	14,145	14,145	-
Food Service Worker I	00016951	0.5	14,145	14,145	-
Food Service Worker I	00074630	0.5	14,145	14,145	-
Food Service Worker II	00004033	0.5	18,673	18,673	-
Food Service Worker II	00005369	0.5	23,110	23,110	-
Food Service Worker II	00005374	0.5	18,673	18,673	-
Food Service Worker II	00074638	0.5	15,297	15,297	-
Nurse Manager	00002476	1.0	80,639	80,639	-
Nurse Manager	00011438	1.0	80,639	80,639	-
Hospital Services Worker	00070488	1.0	26,418	26,418	-
Hospital Services Worker	00070489	1.0	26,418	26,418	-
Laboratory Assistant	00003406	1.1	36,923	36,923	-
Laboratory Assistant	00011178	1.0	37,165	37,165	-
Laboratory Technologist II	00006777	1.1	72,920	72,920	-
Licensed Vocational Nurse II	00003613	1.0	48,399	48,399	-
Licensed Vocational Nurse II	00017497	1.0	41,038	41,038	-
Medical Center Bldg Maint Supt	00002603	1.0	68,920	68,920	-
Nursing Program Coordinator	00011248	1.0	72,011	72,011	-
Nurse Supervisor	00011172	1.1	112,191	112,191	-
Nurse Supervisor	00099108	0.2	14,851	14,851	-
Nurse Educator	00070203	1.0	72,011	72,011	-
RegisteredCardioPulmonaryNurse	00076841	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076842	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076843	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076844	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076845	1.0	72,463	72,463	-
Nursing Attendant	00073895	0.5	15,589	15,589	-
Nursing Attendant	00073897	0.5	17,965	17,965	-
Nursing Attendant	00074297	0.1	2,189	2,189	-
Nursing Attendant	00075253	0.1	1,089	1,089	-
Occupational Therapist I	00006716	1.0	72,010	72,010	-
Occupational Therapist I	00009229	1.0	72,010	72,010	-
Occupational Therapist I	00075723	1.0	72,010	72,010	-
Surgical Technician	00003641	1.0	46,153	46,153	-
Surgical Technician	00074083	0.0	340	340	-
Phlebotomist	00075344	0.0	293	293	-
Phlebotomist	00075347	0.0	337	337	-
Phlebotomist	00077345	1.0	32,753	32,753	-
Phlebotomist	00077346	1.0	32,753	32,753	-
Phlebotomist	00077347	1.0	32,753	32,753	-
Phlebotomist	00077348	1.0	32,753	32,753	-
Phlebotomist	00077349	1.0	32,753	32,753	-
Phlebotomist	00077350	1.0	32,753	32,753	-

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Supervising Phlebotomist	00003395	1.1	42,911	42,911	-
Registered Nurse II-ARMC	00003794	1.1	95,985	95,985	-
Registered Nurse II-ARMC	00004165	1.1	83,859	83,859	-
Registered Nurse II-ARMC	00004279	1.1	76,728	76,728	-
Registered Nurse II-ARMC	00004390	1.1	90,845	90,845	-
Registered Nurse II-ARMC	00007679	1.1	75,154	75,154	-
Registered Nurse II-ARMC	00009678	1.1	72,841	72,841	-
Registered Nurse II-ARMC	00009693	1.1	90,845	90,845	-
Registered Nurse II-ARMC	00010517	1.1	68,023	68,023	-
Registered Nurse II-ARMC	00010519	0.8	59,146	59,146	-
Registered Nurse II-ARMC	00011239	1.0	86,158	86,158	-
Registered Nurse II-ARMC	00011242	1.0	86,158	86,158	-
Registered Nurse II-ARMC	00016658	1.1	90,845	90,845	-
Registered Nurse II-ARMC	00017299	1.0	86,158	86,158	-
Registered Nurse II-ARMC	00017315	0.5	43,545	43,545	-
Registered Nurse II-ARMC	00077152	1.1	94,365	94,365	-
Registered Nurse II-ARMC	00077153	1.0	72,463	72,463	-
Registered Nurse II-ARMC	00077161	1.1	95,985	95,985	-
Registered Nurse II-ARMC	00077168	1.0	79,594	79,594	-
Registered Nurse II-ARMC	00077169	1.1	81,547	81,547	-
Registered Nurse II-ARMC	00077170	1.1	83,859	83,859	-
Registered Nurse II-ARMC	00077171	1.1	83,859	83,859	-
Registered Nurse II-ARMC	00077172	1.1	83,859	83,859	-
Registered Nurse II-ARMC	00077178	0.5	38,984	38,984	-
Security Technician I	00077320	0.5	17,921	17,921	-
Security Technician I	00077321	0.5	17,921	17,921	-
Social Service Practitioner	00006029	1.0	63,449	63,449	-
Student Nurse	00070339	1.0	21,861	21,861	-
Student Nurse	00072654	0.1	2,189	2,189	-
Student Nurse	00072777	0.1	2,189	2,189	-
Student Nurse	00072783	0.1	2,474	2,474	-
Student Nurse	00072785	0.1	1,361	1,361	-
Student Nurse	00072787	0.1	1,644	1,644	-
Student Nurse	00072794	1.0	24,095	24,095	-
Student Nurse	00072817	0.1	2,189	2,189	-
Student Nurse	00072829	0.1	1,089	1,089	-
Student Nurse	00072830	0.1	1,089	1,089	-
Student Nurse	00072831	0.1	1,089	1,089	-
Student Nurse	00072864	0.1	2,189	2,189	-
Student Nurse	00072865	0.1	2,189	2,189	-
Student Nurse	00072904	0.1	2,189	2,189	-
Student Nurse	00072943	0.1	2,189	2,189	-
Student Nurse	00072978	0.1	2,189	2,189	-
Student Nurse	00073037	0.1	2,189	2,189	-
Student Nurse	00073063	0.1	2,189	2,189	-
Student Nurse	00073148	0.1	1,089	1,089	-
Student Nurse	00073155	0.1	2,189	2,189	-
Student Nurse	00073201	0.1	2,189	2,189	-
Student Nurse	00073205	0.1	2,244	2,244	-
Student Nurse	00073298	0.2	4,377	4,377	-
Student Nurse	00073682	0.1	2,189	2,189	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Student Nurse	00074259	0.1	2,189	2,189	-
Student Nurse	00074260	0.1	2,189	2,189	-
Student Nurse	00074274	0.1	2,189	2,189	-
Student Nurse	00074275	0.1	1,201	1,201	-
Student Nurse	00074685	0.2	4,377	4,377	-
Student Nurse	00074934	1.0	21,861	21,861	-
Student Nurse	00075216	0.2	3,277	3,277	-
Student Nurse	00075328	0.1	1,201	1,201	-
Student Nurse	00075816	0.2	3,612	3,612	-
Student Nurse	00075827	0.2	3,277	3,277	-
Student Nurse	00075923	0.2	3,277	3,277	-
Student Nurse	00076566	0.5	11,209	11,209	-
Student Nurse	00076896	0.1	2,189	2,189	-
Student Nurse	00076900	0.1	1,089	1,089	-
Student Nurse	00076910	0.1	2,189	2,189	-
Student Nurse	00076923	0.1	1,089	1,089	-
Student Nurse	00090323	0.1	2,411	2,411	-
Student Nurse	00090334	0.1	1,089	1,089	-
Student Nurse	00090335	0.1	1,089	1,089	-
Ward Clerk	00009219	1.0	35,866	35,866	-
Ward Clerk	00011212	1.0	32,718	32,718	-
Ward Clerk	00075252	0.5	11,768	11,768	-
Ward Clerk	00092214	0.5	11,768	11,768	-
Cont Medi-Cal Specialist	00075930	1.0	64,199	64,199	-
*Cont CMC Resp Care Prac II **	00023013	0.1	6,648	6,648	-
*Cont CMC Resp Care Prac II **	00023017	0.1	6,648	6,648	-
*Cont CMC Resp Care Prac II **	00023021	0.5	26,862	26,862	-
Cont CMC Home Health Reg Nurse	00022713	0.2	20,103	20,103	-
Cont CMC Home Health Reg Nurse	00022716	0.2	20,103	20,103	-
Cont CMC Home Health Reg Nurse	00022717	0.2	20,103	20,103	-
Cont CMC Home Health Reg Nurse	00022720	0.2	20,103	20,103	-
Total in Recruitment Retain		96.0	5,613,201	5,613,201	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR

Title: Restoration of 293 Positions Within 15 Classifications – Nursing/Patient Care

PRIORITY: Rank 1 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 5,205,469	$ 5,720,016

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Assistant Nurse Manager	39,890
0,5	Resident III	19,599
4.5	Resident V	86,373
1.0	Cont OB/GYN Fellow/Resident	58,095
4.4	License Vocational Nurse II	181,302
9.11	Mental Health Nurse II	681,486
17.55	Nurse Attendants	546,772
1.05	Nurse Supervisor	112,191
1.01	Nurse Epidemiologist	95,633
0.05	Per Diem Registered Nurse I	3,512
16.03	Per Diem Registered Nurse II	1,335,063
4.0	Psychiatric Technician	180,621
18.9	Registered Nurse II	1,477,489
6.62	Student Nurse	147,416
2.4	Cont Home Health Registered Nurse	240,027

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 5,205,469	$ 5,720,016
REVENUE (specify source)		
Patient Care	5,205,469	5,720,016
Total:	$ 5,205,469	$ 5,720,016
LOCAL COST	$ 0	$ 0

Policy Item #1 of 11 - Restoration of 293 Within 15 Classifications – Nursing/Patient Care

Nursing/Patient Care – the state has issued a mandate, pursuant to AB 394, requiring minimum nurse to patient staffing ratios. These ratios range from 1:1 in the Trauma Unit to 1:6 in the Behavioral Health/Psychiatric Units. When the hospital is audited by the regulatory agencies, we must demonstrate we are in compliance with not only staff ratios, but all regulatory requirements. Due to the nursing shortage and turnover, vacant positions are not easily filled and retained.

Should the hospital fail to comply, the potential penalties are severe fines and/or removal of licensure, as well as closure. ARMC is the only Burn Care Trauma Center in San Bernardino County.

<u>LVNs and Clinic Assistants</u>
Provide patient care support to the hospital floors, Behavioral Health Unit, and Ambulatory/Outpatient Care operations. Specifically they perform duties and provide care that does not require formal Registered Nursing assessment skills. Care can be provided to patients, under nursing supervision at a more cost-effective rate by these positions, and thus allow ARMC to assign licensed Registered Nurses to more critical areas requiring RN assessment and medication delivery.

<u>Contract Home Health Registered Nurses</u>
Provide off site home health nursing care to those patients no longer in need of hospital care. These positions manage a patient caseload and provide nursing care in accordance with State and Federally mandated Home Health Care regulatory and reimbursement requirements. Employees drive to patients' homes in San Bernardino, West End (Rancho Cucamonga, Ontario), and desert areas (Victorville, Hesperia, Lucerne Valley, and Adelanto). This allows the hospital to see more critically ill patients.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR

Title: Restoration of 76 Positions Within 27 Classifications – Patient Support

PRIORITY: Rank 2 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 1,986,318	$ 2,184,949

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.9	Burn Care Tech	28,923
8.08	Clinic Assistant	263,539
1.0	Clinical Biochemist	96,815
1.5	Clinical Therapist I	102,995
.05	Con Home Health Reg Therapist	5,623
0.03	Cont CMC Nuclear Med Tech On C	1,518
0.25	Con Physical Therapist 0-18	18,690
2,3	Con Respiratory Care Therapist	152,521
0.3	Cont Spec Procedures Rad Tech	18,824
0.25	Cont PT Speech Therapist 36+	18,605
0.5	Home Health Aid	11,209
1.0	Hospital Services Worker	26,418
0.8	Laboratory Assistant	19,270
2.0	Laboratory Tech	131,850
2.0	Occupational Therapy Asst.	118,076
1.09	Occupational Therapist Supervisor	80,554
.04	Phlebotomist	1,172
0.2	Phlebotomist Trainee	4,274
2.0	Physical Therapist Aide	72,496
0.5	Physical Therapist I	27,641
6.3	Respiratory Care Practioner	447,498
1.0	Social Services Practioner	63,510
1.0	Special Procedures Rad Tech	72,034
2.0	Sterile Processing Tech I	67,384
1.0	Sterile Processing Tech II	33,389
1.0	Surgical Technician	37,016
1.0	Ultrasound Tech	64,464

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 1,986,318	$ 2,184,949
REVENUE (specify source)		
Patient Services	1,986,318	2,184,949
Total:	$ 1,986,318	$ 2,184,949
LOCAL COST	$ 0	$ 0

Policy Item #2 of 11 - Restoration of 76 Within 27 Classification – Patient Support

Patient Support Services – the positions listed provide vital patient care to the hospital. Each classification has specific duties and priorities related to patient care including staff support and unit functions. By not restoring these positions, the hospital will be facd with a potential inability to provide quality patient care and maintain the state mandated staff to patient ratios.

The hospital is governed by several regulatory agencies that are at liberty to survey the hospital at any time. These positions are assigned to all 3 shifts and provide critical support to all medical staff, including physicians.

In order to meet regulatory requirements, these positions are responsible to ensure that physicians' orders are processed, laboratory tests are completed, nutritional assessments are conducted, pharmacy orders are completed, rehabilitation services are ordered, and advance directive information is communicated to patients.

Sterile Processing Technicians
Provide essential sterilization and decontamination of instruments used in daily patient care procedures. They also inspect, test, sort, assemble, package, distribute and collect a variety of reusable medical and surgical equipment, instrumentation and supplies; and fill inpatient and outpatient prescriptions (doctor's orders) for medical supplies and equipment. In 1999, the workload increased by 50% and required the department to operate three shifts instead of two.

Phlebotomist and Laboratory Technologists
The department had been using PSE and extra help Phlebotomy positions. The department requested 6 regular Phlebotomy positions in the 2002-03 budget to replace a number of extra help Phlebotomist positions working full-time plus overtime. Without the collection of blood specimens from patients, physicians will not be able to assess, determine diagnoses and deliver patient care. Laboratory Technologists run a variety of tests (hematology, chemistry, blood bank, bacteriology, and serology) on patient specimens to assist the medical staff in determining patient diagnoses and deliver appropriate patient care.

Clinical Bio-Chemist
This unique clinical function is vital for the clinical chemistry section of the laboratory. As the resident expert, the position develops all new procedures in chemistry, instructs Laboratory Technologists in clinical chemistry theory, and maintains and develops complex quality control in chemistry. The incumbent in that position has retired and currently occupies a part-time extra help position (#73522) while we attempt to recruit to get a replacement for the incumbent position, it has been determined to be extremely difficult and we continue our search.

Contract Home Health Therapists
Provide off site home health care to those patients no longer in need of hospital care. These positions manage a patient caseload and provide therapist care in accordance with State and Federally mandated Home Health Care regulatory and reimbursement requirements. Employees drive to patient's homes in San Bernardino, West End (Rancho Cucamonga, Ontario), and desert areas (Victorville, Hesperia, Lucerne Valley, and Adelanto). This allows the hospital to see more critically ill patients.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR
Title: Restoration of 17 Positions Within 1 Classification – Ward Clerks

PRIORITY: Rank 3 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Ward Clerks - Positions are assigned to all three shifts and provide critical support to all medical staff, including physicians, on an assigned unit. These positions input physicians' orders such as for laboratory testing, nutritional assessment orders, prescription orders, rehabilitation service orders, consultations, and advanced directive information. The Ward Clerk receives and records results of tests and other orders; notifies medical staff of changes in medical records; registers patients; assembles and maintains patient charts; and prepares and maintains related medical records, forms, logs, requests, notifications and reports. With medical staff dedicated to providing hands on patient care and assessment, Ward Clerks are essential. Without these positions, patient care will be compromised as orders will not be processed and vital patient information not maintained.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 366,455	$ 403,101

CLASSIFICATIONS

Budgeted Staff	Title	Amount
11.9	Ward Clerk	366,455

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 366,455	$ 403,101

REVENUE (specify source)		
Patient Services	366,455	403,101
Total:	$ 366,455	$ 403,101
LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR
Title: Restoration of 11 positions within 6 classifications - Nutritional Services

PRIORITY: Rank 4 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 302,657	$ 332,923

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Cook I	$ 14,993
3.6	Food Service Worker I	103,884
1.0	Food Service Worker II	30,230
1.0	Dietary Services Spv	41,038
1.0	Dietary Technician	43,659
1.0	Dietitian	68,853

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 302,657	$ 332,923

REVENUE (specify source)		
Patient Services	302,657	332,923
Total:	$ 302,657	$ 332,923
LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

Policy Item #4 of 11 - Restoration of 11 positions within 6 classification – Nutritional Services

Nutrition – Nutritional Services has recently experienced a significant reduction in staffing due to the newly construction West Valley Juvenile Detention Center. They have recruited several of our experienced employees and we have been forced to utilize temporary or Public Service Employees to replace staff. The department is currently 28 employees short and running on a skeleton crew. This staff is critical to preparing patient meals as well as operate the hospital cafeteria for visitors and staff on three shifts 24/7.

In addition, Nutrition Services received a deficiency from the Department of Health Services in November 2002, for violation of sanitary issues and timely nutritional assessments.

Nutrition Services is surveyed by regulatory agencies on a regular basis to ensure the hospital passes proper health and safety codes and to continue to participate in Federally funded programs such as Medicare and Medi-Cal.

Dietitian and Dietetic Technician - With the 2001 Neonatal Intensive Care Unit certification with the State of California, Dietitians are required to assess the nutritional needs of neonates in order for the hospital to maintain California certification. Dietitians perform nutritional assessments and physician ordered consultations within State regulated guidelines. The census and volume on both the inpatient and outpatient side have increased, and services have been added that require nutritional consults and/or education. There has been an increased demand in programs such as, pediatric clinic, cystic fibrosis clinic, Women's Health, Heart Healthy, Weight Management, diabetes classes and individual nutrition education/counseling. The acuity level of ARMC's inpatients is very high given the amount of trauma, burn, surgery and number of patients on specialized nutritional support. Failure to retain these positions will result in not meeting mandated patient care standards, and ultimately compromise patient care. These positions are considered difficult to recruit and in high demand statewide.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: **Arrowhead Regional Medical Center** **Budget Code:** **EAD MCR**
Title: **Restoration of 8 positions within 1 classification Accredited Records Technicians**

PRIORITY: Rank 5 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Accredited Records Technician – These positions are critical to the cash flow of ARMC through timely coding of patient visits and meeting billing deadlines. There is significant risk to ARMC should the coding be performed by other than certified professional coders. The risk of miscoding and/or going beyond the OSHPD state deadline is a penalty of $100.00 per day for each day we go beyond the deadline. The hospital recently spent $150,000.00 on contract coders in order to meet our last Office of Statewide Health Planning and Development (OSHPD) deadline. These positions are extremely difficult to recruit for due to certification requirements.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 236,746	$ 260,420

CLASSIFICATIONS

Budgeted Staff	Title	Amount
4.59	Accr Records Tech	$ 236,746

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 236,746	$ 260,420
REVENUE (specify source)		
Patient Services	236,746	260,420
Total:	$ 236,746	$ 260,420
LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR
Title: Restoration of 8 positions within 4 classifications

PRIORITY: Rank 6 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Information Systems – The positions included in this list are critical to the on-going efforts to upgrade the Meditech Computerized system hospital wide. Information Systems Section does not anticipate filling them until after the beginning of the new fiscal year when enhancements and upgrades will be brought to a live status. These positions will be necessary to support the 24/7 operation including nights, holidays and weekends which are currently being done by public service employees.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 368,274	$ 405,101

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Sup Auto Sys Analyst	58,980
0.5	Bus Systems Analyst III	32,415
4.0	Auto System Tech	186,076
1.0	Bus Applications Mgr	90,803

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		

Reimbursements (specify) _____		
Total:	$ 368,274	$ 405,101
REVENUE (specify source)		
Patient Services	368,274	405,101
Total:	$ 368,274	$ 405,101
LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR
Title: Restoration of 15 positions within 3 classifications - Environmental Services

PRIORITY: Rank 7 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Environmental Services – EVS recently hired a new manager for the custodial and housing keeping efforts of the hospital. Since his time with the hospital, he has had an opportunity to evaluate staffing needs. In September 2002, he received authority to fill twelve custodial positions. Storekeeper positions are critical in ensuring proper supply availability in patient care areas.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 301,728	$ 331,901

CLASSIFICATIONS

Budgeted Staff	Title	Amount
6.0	Custodian I	$ 224,382
1.0	Custodian II	44,262
1.0	Storekeeper	33,084

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 301,728	$ 331,901
REVENUE (specify source)		
Patient Services	301,728	331,901
Total:	$ 301,728	$ 331,901
LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR
Title: Restoration of 1 positions within 1 classifications - Facilities Management

PRIORITY: Rank 8 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Facilities Management - The maintenance superintendent recruitment recently closed. The maintenance supervisor position has been vacant for 7 months due to employee illness. The newly hired superintendent will select the supervisor. We are currently having other staff perform those duties and compensating SAC pay and overtime to do so until we can complete the recruitment. This position is critical to maintaining the hospitals' infrastructure including heating and air conditioning units as well as monitoring telemetry equipment which keeps our generators going, and maintaining life support equipment in operating order.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 61,685	$ 67,854

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Maintenance Supv	$ 61,685

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 61,685	$ 67,854
REVENUE (specify source)		
Patient Services	61,685	67,854
Total:	$ 61,685	$ 67,854
LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR

Title: Restoration of 50 Positions Within 12 Classifications – Patient Support Clerical

PRIORITY: Rank 9 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Patient Support – Clerical – the positions listed below are critical to provide support to patient services departments and staff. These individuals open and close patient accounts, ensure proper billing paperwork is prepared, in process patients, complete necessary paperwork. In addition, they provide doctor ordered 1:1 patient observation to ensure safety of patients, etc. Currently Public Service Employees are conducting these duties.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 1,394,525	$ 1,533,978

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.5	Clerk III	124,575
0.5	Chief Clerk	22,460
18.25	Clerk II	605,637
2.0	Fiscal Clerk III	82,006
1.0	Clerk IV	39,630
3.0	Medical Transcriber	123,009
1.0	Medical Transcriber Supervisor	44,559
0.5	Public Information Clerk	16,542
2.5	Secretary I	112,440
2.0	Staff Analyst II	126,505
2.0	Utilization Review Technician	80,303
0.5	Fiscal Clerk I	16,859

	2003-04	Ongoing 2004-05
Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

	2003-04	Ongoing 2004-05
Reimbursements (specify)		
Total:	$ 1,394,525	$ 1,533,978
REVENUE (specify source)		
Patient Services	1,394,525	1,533,978
Total:	$ 1,394,525	$ 1,533,978
LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: **Arrowhead Regional Medical Center** **Budget Code:** **EAD MCR**
Title: **Restoration of 1 positions within 1 classification - Compliance and Ethics**

PRIORITY: Rank 10 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Compliance & Ethics - The Compliance Instructor position is essential in bringing the Compliance & Ethics Program to the next level at ARMC. This person will maintain the Ethics Hotline and be the primary educator for mandatory staff Ethics training at time of hire and annually, and will be an integral part of conducting necessary investigations. The ultimate goal is to educate all workforce (including contract positions) about the importance of compliance & ethics to ARMC by understanding the impact of regulatory compliance to each position in the organization. It is also one of the 7 elements of a compliance program required by the Office of Inspector General (OIG).

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 78,729	$ 86,602

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Contract Compliance Educator	78,729

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 78,729	$ 86,602
REVENUE (specify source)			
Patient Services		78,729	86,602
	Total:	$ 78,729	$ 86,602
	LOCAL COST	$ 0	$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center **Budget Code:** EAD MCR
Title: New Position request - 10 Community Options positions

PRIORITY: Rank 11 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

General Services Aide - Community Options - On January 2003, the Board of Supervisors approved the creation of General Services Aide. ARMC currently employs Public Service Employees placed via the Community Options Program. This program is an employment partnership with developmentally disabled employees placed in our facility performing very specific tasks such as assisting custodians with cleaning elevators, assisting the cook in food prep, maintaining cleanliness of waiting rooms, etc.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 17,631	$ 19,394

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Community Options	$ 17,631

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 17,631	$ 19,394
REVENUE (specify source)		
Patient Services	17,631	19,394
Total:	$ 17,631	$ 19,394
LOCAL COST	$ 0	$ 0

BUDGET UNIT: TELEMEDICINE (RMT MCR)

I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center established this fund in 2001-02 to facilitate the transfer of Telemedicine Federal Grant funds to the County, as required by the U.S. Department of Health and Human Services. Funds were provided to assist ARMC in purchasing equipment needed to offer telemedicine services.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	1,264,031	100,000	1,050	-
Total Revenue	1,265,059	98,972	22	-
Fund Balance		1,028		-

The grant has ended; no revenue was received in 2002-03 because all the revenue for the grant was received in 2001-02 and the $100,000 budgeted in 2002-03 was an over estimation. The grant revenues reimbursed the Medical Center for the program's implementation costs, including equipment. Currently, the Medical Center provides Telemedicine services to its patients and bills the corresponding payors accordingly. This operational revenue is accounted for in the ARMC budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Close out fund.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Telemedicine Fed Grant
FUND: Special Revenue RMT MCR

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Operating Transfer Out	1,050	100,000	-	-	100,000
Total Requirements	1,050	100,000	-	-	100,000
Revenue					
State, Fed or Gov't Aid	22	98,972	-	-	98,972
Total Revenue	22	98,972	-	-	98,972
Fund Balance	1,028	1,028	-	-	1,028

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Telemedicine Fed Grant
FUND: Special Revenue RMT MCR

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2002-03 Recommended Budget
Appropriation							
Operating Transfer Out	100,000	(100,000)	-	-	-	-	-
Total Requirements	100,000	(100,000)	-	-	-	-	-
Revenue							
State, Fed or Gov't Aid	98,972	(98,972)	-	-	-	-	-
Total Revenue	98,972	(98,972)	-	-	-	-	-
Fund Balance	1,028	(1,028)	-	-	-	-	-

Recommended Program Funded Adjustments

Operating Transfers Out	(100,000)	Fund closed.
Total Requirements	(100,000)	
Revenue		
State, Fed or Gov't Aid	(98,972)	Fund closed.
Total Revenue	(98,972)	
Fund Balance	(1,028)	

BUDGET UNIT: TOBACCO TAX (RGA THROUGH RGR)

I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center established these funds in 1989-1990 to facilitate the transfer of Tobacco Tax funds to the County hospital, Non-County hospitals and Physicians, as required by the State Department of Health Services. The funds will then be disbursed per guidelines established by the state. There is no staffing associated with this budget unit.

These funds are allocated by the state to county hospitals, non-county hospitals, and physicians to partially reimburse them for uncompensated medical services. ARMC is projected to net approximately $2.78 million from this revenue source in 2003-04, and will transfer the balance to area hospitals in accordance with the prescribed distribution formula.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	2,194,832	5,598,797	4,456,462	4,848,614
Total Financing Sources	1,711,201	4,791,542	4,456,462	4,041,359
Fund Balance		807,255		807,255

The distribution schedule for these funds is three months behind. Currently, the Medical Center receives nine months of this year's allocation plus three months of the previous year allocation. The estimated revenue for 2002-03 is down since the Medical Center budgeted for fifteen months worth of revenue but will only receive revenue for a twelve-month period.

The 2002-03 estimated revenue is based on the state's allocation letter received by the Medical Center. The department's request for 2003-04 assumes a decrease in revenues, consistent with recent trends for receipt of revenue from taxes imposed on tobacco products.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The state continues to reduce the amount distributed to counties for Tobacco Tax and has eliminated entirely the amount paid to physicians. These funds may be reduced even more in the future with the pending state budget crisis.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Tobacco Tax
FUND: Special Revenue RGA through RGR

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	4,456,462	5,576,367	-	-	5,576,367
Total Appropriation	4,456,462	5,576,367	-	-	5,576,367
Operating Transfers Out	-	22,430	-	-	22,430
Total Requirements	4,456,462	5,598,797	-	-	5,598,797
Revenue					
Use of Money & Prop	120,636	102,122	-	-	102,122
State, Fed or Gov't Aid	4,335,826	4,666,990	-	-	4,666,990
Total Revenue	4,456,462	4,769,112	-	-	4,769,112
Operating Transfers In	-	22,430	-	-	22,430
Total Financing Sources	4,456,462	4,791,542	-	-	4,791,542
Fund Balance		807,255	-	-	807,255

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Tobacco Tax
FUND: Special Revenue RGA through RGR

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	2003-04 Proposed Budget	2003-04 Recommended Budget
Appropriation							
Services and Supplies	5,576,367	(727,753)	4,848,614	-	**4,848,614**	-	4,848,614
Total Appropriation	5,576,367	(727,753)	4,848,614	-	**4,848,614**	-	4,848,614
Operating Transfers Out	22,430	(22,430)	-	-	**-**	-	-
Total Requirements	5,598,797	(750,183)	4,848,614	-	**4,848,614**	-	4,848,614
Revenue							
Use of Money & Prop	102,122	42,878	145,000	-	**145,000**	-	145,000
State, Fed or Gov't Aid	4,666,990	(770,631)	3,896,359	-	**3,896,359**	-	3,896,359
Total Revenue	4,769,112	(727,753)	4,041,359	-	**4,041,359**	-	4,041,359
Operating Transfers In	22,430	(22,430)	-	-	**-**	-	-
Total Financing Sources	4,791,542	(750,183)	4,041,359	-	**4,041,359**	-	4,041,359
Fund Balance	807,255	-	807,255	-	**807,255**	-	807,255

Recommended Program Funded Adjustments

Services & Supplies	(727,753)	Twelve months budgeted, only nine months from current year, three months from prior year.
Operating Transfers Out	(22,430)	Eliminate transfer among funds used to correct fund balances.
Total Requirements	(750,183)	
Revenue		
Use of Money & Prop.	42,878	Increase in interest.
State, Fed or Gov't Aid	(770,631)	Twelve months budgeted, only nine months from current year, three months from prior year.
Other Financing	(22,430)	Eliminate transfer among funds used to correct fund balances.
Total Revenue	(750,183)	
Fund Balance	-	

OVERVIEW OF BUDGET

DEPARTMENT: BEHAVIORAL HEALTH
DIRECTOR: RUDY G. LOPEZ

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Behavioral Health	121,398,270	119,555,517	1,842,753	-	688.0
Alcohol & Drug	20,063,339	19,913,881	149,458	-	91.5
Special Patient	3,800	3,800		-	-
Total	141,465,409	139,473,198	1,992,211	-	779.5

BUDGET UNIT: BEHAVIORAL HEALTH (AAA MLH)

I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health (DBH) is responsible for providing mental health services to county residents who are either unable to afford treatment or do not live in proximity to private services. Treatment is provided to all age groups, with primary emphasis placed on treating children, families and chronically mentally ill adults (in that priority). Services are delivered throughout the county via a network of department operated clinics, community based contract providers (residential and psychiatric skilled nursing facilities and acute hospitals), public schools and other community based settings. Services include: information and referrals, community outreach, client self-help and support groups, a variety of children's programs, mentally ill homeless program, employment services, case management, crisis and transitional residential assistance, augmented board and care placements, conservatorship services, supportive housing services and client transportation assistance. The department also operates as a training setting by administering various internship programs and offering continuing education for licensed department and contractor staff.

Mental health services are principally funded by realignment funds generated from state sales tax and vehicle license fees (56%), state revenues (18%) and federal revenue (23%). The remaining three percent of revenue sources are insurance/patient fees and other miscellaneous revenue. In addition, the county must fund the required realignment revenue maintenance of effort (MOE). The department's local cost of $1,842,753 finances the required MOE.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	94,992,130	113,215,605	118,700,131	121,398,270
Total Revenue	93,149,377	111,372,852	116,857,378	119,555,517
Local Cost	1,842,753	1,842,753	1,842,753	1,842,753
Budgeted Staffing		734.1		688.0
Workload Indicators				
Inpatient Days	43,550	43,625	-	-
Habilitative Day Treatment Days	57,884	54,000		-
Outpatient Service Hours	540,779	517,854	-	-
Residential Days	109,597	117,000	-	-
Unduplicated Clients	34,014	32,140	-	-
Managed Care Autho/Reviews/Claims	35,804	32,848	-	-
Direct Billable Hours:				
CLINIC	185,996		193,099	202,754
CONTRACT	59,402		64,861	68,104
Fee For Service	22,552		23,053	24,205
Medical Adminsitrative Activity Hours	29,987		31,901	33,496
Quality Assurance hours	7,961		8,123	8,120
Outreach hours clinic & contract	69,506		72,402	75,764
Day Treatment Hours:				
Habilitative (Clinic and Contract)	57,884		56,749	-
Intensive			-	20,800

Significant variances between estimated and budget for 2002-03 existed in contract agency costs, state hospital costs and state aid.

The ARMC contract was re-negotiated which translated into an additional cost of $5.0 million for 2002-03; increased rates more accurately reflect the cost for providing treatment at ARMC. The 2003-04 cost impact of this rate adjustment is estimated at $5.2 million.

State hospital costs were expected to drop by 50% in the current year due to the anticipated addition of the Assertive Community Treatment (ACT) contract. ACT services enable the consumer to live in lower levels of care at a lower cost to the county. However, due to a lengthy RFP process, the ACT contract was not in place until mid-year and as a result the state hospital bed usage remained the same. The ACT contract provides services to mentally ill consumers who are high users of emergency and inpatient psychiatric services and those at risk of needing such care. DBH is actively trying to transition patients away from the higher-level setting and the 2003-04 budget reflects the anticipated change.

The 2002-03 budget included state aid for AB3632, SB90 and full Children's System of Care (CSOC) funding. AB3632 is a state mandated program for services to special education pupils (SEP) and state revenue of $721,688 was included in the 2002-03 budget for this program. Additional funds of $900,000 (primarily for the AB3632 program) were budgeted as SB90 revenue to cover the portion of mandated program costs beyond the budgeted revenue. The SB90 program reimburses the county for unfunded state mandated services. Funding for both these programs was eliminated from the state budget. In addition, half of the funding ($650,000) budgeted for the CSOC program was also eliminated. CSOC provides services to seriously emotionally disturbed children at risk for out of home placement and those children already in placement who are at risk for higher levels of care. In an effort to offset the reduction in funding, the department postponed planned system upgrades ($900,000). Realignment revenue will be used to backfill the remaining revenue losses.

Workload indicators have been changed to better reflect the activity of department staff. With regionalization in the department and a move towards the Recovery Model, the existing workload indicators did not provide a tool that could be used to measure outcomes. The department is moving away from Day Treatment Habilitative services and focusing more on providing Intensive Day Treatment. Intensive Day Treatment is designed to prevent hospitalization for high-risk consumers and places an emphasis upon assessment of consumers' activities of daily living and vocational skills, and services targeted at enhancing clients' self-sufficiency and ability to function as members of the community.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing changes include the deletion of 46.1 budgeted vacant and Extra Help positions as part of the Department's plan to reduce use of Realignment funding. The proposed budget also includes an increase of $583,000 to fund an MOU between DBH and the Human Services System (HSS). The MOU provides for 12 HSS positions (which will be retained by HSS) for assignment to DBH clinics. These positions will enable DBH to: expand the centralized employment component to all the regions of the county, assist clients in obtaining health benefits, screen and refer potential clients to needed services.

PROGRAM CHANGES

The majority of Behavioral Health services are funded with State Realignment revenues. In recent years, appropriations have included a combination of ongoing Realignment funds as well as use of unspent Realignment fund balance. Analysis of projected revenues, as well as use of fund balance over the next two fiscal years, indicated the need to significantly reduce expenditures beginning in 2003-04 rather than attempt to make dramatic cuts in 2004-05. To better align spending with receipt of ongoing Realignment funding, this budget proposes a fiscal "glide path" which spreads cuts over two fiscal years. The 2003-04 Proposed Budget would reduce the Department's reliance upon Realignment funding by approximately $8.0 million.

The department reduced operating costs as part of a two-year plan to decrease use of Realignment fund balance. These cost reductions include a net decrease of $8.5 million in services and supplies expenditures primarily due to a $6.2 million reduction in contracted services to align with 2002-03 service levels. Other reductions include $1.1 million in equipment costs by foregoing office furniture purchases, and suspending the personal computer replenishment program. Expenditures for software were decreased by $1.38 million. Reductions also included the

redesignation of $6.5 million in structure leases and Fee for Service Inpatient payments as Transfers to comply with recent accounting guideline changes (GASB 34). The decreases were partially offset by an increase of $5.2 million in the contract with the Arrowhead Regional Medical Center for inpatient services. Other increases include $1.3 million for medications provided to adult inmates (a cost previously borne by general fund allocation to the Sheriff's Department), $961,000 in COWCAP charges, and $550,000 for anticipated payments to Fee-For-Service providers for outpatient services to indigents in the high desert region.

State, federal and governmental aid reflects a net decrease of $7.5 million. Approximately $3 million in funding for CSOC, AB3632 and SB90 programs was eliminated by the state and $527,000 in state grant funds for the Mentally Ill Offender program was discontinued (the grant program concluded). Other decreases included a $1 million reduction in Medi-Cal FFP and a $7.8 million reduction in use of Realignment funds. These decreases were offset by a $2.5 million increase in EPSDT revenue, and $525,000 in combined increased revenues for Managed Care, Homeless Recovery and Medicare. In addition, $1.8 million was reclassified from other charges to the state, federal and governmental aid category to conform to accounting guidelines.

OTHER CHANGES

Other charges include an increase in state hospital costs of $1.3 million. While this reflects an increase, DBH is continuing efforts to transition patients away from the higher-level setting through the previously discussed ACT contract in an effort to contain these costs. Accounting changes to Other Charges resulted in reclassifying $1.8 million in local cost charges to the operating transfers category and $1.8 million in local cost reimbursement (recorded as other charges) to revenue. These were offsetting entries that resulted in no overall change to other charges, but were done to conform to accounting guidelines.

Transfers out increased primarily due to the reclassification of structure leases from the services and supplies category. The reclassification will allow the funds to be transferred to Real Estate Services who will assume the responsibility for disbursing lease payments.

Operating transfers out decreased by $1.4 million. The 2002-03 budget included $6.0 million for the Phoenix construction project and $2.1 million for the Bldg. H Remodel. Since the Phoenix project will be nearly complete in 2002-03, only $400,000 was budgeted for finishing it in 2003-04. Additionally, the Bldg. H project has been delayed, resulting in only half of the project cost being budgeted for 2003-04. These project revisions resulted in a net reduction to operating transfers of $6.7 million. The decrease was partially offset by the reclassification of Inpatient Fee-For-Service Managed Care payments of $3.5 million from the services and supplies category to operating transfers out. In addition, $1.8 million was reclassified from Other Charges to this category.

IV. VACANT POSITION IMPACT

The department has a total of 12.4 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	6.4	Slated for Deletion
Vacant Budgeted In Recruitment	6.0	Retain
Total Vacant	12.4	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of the 6.4 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 4.6 vacant budgeted positions for clinic operations. This restoration is being recommended because these are difficult to recruit positions and their cost is offset by revenue.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Clinic Operations	4.6 $545,750 Revenue Supported	These positions (3.0 Psychiatrists and 1.6 Mental Health Nurse II) perform direct client services that are necessary to maintain department revenues and performance outcomes. Restoration of these positions will enable DBH to maintain compliance with medicare and medi-cal.
	2	Administrative Support	1.8 $101,572 Revenue Supported	Restoration of the two .5 budgeted secretaries will enable DBH to provide secretarial support to the Mental Health Commission and provide general administrative support to the department Deputy Directors. The 0.8 Mental Health Supervisor is responsible for the overall operations of an outpatient clinic and delivers direct client services, doing clinical reviews and quality assurance monitoring.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health
FUND: General AAA MLH

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	42,532,851	42,382,851	4,629,560	-	47,012,411
Services and Supplies	63,034,403	60,740,763	11,293,437	-	72,034,200
Central Computer	550,342	550,342	(142,440)	-	407,902
Other Charges	6,726,833	2,943,804	-	-	2,943,804
Equipment	-	198,000	-	-	198,000
Transfers	2,708,794	2,462,419	-	-	2,462,419
Total Exp Authority	115,553,223	109,278,179	15,780,557	-	125,058,736
Reimbursements	(5,988,592)	(4,198,074)	-	-	(4,198,074)
Total Appropriation	109,564,631	105,080,105	15,780,557	-	120,860,662
Operating Transfers Out	9,135,500	8,135,500	-	-	8,135,500
Total Requirements	118,700,131	113,215,605	15,780,557	-	128,996,162
Revenue					
Current Services	256,772	289,666	-	-	289,666
State, Fed or Gov't Aid	114,916,509	109,341,375	15,780,557	-	125,121,932
Other Revenue	1,684,097	1,741,811	-	-	1,741,811
Total Revenue	116,857,378	111,372,852	15,780,557	-	127,153,409
Local Cost	1,842,753	1,842,753	-	-	1,842,753
Budgeted Staffing		734.1	-		734.1

GROUP: Human Services System
DEPARTMENT: Behavioral Health
FUND: General AAA MLH

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	47,012,411	(983,681)	46,028,730	(647,322)	**45,381,408**	545,750	45,927,158
Services and Supplies	72,034,200	(8,573,384)	63,460,816	-	**63,460,816**	-	63,460,816
Central Computer	407,902	-	407,902	-	**407,902**	-	407,902
Other Charges	2,943,804	1,160,421	4,104,225	-	**4,104,225**	-	4,104,225
Equipment	198,000	(198,000)	-	-	**-**	-	-
Transfers	2,462,419	2,287,920	4,750,339	-	**4,750,339**	-	4,750,339
Total Exp Authority	125,058,736	(6,306,724)	118,752,012	(647,322)	**118,104,690**	545,750	118,650,440
Reimbursements	(4,198,074)	101,579	(4,096,495)	-	**(4,096,495)**	-	(4,096,495)
Total Appropriation	120,860,662	(6,205,145)	114,655,517	(647,322)	**114,008,195**	545,750	114,553,945
Operating Transfers Out	8,135,500	(1,392,747)	6,742,753	-	**6,742,753**	-	6,742,753
Total Requirements	128,996,162	(7,597,892)	121,398,270	(647,322)	**120,750,948**	545,750	121,296,698
Revenue							
Current Services	289,666	(21,167)	268,499	-	**268,499**	-	268,499
State, Fed or Gov't Aid	125,121,932	(7,539,322)	117,582,610	(647,322)	**116,935,288**	545,750	117,481,038
Other Revenue	1,741,811	(37,403)	1,704,408	-	**1,704,408**	-	1,704,408
Total Revenue	127,153,409	(7,597,892)	119,555,517	(647,322)	**118,908,195**	545,750	119,453,945
Local Cost	1,842,753	-	1,842,753	-	**1,842,753**		1,842,753
Budgeted Staffing	734.1	(46.1)	688.0	(6.4)	**681.6**	4.6	686.2

BEHAVIORAL HEALTH

Base Year Adjustments

Salaries and Benefits	1,418,575	MOU.
	2,300,215	Retirement.
	643,249	Risk Mgmt Worker's comp.
	267,521	Full year funding for West Valley Detention Center mid-year minute order #79.
	4,629,560	
Services and Supplies	11,076,579	EPSDT Minute order #60 dated January 14, 2003.
	225,752	Risk Management Liabilities.
	(8894)	Incremental Change in EHAP.
	11,293,437	
Central Computer	(142,440)	
Subtotal Base Year Appropriation	15,780,557	Increase Medical, EPSDT and Realignment.
Revenue	5,538,289	Increase in Medi-Cal for EPSDT contracts (Minute order #60).
	5,538,290	Increase in Realignment in lieu of state EPSDT revenue (Minute order #60).
	4,703,978	Increased Realignment required to fund base year adjustments.
	15,780,557	
Subtotal Base Year Revenue	15,780,557	
Subtotal Base Year Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	583,854	ESS positions from HSS MOU.
	(1,567,535)	Reduction of 46.1 positions.
	(983,681)	
Services and Supplies	5,201,000	ARMC contract increase.
	1,300,000	Medication for incarcerated adults.
	(3,500,000)	Fee-for-Service Inpatient payments now being paid out of operating transfers out.
	(3,083,909)	Real Estate services will be assuming responsibility for rents/lease payments. The budget has been recategorized to intra-fund transfers.
	(1,380,669)	Software reduction. Removed plans to upgrade the existing client data system.
	(1,117,256)	Reduce equipment; 1/3 PC replenishment has been put on hold and furniture orders are expected to be reduced significantly in 2003-04.
	961,137	COWCAP increase.
	(600,000)	Align budget with current year actuals for Fee-for-Service contracts.
	(468,247)	Reduction in incorporated MD contracts.
	(217,085)	Reduce professional fees.
	550,000	Anticipated Fee-for-Service provider payments for indigent services. This was not budgeted in 2002-03.
	135,097	Increase malpractice insurance.
	(100,000)	Decrease motor pool.
	(6,284,513)	Reduction in contracted services to 2002-03 levels.
	31,061	Miscellaneous changes.
	(8,573,384)	
Other Charges	1,324,961	Increase state hospitals costs.
	(164,540)	Reduction in interim assistance for clients.
	(1,842,753)	Local cost accounting change now reflected as operating transfers out.
	1,842,753	Local cost accounting change now reflected in revenue.
	1,160,421	
Equipment	(198,000)	No new equipment budgeted.
Transfers	2,903,909	Real Estate Services will be assuming responsibility for rents/lease payments. Previously budgeted in services and supplies.
	28,536	HSS Administration increase.
	127,271	EHAP costs.
	2,511	HRD salary and benefit cost increases.
	(500,000)	Eliminated reimbursement to the alcohol & Drug Program for aftercare services.
	(274,307)	Reduction in transfers to Public Health and Probation due to loss of CSOC funding.
	2,287,920	
Reimbursements	101,579	Reduction in interagency agreements.
	101,579	
Total Appropriation	(6,205,145)	
Operating Transfers Out	(5,635,500)	Phoenix construction project near completion.
	(1,100,000)	Reduce Building H project.
	1,842,753	Local cost accounting change. Reclassed from other charges.
	3,500,000	Fee-for-service Inpatient payments, formerly paid out of services and supplies.
	(1,392,747)	
Total Requirements	(7,597,892)	
Revenue		
Current Services	(21,167)	Anticipated decrease in patient pay and insurance.
State, Fed or Gov't Aid	(1,300,000)	CSOC funding eliminated.
	(721,668)	AB3632 funding eliminated.
	(900,000)	SB90 funding eliminated.
	(527,107)	Elimination of MIOCR I (SPAN) grant.
	(1,091,581)	Reduction in Medical FFP.
	173,553	Estimated increase in Medicare revenue.
	2,510,405	Change to EPSDT program base.
	(7,847,773)	Decrease realignment.
	104,809	State allocation increase for homeless program.
	247,960	State allocation incrase for managed care program.
	1,842,753	Local cost accounting change relcassed from other charges.
	(30,673)	Miscellaneous.
	(7,539,322)	
Other Revenue	(37,403)	Reduction due to state-wide budget cuts.
Total Revenue	(7,597,892)	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	8.0	6.4	647,322	647,322	-
Vacant Budgeted In Recruitment - Remain	9.0	6.0	295,666	295,666	-
Total Vacant	17.0	12.4	942,988	942,988	-
Recommended Restoration of Vacant Deleted	5.0	4.6	545,750	545,750	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment					
Mental Health Clinic Superv.	7832	(0.8)	(61,994)	(61,994)	-
Secretary I	4458	(0.5)	(19,789)	(19,789)	-
Secretary I	5659	(0.5)	(19,789)	(19,789)	-
Subtotal Recommended - **Delete**		(1.8)	(101,572)	(101,572)	-
Mental Health Nurse II	4184	(0.8)	(51,597)	(51,597)	-
Mental Health Nurse II	6218	(0.8)	(51,597)	(51,597)	-
Psychiatrist	3709	(1.0)	(123,606)	(123,606)	-
Psychiatrist	3714	(1.0)	(195,344)	(195,344)	-
Psychiatrist	6798	(1.0)	(123,606)	(123,606)	-
Subtotal Recommended - **Retain**		(4.6)	(545,750)	(545,750)	-
Total Slated for Deletion		(6.4)	(647,322)	(647,322)	-
Vacant Budgeted In Recruitment - **Retain**					
Clinical Therapist I	926	0.5	25,305	25,305	-
Clinical Therapist I	10393	0.5	29,944	29,944	-
Clinical Therapist I	11623	0.5	30,396	30,396	-
Clinical Therapist I	17130	0.5	29,944	29,944	-
Clinical Therapist I	5482	0.5	29,944	29,944	-
General Services Worker II	73338	0.5	12,996	12,996	-
Psychiatric Tech I	14933	1.0	43,111	43,111	-
Secretary II	14931	1.0	41,740	41,740	-
Social Worker II	75536	1.0	52,286	52,286	-
Total in Recruitment - Retain		6.0	295,666	295,666	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

POLICY DESCRIPTION FORM

Department/Group: Behavioral Health/Human Services **Budget Code:** AAA MLH
Title: MLH Staffing Plan – Clinical Positions

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

These clinical positions of psychiatrists, clinical therapists and nurses perform direct, billable, client services which are necessary to maintain department revenues and performance outcomes. These clinical positions are licensed staff needed to perform specific outpatient clinical functions. Each DBH clinic certified for Medicare and Medi-cal services must have a mix of licensed professional staff. Restoration of these positions will enable DBH to maintain compliance with Medicare and Medi-Cal. DBH requests the ability to maintain these clinical positions in order to immediately place candidates. DBH is in constant competition with surrounding mental health service delivery systems. Having this small pool of vacant civil service positions provides a competitive edge for offering and filling vacancies. The administrative delay of 3 to 4 weeks to obtain Board approval may result in DBH losing these licensed staff to other employers. DBH is currently aware of three psychiatrists who are interested in these vacant positions. All of these positions generate revenues by delivering direct client services, doing clinical case reviews, peer reviews, and quality assurance monitoring

	2003-04	Ongoing 2004-05
APPROPRIATION		
Salaries & Benefits (attach additional page if required)	$ 545,750	$ 571,548

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.8	Mental Health Nurse II (04184)	51,597
0.8	Mental Health Nurse II (06218)	51,597
1.0	Psychiatrist (03709)	123,606
1.0	Psychiatrist (03714)	195,344
1.0	Psyhiatrist (06798)	123,606

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 545,750	$ 571,548
REVENUE (specify source)			
Medi-Cal		163,725	171,464
Realignment		382,025	400,084
	Total:	$ 545,750	$ 571,548
	LOCAL COST	$ 0	$ 0

BEHAVIORAL HEALTH

POLICY DESCRIPTION FORM

Department/Group: Behavioral Health/Human Services **Budget Code:** AAA MLH

Title: MLH Staffing Plan – Admin Positions

PRIORITY: Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The MH Clinic Supervisor is responsible for one or more of DBH's outpatient clinics. This position is responsible for the overall administration of the clinic and provides clinical supervision of pre-licensed staff. Also, Clinic supervisors carry a small client caseload. This position generates revenues by delivering direct client services, doing clinical case reviews, and quality assurance monitoring.

The Secretary I positions provide secretarial and administrative support for the Mental Health Commission and the whole Department. The Mental Commission has 17 members who meet once a month at various locations around the County. The Commission is subject to the Brown Act and relies on the department's clerical staff to ensure compliance for the monthly processing of its agenda, meeting minutes, public announcements, etc. The other department-wide clerical workload responsibilities are processing Educational Assistance Proposals for all staff; ongoing maintenance annual updating of the department's Standard Practice Manual; supporting DBH's Deputy Directors, and providing back up support to the Mental Health Commission, the Medical Services staff, the Safety Officer, and the Director's office.

	2003-04	Ongoing 2004-05
APPROPRIATION		
Salaries & Benefits (attach additional page if required)	$ 101,572	$ 156,648

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.8	MH Clinic Supervisor (07832)	61,994
0.5	Secretary I (04458)	19,789
0.5	Secretary 1 (05659)	19,789

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 101,572	$ 156,648
REVENUE (specify source)		
Medi-Cal	18,598	23,248
Realignment	82,974	133,400
Total:	$ 101,572	$ 156,648
LOCAL COST	$ 0	$ 0

BUDGET UNIT: ALCOHOL AND DRUG ABUSE SERVICES (AAA ADS)

I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health's Alcohol and Drug Abuse Services consist of comprehensive substance abuse prevention and treatment programs for county residents. Services are provided by 6 county operated clinics and 30 to 40 contractors depending on the number of responses to RFPs. The major components include outpatient, residential, prevention, methadone, and case management services. Annually, approximately 13,000 clients are served and over 73,000 hours of prevention services are performed.

Services are primarily provided to clients who are indigent or receiving Medi-Cal. A small number of cases are private pays. ADS programs are principally funded by federal revenue (65%), state revenue (13%) and Medi-Cal (9%). To remain eligible for the state and federal funds, the county is required to provide a 10% match of state revenue. The department's local cost of $149,458 funds the required match. The department also receives reimbursements ($6.2 million) from other county departments. The two primary reimbursements are for services provided to the Human Services System (HSS) CalWorks program ($1.4 million) and the Proposition 36 – Substance Abuse and Crime Prevention Act program ($4 million).

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	17,624,241	24,784,682	20,318,461	20,063,339
Total Sources	17,414,932	24,577,582	20,119,645	19,913,881
Local Cost	209,309	207,100	198,816	149,458
Budgeted Staffing		100.9		91.5
Workload Indicators				
Drug Abuse Prevention Hours	88,768	80,000	73,937	73,000
Residential Treatment Clients	2,496	2,800	2,391	2,300
Outpatient Treatment Clients	7,886	8,800	10,058	9,500
Methadone Treatment Clients	854	1,200	1,259	1,259

The variances between the 2001-02 actual and budget for 2002-03 were due in part to the difficulty in filling budgeted positions and high staff turnover. In addition, the treatment costs related to the Proposition 36 program did not materialize as initially projected.

The estimated total appropriations reflect a $4.4 million decrease from the budget for 2002-03. This variance includes a reduction in salary and benefits ($800,000) as the department held positions vacant due to the uncertainty of the state budget. In addition, services and supplies decreased by $900,000 as a result of the department postponing the purchase of software and a decrease in contract costs. The remaining variance is due to the reclassification of $2.4 million in revenue to reimbursements thus reducing both revenue and total appropriations.

The prevention hours were below budget due to county clinics devoting more time to outpatient services. Residential services declined and outpatient services increased due to an effort to place clients in a less costly outpatient service mode. However, the 2003-04 budget reflects a decrease in services to outpatient clients when compared to the 2002-03 estimate. This is due to funding limitations. Methadone services are long term programs and the number of clients served is limited by the licensed capacity.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Salaries and benefit program changes reflect a decrease of $397,701 from the Board approved base budget. The Board approved base budget initially reflected increased salary and benefit costs due to employee MOUs. Since then, the department defunded 9.4 vacant positions; that budgetary savings will now offset the majority of increased MOU costs.

PROGRAM CHANGES

The reduction to services and supplies is due primarily to contract reductions of 6% ($1,058,262) which reflects the net reduction of available funding. Program funding decreased by approximately $1.6 million reflecting a reduction in CalWorks reimbursements due to HSS funding limitations. In addition, $500,000 in reimbursements for aftercare services was eliminated due to a reduction in the Behavioral Health realignment sales tax and vehicle license fee revenue. These reductions were partially offset by an increase in funding from the State Department of Alcohol and Drug and special revenue funds.

OTHER CHANGES

There were several reclassifications of revenue to reimbursements and reimbursements to revenue as required by accounting guidelines (GASB 34). Reclassifications between categories do not impact overall funding. However, the funding for several programs in these classifications varied from 2002-03 to 2003-04 (CalWorks funding decreased by $1.6 million) resulting in a net decrease in these categories of $1.8 million. All funding changes were discussed in the Program Changes section above.

IV. VACANT POSITION IMPACT

The department has a total of 11.8 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	7.8	Slated for Deletion
Vacant Budgeted in Recruitment	4.0	Retain
Total Vacant	11.8	

Vacant Position Restoration Request

The department has submitted one policy item requesting restoration of 7.8 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends restoration of the positions as the cost is funded by federal block grants passed through the State Department of Alcohol and Drug Programs.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Alcohol and Drug	7.8 $352,815 Revenue Supported	4.0 Social Worker IIs, 1.0 Clinical Therapists, and 1.0 Alcohol and Drug Counselor provide direct client services. The .8 Public Service Employee positions are part of the Social Worker Internship Program which is a valuable recruitment tool for the department. All of the requested positions are fully funded by federal/state revenue (Alcohol & Drug Program Block Grants).

V. OTHER POLICY ITEMS

None

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Substance Abuse
FUND: General AAA ADS

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	4,310,093	5,155,322	423,139	-	5,578,461
Services and Supplies	20,195,726	21,373,845	(65,565)	-	21,308,280
Equipment	-	-	-	-	-
Transfers	814,000	814,000	-	-	814,000
Total Exp Authority	25,319,819	27,343,167	357,574	-	27,700,741
Reimbursements	(5,001,358)	(2,558,485)	-	-	(2,558,485)
Total Appropriation	20,318,461	24,784,682	357,574	-	25,142,256
Revenue					
Current Services	215,982	4,041,502	-	-	4,041,502
State, Fed or Gov't Aid	15,805,459	16,437,876	415,216	-	16,853,092
Other Revenue	125,000	125,000	-	-	125,000
Total Revenue	16,146,441	20,604,378	415,216	-	21,019,594
Operating Transfer In	3,973,204	3,973,204	-	-	3,973,204
Total Financing Sources	20,119,645	24,577,582	415,216	-	24,992,798
Local Cost	198,816	207,100	(57,642)	-	149,458
Budgeted Staffing		100.9			100.9

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Substance Abuse
FUND: General AAA ADS

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	5,578,461	(397,701)	5,180,760	(352,815)	**4,827,945**	352,815	5,180,760
Services and Supplies	21,308,280	(1,073,678)	20,234,602	-	**20,234,602**	-	20,234,602
Equipment	-	-	-	-	**-**	-	-
Transfers	814,000	36,039	850,039	-	**850,039**	-	850,039
Total Exp Authority	27,700,741	(1,435,340)	26,265,401	(352,815)	**25,912,586**	352,815	26,265,401
Reimbursements	(2,558,485)	(3,643,577)	(6,202,062)	-	**(6,202,062)**	-	(6,202,062)
Total Appropriation	25,142,256	(5,078,917)	20,063,339	(352,815)	**19,710,524**	352,815	20,063,339
Revenue							
Current Services	4,041,502	(3,825,520)	215,982	-	**215,982**	-	215,982
State, Fed or Gov't Aid	16,853,092	439,807	17,292,899	(352,815)	**16,940,084**	352,815	17,292,899
Other Revenue	125,000	-	125,000	-	**125,000**	-	125,000
Total Revenue	21,019,594	(3,385,713)	17,633,881	(352,815)	**17,281,066**	352,815	17,633,881
Operating Transfers In	3,973,204	(1,693,204)	2,280,000	-	**2,280,000**	-	2,280,000
Total Fianncing Sources	24,992,798	(5,078,917)	19,913,881	(352,815)	**19,561,066**	352,815	19,913,881
Local Cost	149,458	-	149,458	-	**149,458**		149,458
Budgeted Staffing	100.9	(9.4)	91.5	(7.8)	**83.7**	7.8	91.5

BEHAVIORAL HEALTH

		Base Year Adjustments
Salaries and Benefits	423,139	MOU and retirement increases.
Services and Supplies	(8,284)	4% Spend Down Plan.
	(7,923)	Risk Management and EHAP reductions.
	(49,358)	Approved local cost reduction.
	(65,565)	
Subtotal Base Year Appropriation	357,574	
Subtotal Base Year Revenue	415,216	Increase in state and federal funding from the State Dept of Alcohol and Drug .
Subtotal Base Year Local Cost	(57,642)	

		Recommended Program Funded Adjustments
Salaries and Benefits	(397,701)	Deleted 9.4 vacant positions due to funding reductions.
Services and Supplies	(1,058,262)	Reduction of contracted services due to net loss of available funding.
	(15,416)	Miscellaneous service and supplies adjustments due to funding reductions.
	(1,073,678)	
Transfers	17,493	EHAP cost previously budgeted in services and supplies.
	18,546	Increase in drug court administration costs.
	36,039	
Reimbursements	(1,417,427)	Reclassification from revenue to reimbursement for CalWorks services .
	(670,000)	Reclassification from revenue to reimbursement for DCS/CPS services .
	(3,973,204)	Reclassification from operating transfer to reimbursement for Substance Abuse & Crime Prevention Act (SACPA) services .
	1,924,554	Reclassification from reimbursement to operating transfers for transfer from special revenue funds.
	500,000	Loss of reimbursement from DBH for aftercare services.
	(7,500)	Increase in reimbursement from Probation Dept for the Repeat Offender Program.
	(3,643,577)	
Total Appropriation	(5,078,917)	
Revenue		
Current Services	(3,760,520)	Reclassification of CalWorks/DCS to transfers In. (CalWorks $3,090,520, and DCS $670,000).
	(65,000)	Payments under the CARRS program no longer available to ADS.
	(3,825,520)	
State, Fed or Gov't Aid	439,807	This is based on the preliminary allocation from the State Department of Alcohol & Drug.
Total Revenue	(3,385,713)	
Operating Transfers In	(1,693,204)	Net of reclassing special revenue funds from revenue to op transfers $2,280,000 and SACPA to reimbursements ($3,973,204).
Total Financing Sources	(5,078,917)	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	10	7.8	352,815	352,815	-
Vacant Budgeted In Recruitment - Remain	6	4.0	195,817	195,817	-
Total Vacant	16	11.8	548,632	548,632	-
Recommended Restoration of Vacant Deleted	10	7.8	352,815	352,815	

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Subtotal Recommended - **Delete**		-	-	-	-
Clinical Therapist I	7629	(0.5)	(30,614)	(30,614)	-
Social Worker II	12652	(1.0)	(57,017)	(57,017)	-
Clinical Therapist I	13885	(0.5)	(30,614)	(30,614)	-
Alcohol & Drug Counselor	14488	(1.0)	(50,042)	(50,042)	-
Social Worker II	70513	(1.0)	(54,586)	(54,586)	-
Social Worker II	75534	(1.0)	(54,586)	(54,586)	-
Social Worker II	15822	(1.0)	(47,957)	(47,957)	-
Public Service Employee	94428	(0.6)	(9,133)	(9,133)	-
Public Service Employee	94430	(0.6)	(9,133)	(9,133)	-
Public Service Employee	94679	(0.6)	(9,133)	(9,133)	-
Subtotal Recommended - **Retain**		(7.8)	(352,815)	(352,815)	-
Total Slated for Deletion		(7.8)	(352,815)	(352,815)	-
Vacant Budgeted In Recruitment - **Retain**					
Social Worker II	8177	1.0	50,042	50,042	-
Clinical Therapist I	5474	0.5	31,983	31,983	-
Clinical Therapist I	12662	1.0	58,899	58,899	-
Child Care Teacher	16880	0.5	18,110	18,110	-
Child Care Teacher	16883	0.5	18,673	18,673	-
Child Care Teacher	73348	0.5	18,110	18,110	-
Total in Recruitment Remain		4.0	(195,817)	(195,817)	-

POLICY DESCRIPTION FORM

Department/Group: Behavioral Health/HSS **Budget Code:** AAA ADS
Title: Substance Abuse Prevention and Treatment Services

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

This item is 100% funded with federal block grant funds passed through the State Department of Alcohol and Drug Programs. There is no local cost. These positions were held vacant due to the uncertainty of the state budget. Substance abuse prevention and treatment services can result in significant savings to other county systems, particularly the judicial and health systems.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 352,815	$ 370,455

CLASSIFICATIONS

Budgeted Staff	Title	Amount
4.0	Social Worker II	214,146
1.0	Clinical Therapist I	61,228
1.0	Alcohol & Drug Counselor	50,042
1.8	Public Service Employee	27,399

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		

Reimbursements (specify) _____		
Total:	$ 352,815	$ 370,455

REVENUE (specify source)

Federal Block Grant passed through State ADP	352,815	370,455
Total:	$ 352,815	$ 370,455
LOCAL COST	$ 0	$ 0

BUDGET UNIT: SPECIAL PATIENT ACCOUNT (RMC MLH)

I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health established the Special Patient Account to monitor funds set aside for special purposes. Revenues from vending machines, donations, and Adopt-a-Duck are used for therapy supplies, poster contest awards, and other items. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	12,583	12,583	3,800
Total Revenue	1,251	1,000	1,000	3,800
Fund Balance		11,583	-	-

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Services and supplies decreased by a net $8,783. This represents a decrease in special departmental expenses. Revenues increased due to anticipated additional Adopt-a-Duck funds.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Special Patient Account
FUND: Special Revenue RMC MLH

FUNCTION: Health & Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	12,583	12,583	-	-	12,583
Total Appropriation	12,583	12,583	-	-	12,583
Revenue					
Other Revenue	1,000	1,000	-	-	1,000
Total Revenue	1,000	1,000	-	-	1,000
Fund Balance		11,583	-	-	11,583

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Special Patient Account
FUND: Special Revenue RMC MLH

FUNCTION: Health & Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	12,583	(8,783)	3,800	-	**3,800**	-	3,800
Total Appropriation	12,583	(8,783)	3,800	-	**3,800**	-	3,800
Revenue							
Other Revenue	1,000	2,800	3,800	-	**3,800**	-	3,800
Total Revenue	1,000	2,800	3,800	-	**3,800**	-	3,800
Fund Balance	11,583	(11,583)	-	-	**-**	-	-

Recommended Program Funded Adjustments

Services and Supplies	(8,783)	Reduce special deprtmental expense to align with available funding.
Total Appropriation	(8,783)	
Revenue		
Other Revenue	2,800	Increase in anticipated donations.
Total Revenue	2,800	
Fund Balance	(11,583)	

OVERVIEW OF BUDGET

DEPARTMENT: CHILD SUPPORT SERVICES
DIRECTOR: CORY NELSEN
BUDGET UNIT: AAA DCS

I. GENERAL PROGRAM STATEMENT

Title IV-D of the Federal Social Security Act, which was originally enacted in 1975, governs the County Child Support Enforcement Program. Federal regulations require that the program be administered at the state level by a single agency which, in turn, may contract with counties to conduct the enforcement program. Federal financial participation consists of payment of 66% of program costs and payment of graduated incentives to states for meeting program objectives. The balance of allowable county expenditures is reimbursed by the state. Basic program activities include locating absent parents, establishment of paternity, establishment of support orders pursuant to state guidelines, enforcement of support obligations, modification of support obligations when needed, and collection and distribution of support payments.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	31,995,423	40,798,946	39,919,834	39,889,326
Total Revenue	31,914,757	40,798,946	39,919,834	39,889,326
Local Cost	80,666	-	-	-
Budgeted Staffing		649.7		565.0
Workload Indicators				
Collections	$123,250,485	$141,130,000	$130,000,000	$135,000,000
Open Cases	166,987	151,000	168,000	160,000
Cases per Officer	732	583	757	650

The department submitted a Capital Improvement Plan (CIP) to address cramped working conditions and the lack of needed expansion space at the current Child Support facility in Victorville. A space request for 33,266 square feet was approved by the CAO and the Board of Supervisors approved a Request for Proposals on July 10, 2001. Subsequently, the Board of Supervisors approved the lease on September 24, 2002 with an expected occupancy date of January 2004. The additional space will allow for adequate interview bays, a phlebotomist area as well as sufficient space to increase staff to address current and anticipated caseloads.

The one-time costs associated with this project were estimated and budgeted in 2002-03. They include approximately $900,000 for workstations, office furniture and seating for approximately 198 staff, interview bays and lobby space for clients, and sufficient file space for approximately 90,000 case files. Large office equipment, Cisco switches and servers were budgeted in fixed assets and estimated at $320,000. Other communication/data equipment such as patch panels, digital phone instruments and infrastructure costs such as T-1 lines have been budgeted in services and supplies and are estimated at approximately $750,000. All costs associated with this project are currently being addressed by the department working in conjunction with HSS Information and Technology Support Division, ISD and HSS Administrative Support Division and should be fully expended within 2002-03.

The Department of Child Support Services has historically had difficulties with high employee turnover and the ability to fill budgeted positions, which has negatively impacted the department's ability to fully expend state allocations. Working closely with Human Resources, the department has streamlined the recruitment process resulting in a significant increase in filled positions for 2002-03.

The Child Support program is a state and federal reimbursement program and revenues have been adjusted to reflect actual expenditures.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Changes in budgeted staffing decreased by a net of 84.7 budgeted positions due to increased MOU-related costs, staffing reclassifications from 2001-02 per Board item #02-045 dated May 21, 2002, and an anticipated decrease in state funding for 2003-04.

Net reduction of 3.0 in budgeted staffing due to reclassifications:

- Reclass from 1.0 Supervising Child Support Field Investigator, 2.0 Child Support Field Investigators, 5.0 Investigative Technicians and 3.0 Clerk IIIs to 11.0 Child Support Officer Is.
- Reclass from 8.0 Clerk IIIs and 6.0 Clerk IIs, reclass to 14.0 Child Support Assistants; reclass from 3.0 Clerk IVs, reclass to 3.0 Staff Aides; reclass from 1.0 Clerk IVs and 1.0 Chief Clerk to 2.0 Secretary Is.

Of these reclassified positions, 2.0 Child Support Assistants and 1.0 Staff Aide were eliminated due to funding restrictions.

Net reduction of 32.7 in budgeted staffing due to new positions that were requested in the 2002-03 budget but not funded in 2003-04 due to funding shortages: 11.3 Child Support Officer Is, 1.4 Child Support Officer IIs, 6.4 Child Support Assistants, 6.0 Fiscal Clerk IIs, 6.0 Clerk IIIs and 1.6 Supervising Child Support Officers.

Net reduction of 81.0 in budgeted staffing for vacant positions being deleted due to elimination of the vacancy factor are: 12.0 Child Support Officer IIs, 10.0 Child Support Assistants, 33.0 Child Support Officer Is, and 26.0 Clerk IIs.

Net reduction of 66.0 in budgeted staffing for positions that are vacant and being eliminated are: 1.0 Supervising Child Support Officer, 5.0 Automated Systems Technicians, 1.0 Automated Systems Analyst, 8.0 Child Support Assistants, 1.0 Assistant Operations Manager, 1.0 Compliance Officer, 1.0 Operations Manager, 1.0 Media Specialist, 4.0 Staff Development Specialists, 1.0 Chief Clerk, 3.0 Clerk IIs, 2.0 Clerk IVs, 1.0 Executive Secretary, 3.0 Investigative Technicians, 4.0 Paralegals, 1.0 Fiscal Clerk II, 1.0 Clerk III, 6.0 Child Support Officer Is, and 21.0 Child Support Officer IIs.

One Deputy District Attorney IV position has been funded in 2003-04; this position was actually underfilled in June 2002 by a Child Support Attorney III.

Net reduction of 21.0 in budgeted staffing due to the deletion of all extra help positions. Ten Fiscal Clerk II positions and 11.0 Public Service Employees have been eliminated.

The vacancy factor of 118.0 has been eliminated.

PROGRAM CHANGES

Salaries and benefits are expected to increase due to MOU provisions and increased retirement contributions, even though budgeted positions have decreased by 84.7 positions. Given budget constraints, all overtime will be suspended effective July 1, 2003 and all vacant and extra help positions have been eliminated.

The state budget crisis has forced the department to reallocate and realign resources to salaries and benefits where it is needed most. In 2002-03 approximately $2.1 million was allocated in services and supplies and fixed assets for one-time expenditures for a build-to-suit facility in the high desert near the Victorville courthouse. This allocation has been moved to fund projected increases in salaries and benefits for 2003-04.

Other major budget changes include COWCAP increases of $76,052, as well as decreases totaling approximately $100,000 in hardware and software expenditures, training, and other services and supplies categories. Temporary help was reduced by $100,000 to $0 for 2003-04. Effective 2002-03, the department suspended use of all temporary help services to ensure compliance with County policies. These expenditure reductions will assure a budget that is cost effective.

In addition to reductions in services and supplies, no fixed asset equipment purchases have been budgeted for 2003-04.

CHILD SUPPORT SERVICES

Interfund transfers out have increased overall by approximately $495,651. These changes represent increases in EHAP costs (GASB 34 Accounting Change), HSS ITSD and Administration costs, and an expected increase of $369,408 in lease costs due primarily to the new Victorville facility.

The Child Support Services program is 100% funded by state and federal reimbursement. Revenue has been reduced to reflect budgeted reductions in allocations.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in its 2003-04 Department Request Budget. This position is as follows:

Vacant Budget Not in Recruitment	1.0	Slated for Deletion
Vacant Budgeted in Recruitment	0.0	
Total Vacant	1.0	

Vacant Position Restoration Request:

The department has submitted one policy item for the restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant budgeted Staff Analyst II position. This restoration is being recommended because the incumbent is temporarily assigned to a vacant higher position. The position is 100% federally and state funded. There is no local cost.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Administration	1.0 $73,524 Revenue Supported	Incumbent currently assigned to vacant higher positon. Recruitment for higher level position anticipated in May 2003.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Child Support Services
FUND: General AAA DCS

FUNCTION: Public Protection
ACTIVITY: Child Support

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	28,176,286	28,712,774	878,606	-	29,591,380
Services and Supplies	8,502,172	8,536,938	(1,719,475)	-	6,817,463
Central Computer	481,047	481,047	(119,416)	-	361,631
Equipment	112,142	420,000	(420,000)		-
Other Charges	2,648,187	2,648,187	470,665	-	3,118,852
Total Appropriation	39,919,834	40,798,946	(909,620)	-	39,889,326
Revenue					
State, Fed or Gov't Aid	39,919,834	40,798,946	(909,620)	-	39,889,326
Total Revenue	39,919,834	40,798,946	(909,620)	-	39,889,326
Local Cost		-	-	-	-
Budgeted Staffing		649.7			649.7

GROUP: Human Services System
DEPARTMENT: Child Support Services
FUND: General AAA DCS

FUNCTION: Public Protection
ACTIVITY: Child Support

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	29,591,380	(139,447)	29,451,933	(73,524)	**29,378,409**	73,524	29,451,933
Services and Supplies	6,817,463	114,461	6,931,924	-	**6,931,924**	-	6,931,924
Central Computer	361,631	-	361,631	-	**361,631**	-	361,631
Equipment	-	-	-	-	**-**	-	-
Transfers	3,118,852	24,986	3,143,838	-	**3,143,838**	-	3,143,838
Total Appropriation	39,889,326	-	39,889,326	(73,524)	**39,815,802**	73,524	39,889,326
Revenue							
State, Fed or Gov't Aid	39,889,326	-	39,889,326	(73,524)	**39,815,802**	73,524	39,889,326
Total Revenue	39,889,326	-	39,889,326	(73,524)	**39,815,802**	73,524	39,889,326
Local Cost	-	-	-	-	**-**		
Budgeted Staffing	649.7	(84.7)	565.0	(1.0)	**564.0**	1.0	565.0

CHILD SUPPORT SERVICES

		Base Year Adjustments
Salaries and Benefits	971,848	MOU.
	1,734,620	Retirement.
	55,927	Worker's Compensation.
	(1,883,789)	Decreases in staffing due to reduced funding.
	878,606	
Services and Supplies	(1,682,623)	Decreases due to elimination of one-time costs in 2002-03 for Victorville.
	(12,095)	Risk Management liabilities.
	(24,757)	Other decreases.
	(1,719,475)	
Central Computer	(119,416)	
Equipment	(420,000)	One-time costs in 2002-03 due to Victorville.
Transfers	470,665	Increase in transfers due to additional lease costs for Victorville, Rancho, Redlands offices.
Total Appropriation	(909,620)	Decrease in appropriations to match expenditures.
Total Revenue	(909,620)	Decrease in revenue to match appropriations.
Local Cost	-	

		Recommended Program Funded Adjustments
Salaries & Benefits	(139,447)	Net decrease due to staffing reductions.
Services & Supplies	76,052	COWCAP increase.
	(189,832)	Decrease in hardware purchases for 2003-04.
	295,151	Increase of $231,151 to professional services (15%) + $64,000 estimated for case file process
	(66,910)	Net decreases in miscellaneous service and supplies categories.
	114,461	
Transfers	24,986	Net increase in ISF department costs.
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment-Delete	1	1.0	73,524	73,524	-
Vacant Budgeted in Recruitment - Remain	-	-	-	-	-
Total Vacant	1	1.0	73,524	73,524	-
Recommended Restoration of Vacant Deleted	1	1.0	73,524	73,524	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Staff Analyst II	16016	(1.0)	(73,524)	(73,524)	-
		-	-	-	-
Subtotal Recommended - **Retain**		(1.0)	(73,524)	(73,524)	-
Total Slated for Deletion		(1.0)	(73,524)	(73,524)	-
Vacant Budgeted In Recruitment - **Retain**					
		-	-	-	-
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

CHILD SUPPORT SERVICES

POLICY DESCRIPTION FORM

Department/Group: DCSS/HSS **Budget Code:** AAA DCS

Title: Restore Vacant Budgeted Staff Analyst II (Position # 16016)

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The Department of Child Support Services has two key administrative positions, the Administrative Supervisor I and the Staff Analyst II, that are critical to the functioning of the department. However, given the current budget crisis, the determination has been made to fill only one of these two positions.

Currently, the Staff Analyst II is temporarily assigned to the Administrative Supervisor I position, pending recruitment. The department, working in conjunction with Human Resources, believes that it is in the best interest of the department to keep available the Staff Analyst II position, # 16016, until such time as recruitment for the Administrative Supervisor I position is complete.

Recruitment for the Administrative Supervisor I is anticipated to take place in May 2003. This position is 100% federally and state funded. There is no local cost.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 73,524	$ 73,524
CLASSIFICATIONS		
Budgeted Staff: 1.0 — Title: Staff Analyst II — Amount:		
Services & Supplies		
Other (specify)		
Equipment		
FIXED ASSETS		
Item — Amount		
Reimbursements (specify)		
Total:	$ 73,524	$ 73,524
REVENUE (specify source)		
State and Federal	73,524	73,524
Total:	$ 73,524	$ 73,524
LOCAL COST	$ 0	$ 0

OVERVIEW OF BUDGET

DEPARTMENT: HEALTH CARE COSTS
BUDGET UNIT: AAA HCC

I. GENERAL PROGRAM STATEMENT

This budget unit represents the costs of health care related programs for the county general fund. Health care related transactions represented by this budget unit include the Disproportionate Share Hospital (DSH) Supplemental Payments Programs (SB 855, SB 1255, and Graduate Medical Education (GME)), Realignment "AB 8" match, and the county's contribution for Arrowhead Regional Medical Center debt service payments. Summary information regarding key components of this budget unit appears below.

Disproportionate Share Hospital Programs

The DSH programs were established to provide supplemental Medi-Cal payments to hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (shown in this budget unit as Other Charges) to the state. Through a matching process, the county receives back its initial contribution, which is recorded in this budget unit as Current Services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget. The level of the county's contribution is set during the year by the state. As a result, the amounts only represent estimates of the funds needed at the time the budget is prepared. In a similar fashion, the ARMC budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the Fiscal Year. The DSH program comprises two elements:

- The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses a designated percentage of its revenues to provide health care to Medi-Cal and uninsured patients.

- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital.

The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also a teaching facility/institute. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year.

Realignment and General Fund Support

General fund support and realignment funds are used to pay for the ARMC debt service lease payments, Realignment "AB 8" match and administrative costs related to this budget unit. Note: Specific details regarding the financing sources which are used to cover the county's $53.1 million annual debt service obligation for the ARMC facility are provided in the ARMC Lease Payments (EMD JPL) section of the Proposed Budget.

To qualify for receipt of Health Realignment funding from the state, the county must contribute a "match" of local funds. The matching amount is based on a formula, established through AB 8 in 1979, through which the state provided funding to preserve critical health programs in the aftermath of Proposition 13. When the Realignment program was created in 1991, funding allocations were based on the historical AB 8 formula, and local match requirements remained. The county's match requirement for 2003-04 is $4.3 million; this amount remains constant each year per the historical formula. The Realignment match funded in the Health Care Costs budget meets the County's full obligation to receive Health Realignment dollars which support

the Public Health Department and Arrowhead Regional Medical Center. For 2003-04, the county anticipates receipt of approximately $51.0 million in Health Realignment funding. Important note: The local match requirement for receipt of Mental Health Realignment funding is reflected in the operating budget for the Department of Behavioral Health.

Realignment funds support this budget as follows:

- Mental Health at 3% (which covers half of administrative costs).
- Health at 97% (which covers half of administrative costs plus debt service payments).

The amounts listed as "Operating Transfers Out" represent the county's net debt service obligation for the payment of the Arrowhead Regional Medical Center facility ($20.7 million) and the required Realignment "AB 8" match ($4.3 million) which must by law be transferred into trust before Realignment monies can be directed toward health programs.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	170,638,249	135,600,146	117,940,048	135,628,083
Total Revenue	151,094,038	117,900,146	100,240,048	120,628,083
Local Cost	19,544,211	17,700,000	17,700,000	15,000,000
Budgeted Staffing		4.0		4.0

Increased 2002-03 services and supplies expenditures reflect one-time costs to provide Health Insurance Portability and Accountability Act (HIPAA) training for county employees.

Significant variance is estimated in Other Charges ($15 million) as the county's requirement to transfer funds to participate in the Disproportionate Share Hospital programs is not determined until later in the fiscal year. Since these expenses are fully offset by an equivalent amount of revenue (recorded as current services), any variance has no impact on local cost.

Operating transfers out and realignment are lower than anticipated as a result of a higher reimbursement rate from the state.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Use of Realignment funding has been increased by approximately $2.7 million out of which $2,643,434 is related to the decrease in local cost contribution for debt service payments and $59,780 is primarily due to increases in services and supplies for expenses related to Health Insurance Portability and Accountability Act (HIPAA).

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Health Care Costs
FUND: General AAA HCC

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	404,779	408,183	25,106	-	433,289
Services and Supplies	151,690	73,063	(44)	-	73,019
Other Charges	95,000,000	110,000,000	-	-	110,000,000
Transfers	74,067	71,302	(89)	-	71,213
Total Appropriation	95,630,536	110,552,548	24,973	-	110,577,521
Operating Transfer Out	22,309,512	25,047,598	(2,700,000)	-	22,347,598
Total Requirements	117,940,048	135,600,146	(2,675,027)	-	132,925,119
Revenue					
Current Services	95,000,000	110,000,000	-	-	110,000,000
Realignment	5,240,048	7,900,146	24,973	-	7,925,119
Total Revenue	100,240,048	117,900,146	24,973	-	117,925,119
Local Cost	17,700,000	17,700,000	(2,700,000)	-	15,000,000
Budgeted Staffing		4.0			4.0

GROUP: Human Services System
DEPARTMENT: Health Care Costs
FUND: General AAA HCC

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	433,289	-	433,289	-	**433,289**	-	433,289
Services and Supplies	73,019	59,933	132,952	-	**132,952**	-	132,952
Other Charges	110,000,000	-	110,000,000		**110,000,000**	-	110,000,000
Transfers	71,213	(153)	71,060	-	**71,060**	-	71,060
Total Appropriation	110,577,521	59,780	110,637,301	-	**110,637,301**	-	110,637,301
Operating Transfer Out	22,347,598	2,643,184	24,990,782	-	**24,990,782**	-	24,990,782
Total Requirements	132,925,119	2,702,964	135,628,083	-	**135,628,083**	-	135,628,083
Revenue							
Current Services	110,000,000	-	110,000,000	-	**110,000,000**		110,000,000
Realignment	7,925,119	2,702,964	10,628,083	-	**10,628,083**	-	10,628,083
Total Revenue	117,925,119	2,702,964	120,628,083	-	**120,628,083**	-	120,628,083
Local Cost	15,000,000	-	15,000,000	-	**15,000,000**	-	15,000,000
Budgeted Staffing	4.0		4.0		**4.0**		4.0

HEALTH CARE COSTS

Base Year Adjustments

Salaries and Benefits	8,349	MOU.
	16,358	Retirement.
	399	Risk Management Workers Comp.
	25,106	
Services and Supplies	(44)	Risk Management Liabities.
Transfers	(89)	Incremental change in EHAP.
Total Appropriation	24,973	
Operating Transfers Out	(2,700,000)	Reduced local cost.
Total Requirements	(2,675,027)	
Realignment	24,973	Change in use of realignment funds to cover salaries & benefits, and services & supplies costs.
Total Revenue	24,973	
Local Cost	(2,700,000)	

Recommended Program Funded Adjustments

Services and Supplies	(782)	GASB 34 Accounting Change (EHAP).
	60,715	Expected costs increases related to Health Insurance Portability and Accountability Act.
	59,933	
Transfers	782	GASB 34 Accounting Change (EHAP).
	(935)	Decrease in costs for Human Services System Administrative support.
	(153)	
Total Appropriation	59,780	
Oper Transfers Out	2,643,184	Increased due to a reduction of local cost contribution for Arrowhead Regional Medical Center (ARMC) debt service lease payments.
Total Requirements	2,702,964	
Revenue		
Realignment	2,643,184	Increased use of realignment funds to cover ARMC debt service payments.
	59,780	Increased use of realignment funds to cover services and supplies, and transfer costs.
	2,702,964	
Total Revenue	2,702,964	
Local Cost	-	

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN SERVICES SYSTEM
ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELMI

The Human Services System (HSS) is composed of eight county departments: Behavioral Health, Public Health, Children's Services, Transitional Assistance, Aging and Adult Services, Preschool Services, Child Support Services, and Veterans Affairs; and three subdivisions: HSS Management Services, HSS Information Technology and Support, and HSS Performance Education Resource Center (PERC). Children's Services, Transitional Assistance, Adult Services, the CalWORKs-funded portion of Jobs and Employment Services, and all HSS subdivisions are included in the HSS administrative claim process. The purpose of the claim process is to provide the county with the means for determining the costs applicable to each of the numerous welfare programs. This cost determination is necessary to satisfy federal and state reporting and funding requirements, and to determine appropriate federal and state financial reimbursement to the county for each of the welfare programs. Subsistence payments and aid to indigents are either direct payments to welfare recipients or payments to organizations that provide service to the welfare recipients. The HSS Assistant County Administrator is responsible for the following budget units that encompass several HSS departments: Administrative Claim, Subsistence Payments, and Aid to Indigents.

	2003-04			
	Appropriations	**Revenue**	**Local Cost**	**Staffing**
Administrative Claim	297,664,713	286,197,963	11,466,750	3,422.7
Subsistence Payments	434,096,671	412,619,746	21,476,925	-
Aid to Indigents	1,275,123	330,986	944,137	-
TOTAL	733,036,507	699,148,695	33,887,812	3,422.7

BUDGET UNIT: ADMINISTRATIVE CLAIM (AAA DPA)

I. GENERAL PROGRAM STATEMENT

This budget unit represents the administrative claim made by the county for social services programs under applicable mandatory federal and state regulations. Included are Transitional Assistance Department (TAD), Department of Children's Services (DCS), Adult Services programs of the Department of Aging and Adult Services (DAAS), CalWORKs funded programs of the Jobs & Employment Services Department (JESD), the Performance, Education and Resource Center (PERC), and the Administrative Support functions provided by HSS Administration.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	296,649,933	331,489,425	304,955,333	297,664,713
Total Revenue	283,507,186	319,725,182	293,191,090	286,197,963
Local Cost	13,142,747	11,764,243	11,764,243	11,466,750
Budgeted Staffing		4,409.1		3,422.7
Workload Indicators				
TAD Average Monthly Caseload	170,768	172,000	183,732	197,120
DCS Referrals - Annual	63,645	62,105	63,505	63,825
DCS Average Monthly Caseload	7,945	8,642	8,345	8,642
IHSS Average Monthly Caseload	12,449	13,523	13,042	14,163
IHSS Annual Paid Hours	11,771,679	13,045,883	13,425,661	14,596,235

Allocations received from the state in September 2002 resulted in significant changes to funding levels for many programs included in this budget unit. To address the net decrease in allocations HSS implemented cost saving measures including a hiring freeze, reduction of services, supplies and equipment purchases and cuts of funding available to contractors. These cost saving measures were quantified in the Adjustments to 2002-03 Final Budget For The Human Services System Administrative Claim Budget Unit presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002. This action reduced appropriations and revenue by $20.4 million. This decrease was offset by a $2.3 million appropriation and revenue increase for IHSS Provider Payments. Budgeted staffing was reduced by 233.6 positions.

Estimates for 2002-03 reflect the projected effect of the cost saving measures that have been implemented.

- Salary and benefit estimates reflect the effect of staff attrition being experienced in the current year. Warnings of likely future staff reductions have caused many HSS staff to seek positions in other county departments or outside the county. This attrition, coupled with the hiring freeze, will result in projected year-end staffing levels 446 positions below the cuts made in the November 5, 2002 Adjustment. Because of this marked decrease in staff an additional salary savings of $7.5 million is projected.
- Services, supplies and equipment expenditure estimates reflect the expectation that, cumulatively, expenditures will remain within the appropriation levels approved in the November 5, 2002 Adjustment. Overall savings in these appropriation units are estimated to be approximately $1.0 million beyond the cuts made in the adjustment.
- Revenue is estimated to decrease commensurately with the decrease in expenditures yet will be adequate to keep this budget unit within the budgeted local cost.

The increase in TAD monthly caseload is a result of dramatic growth in Medi-Cal caseload. This growth is attributable to changes in Medi-Cal eligibility requirements, which allow more people to qualify for aid. Changes also allow clients currently receiving benefits to remain qualified for a longer period of time.

On March 11, 2003 the Board approved Item #59, Structural Reorganization and Transition of the CalWORKs Division. This item transitioned CalWORKs Welfare to Work programs administered by JESD into TAD. This action will allow TAD to consolidate and more efficiently deliver CalWORKs services to clients. Because CalWORKs funding is sufficient for the balance of 2002-03, staffing levels were not adjusted as a result of this reorganization; however, significant staffing reductions will be required in this program in 2003-04. Negative effects on service delivery that might result from further funding reductions and increased staffing costs in 2003-04 may be less severe because of economies realized from this transition.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

REQUIREMENTS

Anticipated allocation reductions (primarily in the loss of CalWORKs Incentive funds), coupled with increased staffing costs and required increases in the cost of county services, has forced HSS to implement further budgeted staffing and expenditure reductions for 2003-04. Appropriations will decrease a total of $33.8 million between budget years. Highlights of the changes are as follows:

- Overall, staffing has been reduced 986.4 budgeted positions from the 2002-03 final budget. This represents a further reduction of 752.8 positions beyond the cut of 233.6 positions made in the November 5, 2002 Adjustment. Much of this reduction has been accomplished through the attrition of current staff. Remaining necessary reductions will be made through the layoff of staff in 2003-04.
- Salary and Benefit costs have been reduced $15.7 million. This relatively small cost saving in relation to the large reduction of budgeted positions is attributable to a 16% to 20% increase in staffing costs. This increase in costs is a combination of negotiated MOU increases, salary step increases, and retirement contribution increases and worker's compensation cost increases.
- Services and supplies and central computer costs have been reduced $8.6 million, despite a $1.1 million increase in COWCAP charges.
- Other charges for services to clients will decrease $1.1 million. Costs of providing supportive services to clients have been reduced $9.6 million. These cuts are offset by a required increase of $8.5 million for IHSS provider payments.
- Equipment costs have been reduced $4.3 million. No photocopiers or vehicles will be purchased in 2003-04. Payments for a large lease/purchase made in 1999-2000 ended in 2002-03.
- Transfers to reimburse other county departments for services provided have been reduced $1.3 million.
- Reimbursements from other county departments for services provided by HSS have been increased $0.7 million. This reflects the increase in support provided by HSS Administrative Support Division and HSS Information and Technology Support Division to other county departments.
- Operating transfers out decreased $2.1 million. This is the net result of the completion of the transfer of $3.7 million to the Capital Improvement Projects budget for the Juvenile Court Dependency building project, the addition of $0.5 million for the local cost requirement of the IHSS Public Authority and the addition of $1.0 million to provide medical benefits to IHSS providers as negotiated and approved by the Board.

REVENUE

Available federal and state revenue will decline $39.0 million from 2002-03 levels. This is primarily a result of the loss of CalWORKs funding. Significant revenue changes between budget years are as follows:

- It is estimated that TAD programs will experience an overall loss of $39.3 million in state and federal revenue. This is a result of the loss of $21.8 million in CalWORKs Incentive funding, $12.2 million in other CalWORKs funding, $1.2 million in Food Stamp Administration funding, $6.0 million in Medi-Cal Administration funding and an increase of $1.9 million in funding for various other programs.
- It is estimated that DCS programs will experience an increase of $0.1 million.
- It is estimated that DAAS programs will experience an increase of $0.2 million.

LOCAL COST

All HSS programs are state and/or federal mandates and the county share of funding is either mandated as a percentage of total program costs or as maintenance of effort. County share is comprised of a combination of local funding sources and revenue from the Social Services Sales Tax Trust. The Social Services Sales Tax Trust was created during the State Tax Realignment process to offset local cost and is limited to use for designated social services programs.

In aggregate the HSS Administrative Claim Budget Unit requires a net additional county share of cost of $6,323,781. No additional General Fund Local Cost will be required next year, as this amount will be provided from the Social Services Sales Tax Trust. Changes to local funding requirements are as follows:

- TAD programs will require $0.4 million less county share. Despite the $39.3 million loss of revenue only a very small amount of county share will be saved because most TAD programs require a fixed MOE as county share. Anticipated revenue from various small programs is expected to reduce local cost $0.4 million.
- DCS programs will require $0.7 million more county share. This increase is primarily a result of a decrease in the federal sharing ratio. A decrease in federal revenue requires additional county share to sustain program allocations at present levels.
- DAAS-IHSS Administration will require $0.6 million less county share. A local share overmatch budgeted in 2002-03 to meet projected expenditures above allocation levels is no longer necessary.
- DAAS-Aging programs will require $0.1 million more county share because of a required local share for a new program, Title IIIE-Family Caregiver Program.
- DAAS-IHSS provider payments will require $10.1 million more local funding. This increase is due to negotiated wage increases and medical benefits approved by the Board and an increase in caseload and paid hours for services provided to clients.
- $3.6 million less local funding will be required because all HSS obligations relating to the construction of a new Juvenile Dependency Court facility will be satisfied in 2002-03.

The need for additional revenue from the Social Services Sales Tax Trust is driven by the increase in county share of cost for programs as outlined above and the practice of financing all local share increases and local financing decreases with revenue from the Social Services Sales Tax Trust. Total additional revenue required from the Trust is $6.1 million. This represents the net effect of increased local share and local funding lost as a result of the 4% and 30% spend-down plans.

Due to declining sales tax revenues, and the fact that growth will now occur on a lower base amount, it will soon be impossible for Realignment to continue to fund all of the additional costs associated with mandated HSS programs. The draw on the Social Services Sales Tax Trust has begun to increase rapidly and is projected to continue to increase at a pace that will soon surpass receipts. When this occurs (perhaps as early as 2004-05), local county general fund dollars will then be required to pay for any mandated HSS program costs that cannot be covered by the Social Services Sales Tax Trust.

Departments included in the Administrative Claim budget unit are summarized as follows:

FUNDING BY PROGRAM

Included in the Administrative Claim

Transitional Assistance Department	Appropriation	Revenue	Local Share	Staffing
CalWorks - Eligibility	35,137,816	29,058,958	6,078,858	457.0
Food Stamps	28,890,872	25,029,741	3,861,131	376.0
CalWorks - Welfare to Work	37,182,589	37,182,589	-	407.0
Medi-Cal	35,286,789	35,286,789	-	459.0
Foster Care Administration	4,715,480	4,008,158	707,322	61.0
Child Care Administration	15,939,372	15,926,219	13,153	207.0
CalWorks - Mental Health	4,714,587	4,714,587	-	-
Cal-Learn	2,061,519	2,061,519	-	27.0
C-IV Consortium Funding	2,071,747	2,071,747	-	19.0
CalWorks - Incentive Funds	-	-	-	-
General Relief Administration	513,410	-	513,410	6.7
Other Programs	3,179,466	3,797,355	(617,889)	-
Total	**169,693,647**	**159,137,662**	**10,555,985**	**2,019.7**

Department of Children's Services	Appropriation	Revenue	Local Share	Staffing
Child Welfare Services	68,948,613	59,338,891	9,609,722	816.0
Promoting Safe and Stable Families	2,535,332	2,535,332		-
Foster Training and Recruitment	228,500	228,500		3.0
Licensing	1,109,541	1,109,541		-
Support and Therapeutic Options Program	863,757	604,630	259,127	-
Adoptions	3,040,218	3,040,218		36.0
ILP	2,230,076	2,230,076		4.0
Other Programs	1,883,810	1,778,822	104,988	4.0
Total	**80,839,847**	**70,866,010**	**9,973,837**	**863.0**

Aging and Adult Services	Appropriation	Revenue	Local Share	Staffing
In-Home Supportive Services	10,950,411	9,460,377	1,490,034	127.3
Adult Protective Services	4,510,171	4,286,274	223,897	52.4
IHSS Provider Payments	28,867,668	-	28,867,668	-
IHSS Provider Benefits	1,000,000	-	1,000,000	-
Contribution to Aging	420,906	-	420,906	-
IHSS PA	498,432	-	498,432	-
Other Programs	-	-	-	-
Total	**46,247,588**	**13,746,651**	**32,500,937**	**179.7**

Administration				Staffing
				360.3

Non Revenue Generating Costs	Appropriation	Revenue	Local Share	Staffing
PERC Training Expense	150,000	-	150,000	
PERC Ethics Training	195,000	-	195,000	
LLUMC - Child Assess Center	140,000	-	140,000	
Other	398,631	-	398,631	
Total	**883,631**	-	**883,631**	-
Total Local Share			**53,914,390**	
Social Services Realignment		**42,447,640**	**(42,447,640)**	
Grand Total Administrative Budget	**297,664,713**	**286,197,963**	**11,466,750**	**3,422.7**

This proposed budget was developed based on estimated funding allocations. Actual allocations will not be known until the state budget process is complete. Any necessary adjustments will be submitted to the Board of Supervisors as a mid-year adjustment to the 2003-04 Final Budget.

Changes to the Administrative budget by department are discussed as follows:

TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)

General Program Statement

TAD is responsible for the administration of the financial support programs that assist the needy with basic services. The primary services provided include: Transitional Assistance to Needy Families (TANF), food stamps, Medi-Cal, child care, general assistance and the CalWORKs – Welfare To Work Program. CalWORKs – Welfare To Work assists qualified participants by providing remedial and/or basic education, vocational or on-the-job training to prepare participants to enter the job market. Participants receive supplemental funding for ancillary, childcare, and transportation costs during their active participation in the program. Failure to comply with program requirements results in loss or reduction of the participants' TANF subsistence payments.

All programs are funded by a combination of federal, state, and county dollars, with the exception of the general assistance program, which is funded solely by the county. The goals of the Transitional Assistance Department are to meet the basic needs of families and individuals while working with them to attain self-sufficiency, and to promote work and personal responsibility.

Staffing Changes

TAD staffing changes necessitate a reduction of 449.1 budgeted positions, which includes the following:

- Reduction of 166.5 various budgeted staff of which 7.5 are supervisory budgeted positions. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 17.5 budgeted temporary Public Service Employees (PSE) hired to work with the Welfare Data Tracking Information Program (WDTIP), which was completed in October 2002.
- Reduction of 36.0 budgeted temporary Public Service Employees hired as Spanish translators.
- Reduction of 88.6 budgeted clerical staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.
- Reduction of 136.5 budgeted casework staff of which 25.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 4.0 budgeted administrative support staff of which 2.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

Welfare to Work staffing changes necessitate a reduction of 262.0 budgeted positions, which includes the following:

- Reduction of 9.5 various budgeted staff. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 8.5 budgeted temporary JTPA – Summer Youth Aide positions transferred to SAC JOB.
- Reduction of 3.0 budgeted temporary Public Service Employees.
- Reduction of 51.0 budgeted clerical staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 175.0 budgeted casework staff of which 20.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 15.0 budgeted administrative support staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

The proposed budget includes a $1.2 million increase in salary reimbursements from the Department of Behavioral Health (DBH) that allows for the retention of 28.0 positions. A new Memorandum of Understanding (MOU) between TAD and DBH had been created that calls for 28.0 HSS positions to be place in DBH clinics, costs of which would have been fully reimbursed by DBH. However, because of additional fiscal limitations now anticipated at DBH next year, the department has indicated that it intends to scale down the original MOU and proceed with a modified MOU for 12.0 positions valued at $583,000. Any necessary budget adjustments resulting from the revised MOU will be reflected in the 2003-04 HSS mid-year budget adjustment.

Program Changes

Anticipated decrease in availability of CalWORKs funding and increased staff costs necessitates the reduction of staffing levels, services and supplies and some supportive services provided to participants. The net decrease of $40.3 million results in a small savings to local cost because allocations for TAD programs require a set local share Maintenance of Effort (MOE) that does not change as allocations change.

DEPARTMENT OF CHILDREN'S SERVICES (DCS)

General Program Statement

DCS is a collection of programs aimed at reducing the occurrence of child abuse and neglect in San Bernardino County. The primary goal of these programs is maintaining families whenever possible. When not possible, the secondary goal is to provide the best permanent plan for the child removed from his or her caretaker.

To accomplish the mission of **DCS**, a wide variety of services are offered. Child Protective Services is the program with the highest visibility, with the goal of prevention of abuse to minors and the protection of those abused. Adoptions, family preservation, family support, and foster home licensing are the primary support programs to Child Protective Services.

Staffing Changes

DCS staffing changes necessitate a net reduction of 58.0 budgeted positions, which includes the following:

- Addition of 21.5 various budgeted staff. These positions were added in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 18.0 budgeted temporary Public Service Employees.
- Reduction of 12.0 budgeted clerical staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.
- Reduction of 30.0 budgeted casework staff of which 4.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 19.5 budgeted administrative support staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.

Program Changes

Late in 2002-03 the federal participation rate for Child Welfare Services funding decreased from 78% to 76% requiring a local cost increase of $728,689. Increased staff costs and stagnation in Child Welfare Services funding necessitates the reduction of staffing levels, services and supplies and some supportive services provided to participants.

DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)

General Program Statement

The **Department of Aging and Adult Services** (DAAS) serves as the area agency on aging for this county under the provisions of federal law, which makes funds available to senior citizen programs. Area agencies on aging provide leadership for defining objectives, establishing priorities, and developing a system to deliver services to older people. DAAS has a separate consolidated budget for the state and federally funded aging programs, which is presented in its own section under Aging Programs. DAAS is also responsible for the In-Home Supportive Services (IHSS) and the Adult Protective Services (APS) programs, which are both budgeted in the Human Services System Administrative Claim budget.

The IHSS program provides personal and domestic services for aged, disabled and blind persons enabling them to remain in their own homes rather than being placed in institutions. The program is operated by the use of the individual provider mode, which is paid directly to the provider by the state. The state then invoices the county for its portion of the individual provider costs. In addition, the county incurs expenses for supervision and administration of the program. These expenses are reflected in the HSS Administrative Claim budget unit. The federal share represents Medicaid dollars made available through participation in the Personal Care Services Program (PCSP).

The APS program investigates and resolves reports on elder and dependent adult abuse. The program provides a wide variety of services in resolving and preventing exploitation or neglect. The services include the investigation of issues, developing a service plan, counseling, referring to other community resources including the IHSS program, monitoring the progress of the client, and following up with the client.

Staffing Changes

DAAS staffing changes necessitate a reduction of 61.3 budgeted positions, which includes the following:

- Reduction of 3.4 various budgeted staff. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 18.4 budgeted clerical staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 28.0 budgeted casework staff of which 3.7 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 11.5 budgeted administrative support staff of which 2.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

Program Changes

Increased staff costs and stagnation of Adult Services funding necessitates the reduction of staffing levels and services and supplies expenditures.

IHSS - Individual Provider costs. This program is essentially an entitlement program that provides personal and domestic services for aged, blind and disabled persons, enabling them to remain in their homes rather than be institutionalized. In 2002-03 the IHSS providers unionized and successfully negotiated a 19.5% wage increase along with Board agreement to contribute a capped local share for provider medical benefits. Additionally, caseload growth in 2003-04 is expected to increase 11.8% over 2002-03. Local funding is required for the county share of the IHSS Individual Provider costs and the operating costs of the IHSS Public Authority. An additional $10.1 million of local funding is necessary due to projected caseload growth in 2003-04 and the effects of the negotiated increase to staff costs.

Aging Programs – A temporary one-time shift of additional local county cost in the amount of $974,137 was required to offset the estimated local cost need of Aging Programs in 2002-03. Realignment of staff, stagnation of funding streams and the need to fund service contracts at current levels contributed to the need for local funding to supplement traditional funding. Local funding was shifted from the HSS Administrative Claim budget and was replaced by revenue from the Social Services Sales Tax Trust. This $974,137 in local funding will return to the HSS Administrative Claim budget in 2003-04. This increase in local funding is more than offset by local funding reductions due to the County's 4% and 30% reduction plans.

Historically, local cost has been given to the Aging budget through the HSS Administrative Claim budget to fund local match requirements in several Aging programs (Senior Employment, Supportive Services, Ombudsman, and Nutrition programs). In 2003-04, local cost budgeted in this budget unit will fund the following Aging programs:

Senior Employment Program	Local Share Match	36,000
Title III/VII Programs (Supportive Services Ombudsman, Nutrition)	Local Share Match	119,000
Title IIIE Family Caregiver Program	Local Share Match	117,906
Nutrition Program	Additional Local Share	148,000
	Total	420,906

ADMINISTRATION AND SUPPORT DIVISIONS

General Program Statement

HSS Administration and Support Divisions provide general administrative oversight and support functions to all departments included in the Administrative Claim. Support services are also provided to other HSS departments for purposes of continuity and economy of scale. Such services include budget analysis and coordination, facilities support, contract services support, agenda item coordination, special projects, auditing services, information technology and support, training, program legislation and research, and personnel services. Costs for these divisions are allocated to departments included in the HSS Administrative Claim budget and/or charged directly to departments not included.

Staffing Changes

HSS Administration staffing changes necessitate a net reduction of 156.0 budgeted positions, which includes the following:

- Reduction of 75.7 various budgeted staff of which 12.0 are supervisory budgeted positions. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- **Administrative Services Division** – reduction of 21.0 budgeted positions of which 2.0 are supervisory budgeted positions.
- **Auditing Division** – reduction of 4.5 budgeted positions.
- **Information Technology and Support Division** – net increase of 8.5 budgeted positions. This includes a transfer of 6.0 budgeted positions for the C-IV automation project that is now cost centered in ITSD (100% reimbursed by CIV State funding). Five budgeted positions have been added to provide programming support to HSS departments that was previously provided by ISD. One budgeted position has transferred from the SAC JOB budget unit to support the recent transfer of JESD staff. A reduction of 3.5 various budgeted positions due to funding reductions.
- **Performance Education Resource Center (PERC)** – reduction of 1.0 budgeted position. This reflects the removal of a PSE position.
- **Program Development Unit –** reduction of 2.5 budgeted positions.
- **Legislation and Research Division** – reduction of 0.8 budgeted position.
- **Program Integrity Division –** reduction of 51.0 budgeted positions of which 7.0 are supervisory budgeted positions.
- **HSS Personnel –** reduction of 5.5 budgeted positions.
- **Administration** – reduction of 2.5 budgeted positions.

Program Changes

Increased staff costs and the net reduction of social services funding necessitates the reduction of staffing levels, services and supplies and equipment expenditures.

In 2003-04 PERC will be performing additional training that will generate an estimated $335,000 in additional revenue. Courses include the HIPPA training program, sexual harassment training, training for the City of San Bernardino, Organizational Culture Survey and staff delivered computer courses.

IV. VACANT POSITION IMPACT

HSS has reduced its budgeted staffing by almost 1,000 budgeted positions, or 22.4%, from the 2002-03 final budget. Budgeted staffing went from 4,409.1 in 2002-03 to 3,422.7 for 2003-04, a reduction of 986.4 budgeted positions.

Of the 3,422.7 budgeted positions, HSS has a total of only 41.5 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	20.0	Slated for Deletion
Vacant Budgeted In Recruitment	21.5	Retain
Total Vacant	41.5	

Vacant Position Restoration Request:

HSS has submitted policy items for the restoration of 20.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, 2, 3, 4 and 5, which would restore 20.0 vacant budgeted positions. The restoration is being recommended for the following reasons:

1. Twelve vacant budgeted positions are needed to correct under fill situations. These classifications work in various programs in HSS. The incumbents were budgeted at the correct salary/benefit range but are currently under filling higher-level positions.
2. Three vacant budgeted positions are needed to transition currently filled positions from the Jobs and Employment Services Department as a result of the reorganization of CalWORKs Employment Services employees under the Transitional Assistance Department.
3. Two vacant budgeted positions are for reclassification of positions that have been approved by HR to reflect changes in job duties.
4. Two vacant budgeted positions are for the Performance and Education Resource Center. The Media Tech Specialist position is essential in developing numerous communication and public relations tools including the HSS Pocket Guide and HSS Annual Report, as well as providing support on marketing and informational campaigns and materials. The Clerk IV position oversees the day-to-day administrative support functions and provides other high-level clerical support functions for PERC.
6. One vacant budgeted position is needed for the HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the CAO's office.

These positions are funded by revenue from state and federal sources and by revenue from the Social Services Sales Tax Trust. No local cost savings would be achieved if these positions were eliminated.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Various Programs	12.0 $0 No Local Cost	Positions needed to correct underfill situations (3.0 HSS Program Specialists, 2.0 Automated Systems Analyst, 1.0 Clerk III, 1.0 Eligibility Worker Supervisor, 1.0 Fiscal Clerk III, 1.0 Secretary, 1.0 Social Worker II, 1.0 Staff Analyst II, and 1.0 Supervising Fiscal Clerk I).
x	2	Welfare to Work	3.0 $206,238 Revenue Supported	Positions that are needed to transition currently filled positions from the Jobs and Employment Services Department as a result of the reorganization of CalWORKs (1.0 Automated Systems Analyst, 1.0 Staff Analyst II, and 1.0 Supervising Automated Systems Analyst).
x	3	Child Welfare Services and HSS Administration	2.0 $18,686 Revenue Supported	These vacant budgeted positions are for reclassification of positions to reflect changes in job duties (1.0 Administrative Analyst and 1.0 Program Specialist).
x	4	Performance and Education Resource Center	2.0 $116,150 Revenue Supported	These positions develop numerous communication and public relations tools as well as providing support on marketing and informational campaigns and materials (1.0 Media Specialist and 1.0 Clerk IV).
x	5	HSS Admin.	1.0 $156,874 Revenue Supported	HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the County Administrative Office.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

The following chart provides an overview of the funding sources and local share requirements for the programs that are budgeted in the HSS Administrative Claim budget.

FUNDING BY PROGRAM
REVENUE SOURCE AND LOCAL COST BREAKDOWN

Included in the Administrative Claim

	Appropriation	Revenue					Local Cost	
		Federal	% Federal	State	% State	Total Federal/State	Local Share	% Local Cost
Transitional Assistance Department								
Food Stamps	28,890,871	14,917,936	52%	10,111,805	35%	25,029,741	**3,861,130**	13%
Single Allocation								
CalWorks - Eligibility	35,137,816	20,330,875	58%	8,728,082	25%	29,058,957	**6,078,859**	17%
CalWorks - Mental Health	4,714,587	-	-	4,714,587	100%	4,714,587	-	-
CalWorks - Cal-Learn	2,061,519	1,030,760	50%	1,030,760	50%	2,061,519	-	-
CalWorks - Welfare to Work	37,182,589	37,182,589	100%	-	-	37,182,589	-	-
CalWorks - Child Care Admin - Stage	6,613,401	6,613,401	100%	-	-	6,613,401		
Total Single Allocation	85,709,912	65,157,625		14,473,429		79,631,053	6,078,859	
Medi-Cal	35,286,789	17,643,395	50%	17,643,395	50%	35,286,789	-	-
Foster Care Administration	4,715,481	2,488,989	53%	1,519,169	32%	4,008,158	707,323	15%
Child Care Administration								
Stage 2	6,112,786	4,571,298		1,541,488		6,112,786		
Stage 3	2,721,818	954,507		1,767,311		2,721,818		
CPS - GAPP	125,594	-		112,441		112,441	13,153	
Federal Block Grant - FAPP	365,773	365,773		-		365,773		
C-IV Consortium Funding	2,071,747	-	-	2,071,747	100%	2,071,747	-	-
CalWorks - Incentive Funds	-	-		-		-	-	-
General Relief Administration	513,410	-	-	-	-	-	513,410	100%
Food Stamp Employment Training	841,500	619,389	74%	-	0%	619,389	222,111	26%
Other	2,337,966	306,463	13%	62,560	3%	369,023	1,968,943	84%
Total	**169,693,647**	**107,025,375**		**49,303,345**		**156,328,720**	**13,364,929**	
Department of Children's Services								
Child Welfare Services - Basic	62,344,385	30,730,131	49%	21,512,932	35%	52,243,063	10,101,322	16%
Child Welfare Services - Augmentatio	6,604,228	3,243,582	49%	3,360,646	51%	6,604,228	-	-
CWS Total	**68,948,613**	**33,973,713**		**24,873,578**		**58,847,291**	**10,101,322**	
Promoting Safe and Stable Families	2,535,332	2,535,332	100%	-	-	2,535,332	-	-
Foster Training and Recruitment	228,500	145,089	63%	83,411	37%	228,500	-	-
Licensing	1,109,541	475,046	43%	634,495	57%	1,109,541	-	-
Support and Therapeutic Options Prog	863,757	-	-	604,630	70%	604,630	259,127	30%
Adoptions	3,040,218	1,467,851	48%	1,572,367	52%	3,040,218	-	-
ILP	2,230,076	2,230,076	100%	-	0%	2,230,076	-	-
Other Programs	1,883,810	764,138	41%	1,014,684	54%	1,778,822	104,988	6%
Total	**80,839,847**	**41,591,245**		**28,783,165**		**70,374,410**	**10,465,437**	
Aging and Adult Services								
In-Home Supportive Services	10,950,411	5,975,732	55%	3,484,645	32%	9,460,377	1,490,034	14%
Adult Protective Services	4,510,171	1,686,051	37%	2,600,223	58%	4,286,274	223,897	5%
IHSS Provider Payments Local Match	28,867,668	-		-		-	28,867,668	100%
IHSS Provider Benefits Local Match	1,000,000	-		-		-	1,000,000	100%
IHSS PA Local Cost Match	498,432	-		-		-	498,432	100%
Contibution to Aging Programs	420,906	-	-	-	-	-	420,906	100%
Other Programs	-	-		-		-	-	-
Total	**46,247,588**	**7,661,782**		**6,084,868**		**13,746,651**	**32,500,937**	
Non Revenue Generating Costs								
PERC Training Expense	150,000	-	-	-	-	-	150,000	100%
PERC Ethics Training	195,000	-	-	-	-	-	195,000	100%
LLUMC - Child Assess Center	140,000	-	-	-	-	-	140,000	100%
Other	398,631	-	-	-	-	-	398,631	100%
Total	**883,631**	**-**		**-**		**-**	**883,631**	
OTHER REVENUES REDUCING LOCAL COST							**(3,300,544)**	
Total Administrative Budget	**297,664,713**	**156,278,402**	**53%**	**84,171,378**	**28%**	**240,449,781**	**53,914,390**	**18%**
SOCIAL SERVICES REALIGNMENT							**42,447,640**	
							11,466,750	**Local Cost**

This is the fixed County MOE for the CalWorks Single Allocation which is split between Eligibility and Food Stamps. $9,939,989

Remainder of Single Allocation for Stage 1 Childcare is $44,089,340 (provider payments) and is accounted for in AAA ETP budget.

All childcare totals are for administration only. The remainder of these allocations are budgeted within the AAA ETP budget.

This is the fixed County MOE for Childcare Administration. $13,153

Augmentation Funds shall be expressly used for Emergency Response, Family Maintenance, and Permanent Placement components of CWS and shall not be used to supplant existing CWS funds. These funds will be available only by exhausting the total CWS Basic allocation. Failure to fully expend budgeted funds would result in reduction of this allocation. There is no County Match.

This is the fixed County MOE for Adult Protective Services Administration. $223,897

IHSS Provider Payments - State pays providers and the county is only billed for its local share of costs.

IHSS medical benefits local match of $1,000,000.

This total includes $80,000 for Out Stationed Eligibilty Workers, 200,000 for Fraud Colloection, 485,000 for PERC revenue collected, 20,000 from Sherriff for children assesment, 55,000 from State for other C-IV employees, and 125,000 in a grant from the Robert Wood Johnson Foundation, 1,846,944 from the San Bernardino County Coalition for Quality Child Care, 120,000 for Child Development Grant, 89,000 from CAPIT, 40,000 reimbursement for medical exams for children, 30,000 sales, 80,000 fees, 44,000 Healthy Start and 88,600 for the Drug Endangered Children Grant

Local cost is used to leverage Federal and State dollars. The following table demonstrates how further reductions in local cost would result in large losses in Federal and State funding, severely impacting departments' abilities to administer mandated programs.

REVENUE SOURCE/LOCAL COST SUMMARY

	PROGRAM BUDGET			COUNTY SHARE				
Program/Allocation	**Program Costs**	**Federal and State Revenue**	**County Share**	**County Local Cost**	**Realignment**	**Loss of Funding if County share reduced by $1**	**Loss of Funding if County share reduced by 10%**	**Comments**
HSS Administrative Budget								
Hard Match Programs								
CalWORKs & Food Stamp Administration	114,068,592	104,128,603	9,939,989	5,242,756	4,697,233	113,433,012	113,433,012	Fixed Local Funding Maintenance of Effort. Must spend MOE or lose $113 million in funding
Adult Protective Svcs Administration	4,510,171	4,286,274	223,897	118,679	105,218	4,286,274	4,286,274	Fixed Local Funding Maintenance of Effort. Must spend MOE or lose $4.3 million in funding
General Relief Administration	513,410	-	513,410	513,410	-	-		All County Share
Percentage Based Mandates								
Medi-Cal Admin	35,818,980	35,818,980	-		-	-		No County Share unless allocation is overspent
Other TAD Programs	19,292,665	19,190,079	102,586	-	102,586	20	2,068,857	Foster Care Admin, FSET, Kin-Gap Admin, C-IV Local Match is approximately 5%
Child Welfare Svcs Admin	68,964,986	59,250,276	9,714,710	5,591,905	4,122,805	6,604,228	7,566,244	$6.67 million augmentation to allocation is available only after base allocation is exhausted and 15% local share is met.
Supportive Therapy Option Program - DCS	863,757	604,630	259,127	-	259,127	4	166,582	30% Local Match required
Other DCS Allocations	11,011,104	11,011,104	-	-		-		Adoptions, ILP, Group Home, Foster Parent Trng
IHSS Administration	10,950,411	9,460,377	1,490,034	-	1,490,034	7	425,724	14% Local Match required
IHSS Provider Payments & PA	141,816,304 *	111,450,204	30,366,100	-	30,366,100			22% Local Match required. State mandated and caseload driven. It is not possible to reduce County share in this program without reducing caseloads.
Discretionary Costs								
Non-Revenue Generating Costs	1,304,537	-	1,304,537	-	1,304,537	-		
Subtotal	409,114,917	355,200,527	53,914,390	11,466,750	42,447,640	124,323,545	127,946,693	

*Only IHSS local share is budgeted in HSS Administrative budget. To reconcile total HSS program costs to budgeted costs, reduce program costs by IHSS Provider payments Federal/State revenue.

Total program costs	409,114,917
IHSS Provider pmts Federal/State revenue	111,450,204
Total HSS Administrative budget	297,664,713

GROUP: Human Services System
DEPARTMENT: HSS Administration
FUND: General AAA DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Salaries and Benefits	186,894,391	204,475,524	(8,182,587)	-	196,292,937
Services and Supplies	35,552,034	38,577,490	(6,320,214)	-	32,257,276
Central Computer	3,597,860	3,597,860	(786,964)	-	2,810,896
Other Charges	42,607,535	45,372,304	1,406,352	-	46,778,656
Equipment	1,981,784	4,732,727	-	-	4,732,727
Transfers	31,792,698	32,464,384	(4,207,793)	-	28,256,591
Total Exp Authority	302,426,302	329,220,289	(18,091,206)	-	311,129,083
Reimbursements	(1,158,834)	(1,369,157)	-	-	(1,369,157)
Total Appropriation	301,267,468	327,851,132	(18,091,206)	-	309,759,926
Operating Transfers Out	3,687,865	3,638,293	-	-	3,638,293
Total Requirements	304,955,333	331,489,425	(18,091,206)	-	313,398,219
Revenue					
Fines & Forfeitures	9,753	-	-	-	-
Taxes	-	-	-	-	-
Currrent Services	572,425	449,000	-	-	449,000
State, Fed or Gov't Aid	292,144,730	318,951,182	(17,793,713)	-	301,157,469
Other Revenue	415,547	295,000	-	-	295,000
Other Financing Sources	48,635	30,000	-	-	30,000
Total Revenue	293,191,090	319,725,182	(17,793,713)	-	301,931,469
Local Cost	11,764,243	11,764,243	(297,493)	-	11,466,750
Budgeted Staffing		4,409.1	(233.6)		4,175.5

GROUP: Human Services System
DEPARTMENT: HSS Administration
FUND: General AAA DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	196,292,937	(7,516,803)	188,776,134	(497,948)	188,278,186	497,948	188,776,134
Services and Supplies	32,257,276	(1,499,268)	30,758,008	-	30,758,008	-	30,758,008
Central Computer	2,810,896	-	2,810,896	-	2,810,896	-	2,810,896
Other Charges	46,778,656	(2,488,998)	44,289,658	-	44,289,658	-	44,289,658
Equipment	4,732,727	(4,346,518)	386,209	-	386,209	-	386,209
Transfers	28,256,591	2,919,627	31,176,218	-	31,176,218	-	31,176,218
Total Exp Authority	311,129,083	(12,931,960)	298,197,123	(497,948)	297,699,175	497,948	298,197,123
Reimbursements	(1,369,157)	(661,685)	(2,030,842)	-	-	-	-
Total Appropriation	309,759,926	(13,593,645)	296,166,281	(497,948)	295,668,333	497,948	296,166,281
Operating Transfers Out	3,638,293	(2,139,861)	1,498,432	-	1,498,432	-	1,498,432
Total Requirements	313,398,219	(15,733,506)	297,664,713	(497,948)	297,166,765	497,948	297,664,713
Revenue							
Fines & Forfeitures	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-
Current Services	449,000	3,600	452,600	-	452,600	-	452,600
State, Fed or Gov't Aid	301,157,469	(17,996,050)	283,161,419	(497,948)	282,663,471	497,948	283,161,419
Other Revenue	295,000	2,258,944	2,553,944	-	2,553,944	-	2,553,944
Other Financing Sources	30,000	-	30,000	-	30,000	-	30,000
Total Revenue	301,931,469	(15,733,506)	286,197,963	(497,948)	285,700,015	497,948	286,197,963
Local Cost	11,466,750	-	11,466,750	-	11,466,750	-	11,466,750
Budgeted Staffing	4,175.5	(752.8)	3,422.7	(20.0)	3,402.7	20.0	3,422.7

Base Year Adjustments

Salaries and Benefits	5,654,716	MOU increase.
	10,512,142	Retirement increase.
	816,984	Risk management workers comp increase.
	(15,000,000)	Full year funding reduction.
	(10,166,429)	Approved by the Board on November 5, 2002 - mid-year adjustment to final budget.
	(8,182,587)	
Services and Supplies	(123,362)	Risk management liability reduction.
	42,000	PERC training cost increase.
	(6,238,852)	Approved by the Board on November 5, 2002 - mid-year adjustment to final budget.
	(6,320,214)	
Central Computer	(786,964)	
Other Charges	(2,100,000)	Full year funding reduction.
	5,063,024	Full year funding increase - IHSS provider payments. Approved by the Board on January 14, 2003.
	2,300,000	Increase in IHSS provider payments - approved by the board on November 5, 2002 - mid-year adjustment to final budget.
	(2,346,000)	Reduction in JESD program contracts. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget.
	(1,164,066)	Reduction in FSET allocation. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget.
	(346,606)	Various other charges reduction. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget.
	1,406,352	
Transfers	(4,000,000)	Full year funding reduction.
	(112,016)	Approved by the Board on November 5, 2002 - mid-year adjustment to final budget.
	(95,777)	EHAP reduction.
	(4,207,793)	
Total Requirements	(18,091,206)	
	(21,518,370)	Total reduction in revenue.
	3,724,657	Additional realignment needed as result of 4% and 30% spend down plans.
Total Revenue	(17,793,713)	
Local Cost	(297,493)	

Recommended Program Funded Adjustments

	Totals	
Salaries and Benefits		
Total TAD	(2,831,861)	Net change to Transitional Assistance Department.
Total JESD	(2,524,430)	Net change to Jobs and Employment Services Department.
Total DCS	(794,821)	Net change to Department of Childrens Services.
Total DAAS	(575,870)	Net change to Department of Aging and Adult Services.
Total Admin	(789,822)	Net change to HSS Administrative Divisions.
	(7,516,803)	
Services and Supplies	(172,872)	Reduction in commmunication network systems.
	(100,450)	Reduction in computer software purchases.
	(532,000)	Reduction in computer hardware purchases.
	(100,000)	Reduction in office expenses.
	(100,000)	Reduction in printing services.
	(202,832)	Reduction in temporary help services.
	1,110,104	Increase in COWCAP rate.
	614,355	Increase in distributed data processing equipment.
	137,348	Increase in professional services.
	(750,000)	Reduction in systems development charges.
	(585,000)	Reduction in maintenance of equipment.
	(277,450)	Reduction in maintenance of structures.
	(540,471)	Overall reduction in other services and supplies.
	(1,499,268)	
Other Charges	(400,000)	Reduction in employment services - transportation.
	(454,000)	Reduction in employment services - program contracts.
	(1,181,855)	Reduction in Childrens Services - program contracts.
	(635,936)	Reduction in CalWORKS incentive contracts.
	(1,000,000)	IHSS provider health insurance to be reported in transfers - 5030.
	(498,432)	IHSS PA local cost match to be reported in transfers - 5030.
	2,690,476	Increase in IHSS provider payements.
	(1,009,251)	Overall reduction in other charges.
	(2,488,998)	
Equipment	(878,000)	Reduction in equipment purchases over $5,000.
	(1,833,385)	Reduction in vehicle purchases.
	(1,635,133)	Reduction in leased equipment purchases.
	(4,346,518)	
Transfers	2,919,627	Increase due to TAD MOU with SAC JOB and EHAP charges moving from the 200 series.
Reimbursements	(661,685)	Increase in HSS Admin. staff performing non-welfare support functions.
Total Appropriation	(13,593,645)	
Operating Transfers Out	(3,638,293)	End of funding for Juvenile Dependency Court Building.
	1,000,000	IHSS provider health insurance to be reported in transfers - 5030.
	498,432	IHSS PA local cost match to be reported in transfers - 5030.
	(2,139,861)	
Total Requirements	(15,733,506)	
Revenue		
Current Services	3,600	Increase in health services grant.
State, Fed or Gov't Aid	(17,996,050)	Decrease due to reduction in program costs resulting from decreased allocations.
Other Revenue	2,258,944	Increase due to San Bernardino County Coalition for Quality Childcare Grant.
Total Revenue	(15,733,506)	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment	20	20.0	497,948	497,948	-
Vacant Budgeted in Recruitment - Retain	22	21.5	1,473,548	1,473,548	-
Total Vacant	42	41.5	1,971,496	1,971,496	-
Recommended Restoration of Vacant Deleted	20	20.0	497,948	497,948	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Automated Systems Analyst I	13837	(1.0)	-	-	-
Automated Systems Analyst I	N0000375	(1.0)	(67,238)	(67,238)	-
Automated Systems Analyst I	72389	(1.0)	-	-	-
Clerk III	2974	(1.0)	-	-	-
Clerk IV	76707	(1.0)	(47,418)	(47,418)	-
Eligibility Worker Supervisor I	13699	(1.0)	-	-	-
Fiscal Clerk III	74709	(1.0)	-	-	-
HSS Program Specialist I	N0000478	(1.0)	(5,218)	(5,218)	-
HSS Program Specialist I	16694	(1.0)	-	-	-
HSS Program Specialist II	74141	(1.0)	-	-	-
HSS Program Specialist II	7923	(1.0)	-	-	-
Media Specialist	12152	(1.0)	(68,732)	(68,732)	-
Secretary I	7707	(1.0)	-	-	-
Social Worker II	18003	(1.0)	-	-	-
Staff Analyst II	8193	(1.0)	(70,303)	(70,303)	-
Staff Analyst II	72418	(1.0)	-	-	-
Supv Fiscal Clerk I	16568	(1.0)	-	-	-
Supvg Auto Systems Analyst I	N0000311	(1.0)	(68,697)	(68,697)	-
Administrative Analyst III	72911	(1.0)	(13,468)	(13,468)	-
Associate Administrative Offcr	72655	(1.0)	(156,874)	(156,874)	-
Subtotal Recommended - Retain		(20.0)	(497,948)	(497,948)	-
Total Slated for Deletion		(20.0)	(497,948)	(497,948)	-
Vacant Budgeted in Recruitment - **Retain**					
Applications Specialist	N0000479	1.0	62,936	62,936	-
Applications Specialist	N0000481	1.0	62,936	62,936	-
Applications Specialist	N0000480	1.0	62,936	62,936	-
Automated Systems Analyst I	N0000488	1.0	67,238	67,238	-
Automated Systems Analyst I	74882	1.0	67,238	67,238	-
Automated Systems Analyst I	N0000487	1.0	67,238	67,238	-
Business Systems Analyst I	N0000255	1.0	65,744	65,744	-
Business Systems Analyst I	N0000253	1.0	65,744	65,744	-
Business Systems Analyst I	N0000258	0.5	32,872	32,872	-
Business Systems Analyst I	N0000256	1.0	65,744	65,744	-
Business Systems Analyst I	N0000257	1.0	65,744	65,744	-
Clerk II	3040	1.0	38,339	38,339	-
Clerk III	73921	1.0	42,617	42,617	-
Dep Director Transitional Asst	N0000262	1.0	100,170	100,170	-
Programmer III	N0000409	1.0	82,335	82,335	-
Programmer III	N0000184	1.0	82,335	82,335	-
Programmer III	N0000408	1.0	82,335	82,335	-
Programmer III	N0000407	1.0	82,335	82,335	-
Secretary I	N0000541	1.0	48,388	48,388	-
Supervising Accountant II	72650	1.0	73,489	73,489	-
Supvg Auto Systems Analyst I	N0000312	1.0	68,697	68,697	-
Supvg Auto Systems Analyst II	59	1.0	86,138	86,138	-
Total in Recruitment Retain		21.5	1,473,548	1,473,548	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System **Budget Code:** AAA DPA

Title: Restore Vacant Budgeted Positions to Correct Underfill Situations

PRIORITY: Rank 1 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Twelve vacant budgeted positions are needed to correct underfill situations. These classifications work in various programs in HSS. The incumbents in the classifications listed below were budgeted at the correct salary/benefit range, but are currently underfilling higher-level positions. If these vacant positions are restored, incumbents will be moved to the correct classifications and the higher-level positions will be deleted.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 0	$ 0

CLASSIFICATIONS

Budgeted Staff	Title	Amount
2.0	Automated Systems Analyst I	
1.0	Clerk III	
1.0	Eligibility Worker Supervisor II	
1.0	Fiscal Clerk III	
1.0	HSS Program Specialist I	
2.0	HSS Program Specialist II	
1.0	Secretary I	
1.0	Social Worker II	
1.0	Staff Analyst II	
1.0	Supervising Fiscal Clerk I	

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 0	$ 0

REVENUE (specify source)

State, federal and Social Services Sales Tax	0	0
Total:	$ 0	$ 0
LOCAL COST	$ 0	$ 0

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System **Budget Code:** AAA DPA

Title: Restore Vacant Budgeted Positions for Reclassification

PRIORITY: Rank 2 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Reclassification of Administrative Manager to Administrative Analyst III – The Administrative Manager is currently assigned to HSS Administration and has primary responsibility for budget preparation and analysis for several departments and programs within HSS, including Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Veterans Affairs and Child Support Services. All other positions performing this budgetary function within HSS Administration, Economic Development & Public Services Group (ED/PSG) Administration, and the County Administrative Office are classified as Administrative Analyst III positions. The Human Resources Department performed a classification study on this Administrative Manager position in April 2002 and determined that the duties, responsibilities, and skill requirements to perform the functions of the position are consistent with the Administrative Analyst III classification.

Reclassification of Staff Analyst I to Program Specialist I – The Staff Analyst I is currently assigned to the Department of Children's Services. Over time the complexity of assignments increased, ant the incumbent assumed all the duties of a Program Specialist I. The incumbent performs duties to assist the department in response to federal, state and heightened accountability mandates for contracts and grant-funded programs, and the growing focus on its role in support of the county's social work staff and function. A study by Human Resources completed in June 2002 supports this classification action.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 206,238	$ 206,238

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Automated Systems Analyst I	67,238
1.0	Staff Analyst II	70,303
1.0	Supervising Auto Sys Analyst I	68,697

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 206,238	$ 206,238
REVENUE (specify source)		
State, federal and Social Services Sales Tax	206,238	206,238
Total:	$ 206,238	$ 206,238
LOCAL COST	$ 0	$ 0

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System **Budget Code:** AAA DPA

Title: Restore Vacant Budgeted Positions for Reclassification

PRIORITY: Rank 3 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Reclassification of Administrative Manager to Administrative Analyst III – The Administrative Manager is currently assigned to HSS Administration and has primary responsibility for budget preparation and analysis for several departments and programs within HSS, including Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Veterans Affairs and Child Support Services. All other positions performing this budgetary function within HSS Administration, Economic Development & Public Services Group (ED/PSG) Administration, and the County Administrative Office are classified as Administrative Analyst III positions. The Human Resources Department performed a classification study on this Administrative Manager position in April 2002 and determined that the duties, responsibilities, and skill requirements to perform the functions of the position are consistent with the Administrative Analyst III classification.

Reclassification of Staff Analyst I to Program Specialist I – The Staff Analyst I is currently assigned to the Department of Children's Services. Over time the complexity of assignments increased, ant the incumbent assumed all the duties of a Program Specialist I. The incumbent performs duties to assist the department in response to federal, state and heightened accountability mandates for contracts and grant-funded programs, and the growing focus on its role in support of the county's social work staff and function. A study by Human Resources completed in June 2002 supports this classification action.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 18,686	$ 18,868

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Administrative Analyst III	13,468
1.0	Program Specialist I	5,218

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 18,686	$ 18,868
REVENUE (specify source)		
State, federal and Social Services Sales Tax	18,686	18,868
Total:	$ 18,686	$ 18,868
LOCAL COST	$ 0	$ 0

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System **Budget Code:** AAA DPA

Title: Restore Vacant Budgeted Positions in PERC

PRIORITY: Rank 4 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Clerk IV Position – This position is budgeted and was vacated in October 2002. The Clerk IV provides direct supervision to 3.0 Clerk III's, 7.0 Clerk II's (one of whom is stationed in the Victorville Office), and a Fiscal Clerk I. This position oversees the day-to-day administrative support functions and provides other high-level clerical support functions for PERC. Responsibilities include ensuring that staff and equipment are deployed to multiple training locations on a daily basis, oversight for the Tuition Fund Reimbursement process, maintenance of the training database and coordination of New Employee Orientation training.

Media Specialist Position – This position is budgeted and was vacated in January 2003 when the incumbent retired. The Media Specialist is a shared communication and media resource for Human Services System and county department programs, activities and services. This position develops numerous communication and public relations tools including the HSS Pocket Guide and HSS Annual Report and also provides support to marketing and informational campaigns and associated materials.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 116,150	$ 116,150

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk IV	47,418
1.0	Media Specialist	68,732

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 116,150	$ 116,150
REVENUE (specify source)		
State, federal and Social Services Sales Tax	116,150	116,150
Total:	$ 116,150	$ 116,150
LOCAL COST	$ 0	$ 0

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System **Budget Code:** AAA DPA

Title: Restore Vacant Budgeted Position for Incumbent Assigned to Higher Position

PRIORITY: Rank 5 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

One vacant budgeted position is needed for the HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the County Administrative Office.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 156,874	$ 156,874

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Associate Administrative Officer	156,874

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 156,874	$ 156,874
REVENUE (specify source)		
State, federal and Social Services Sales Tax	156,874	156,874
Total:	$ 156,874	$ 156,874
LOCAL COST	$ 0	$ 0

BUDGET UNIT: SUBSISTENCE PAYMENTS SUMMARY - PUBLIC ASSISTANCE (AAA - DVC, ETP, OCC; AAB - ATC, BHI, CAP, CAS, FGR, KIN, SED, UPP

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Total appropriation	410,605,410	420,327,685	418,593,236	434,096,671
Total revenue	389,634,627	399,251,194	397,773,722	412,619,746
Local Cost	20,970,783	21,076,491	20,819,514	21,476,925

Overall, the subsistence budgets and the Aid to Indigents budget will not exceed 2003-04 local cost allocated to them. However, some subsistence budget units are projected to exceed their individual local cost allocation and local cost transfers have been made between these budget units based on individual budget units' needs. The additional local cost is offset by either 1) projected savings in other subsistence budgets and in the Aid To Indigents budget, or 2) by additional revenue from the Social Services Sales Tax Trust (Realignment).

BUDGET UNIT: DOMESTIC VIOLENCE/CHILD ABUSE (AAA DVC)

I. GENERAL PROGRAM STATEMENT

This budget unit provides for a number of contracts with agencies to ensure temporary shelter, food, transportation and emergency services and treatment/counseling for adults and children who are victims of domestic violence and child abuse.

- The domestic violence program under SB 1246 (Presley Fund) is funded by a surcharge on marriage licenses and provides funding for shelter care facilities, temporary housing, and counseling services.
- The child abuse prevention program is state funded under AB 2994 (Children's Trust Fund) by a surcharge on certified copies of birth certificates. This program provides: 1) training to childcare organizations/schools on child abuse recognition; 2) training of teenage parents encouraging proper care of infants and children; 3) group treatment for victims of abuse; and 4) group counseling for child abusers.
- An additional child abuse prevention program is funded under AB 1733. The services provided by this program are: 1) training to counselors on recognizing and reporting child abuse; 2) training to children, of preschool age to 14, on recognizing molestation and sexual abuse, avoidance techniques and reporting methods; and 3) training for parents and community groups in recognizing child abuse.

These programs are 100% funded by the three sources referenced above. There is no county general fund contribution nor staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,385,236	1,432,136	1,390,667	1,380,611
Total Financing Sources	1,378,862	1,432,136	1,397,041	1,380,611
Local Cost	6,374	-	(6,374)	-
Workload Indicators				
SB 1246 Contracts	$378,000	$332,492	$315,000	$285,000
AB 2994 Contracts	$507,277	$469,175	$447,631	$447,631
AB 1733 Contracts	$499,959	$630,469	$628,036	$647,980

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

An expected decrease in the sale of marriage licenses will result in less funding available for contractor payments.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Domestic Violence/Child Abuse
FUND: General AAA DVC

FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	1,390,667	1,432,136	(223,244)	-	1,208,892
Total Appropriation	1,390,667	1,432,136	(223,244)	-	1,208,892
Revenue					
State, Fed or Gov't Aid	628,036	630,469	-	-	630,469
Total Revenue	628,036	630,469	-	-	630,469
Operating Transfers In	769,005	801,667	(223,244)	-	578,423
Total Financing Sources	1,397,041	1,432,136	(223,244)	-	1,208,892
Local Cost	(6,374)	-	-	-	-

GROUP: Human Services System
DEPARTMENT: Domestic Violence/Child Abuse
FUND: General AAA DVC

FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	1,208,892	171,719	1,380,611	-	**1,380,611**	-	1,380,611
Total Appropriation	1,208,892	171,719	1,380,611	-	**1,380,611**	-	1,380,611
Revenue							
State, Fed or Gov't Aid	630,469	17,511	647,980	-	**647,980**	-	647,980
Total Revenue	630,469	17,511	647,980	-	**647,980**	-	647,980
Operating Transfers In	578,423	154,208	732,631	-	**732,631**	-	732,631
Total Financing Sources	1,208,892	171,719	1,380,611	-	**1,380,611**	-	1,380,611
Local Cost	-	-	-	-	**-**	-	-

Base Year Adjustments

Other Charges	(223,244)	Due to an expected decrease in revenue that was included in budget targets. The decrease is largely result of less birth certificates projected to be sold in 2003-04.
Total Appropriation	(223,244)	
Total Revenue	(223,244)	
Local Cost	-	

Recommended Program Funded Adjustments

Other Charges	171,719	Projections show the decrease in sale of birth certificates to be less severe than was projected in the 2003-04 budget target package.
Total Appropriation	171,719	
Revenue		
State, Fed or Gov't Aid	17,511	Increase in state funding for CAPIT (AB-1733) per allocation letter.
	17,511	
Total Revenue	17,511	
Operating Transfers In	154,208	Additional revenue available from special revenue fund balances.
Total Sources	171,719	
Local Cost	-	

BUDGET UNIT: CHILD CARE PROVIDER PAYMENTS (AAA ETP)

I. GENERAL PROGRAM STATEMENT

All childcare programs administered by the Transitional Assistance Department (TAD) are budgeted within this unit. This expanded program is one of the major programs of the federal welfare reform and the resulting state CalWORKs program. The expanded programs are intended to fund childcare for CalWORKs recipients that are seeking employment or have obtained employment and continue through employment stabilization for a period of up to two years. This budget unit also incorporates the program that funds childcare for families in which the child is under the auspices of the Department of Children's Services and is at risk of parent abuse or neglect.

Childcare provider payments are 100% federal and state funded through reimbursements by the state. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	85,891,477	68,504,316	90,311,824	93,919,917
Total Revenue	85,943,528	68,504,316	90,311,824	93,919,917
Local Cost	(52,051)	-	-	-
Workload Indicators				
Annual Paid Cases	23,153	18,229	21,284	20,462
Average Monthly Aid	$309	$313	$354	$382

In 2002-03 the budget was built based on assumptions that funding would be cut by as much as 25%. When the state released the 2002-03 allocations, funding was cut by only 9%. Due to this fact this estimate is built based on caseload trend and not on expected allocations.

Sufficient funding has been received to cover childcare expenses in 2002-03. Allocations received for childcare are as follows:

Program	2002-03 Original Allocations	Mid-Year Allocation Augmentations	Final Allocations
Stage 1 CalWORKS	$ 35,681,406	$ 12,192,651	$ 47,874,057
Stage 2 Contracts	27,045,683	2,307,182	29,352,865
Stage 3 Contracts	8,167,041	2,550,000	10,717,041
General Alternative Payment (Child Protective Services)	826,971	16,539	843,510
Federal Alternative Payment (Federal Block Grant)	3,128,898	62,578	3,191,476
Total	$ 74,849,999	$ 17,128,950	$ 91,978,949

In July 2002 the department presented to the Board the 2002-03 allocations and increased appropriations by $7.0 million. Estimates indicated a need for additional funding of approximately $13.5 million. The department submitted its request to the state in January 2003. As of April 2003 all requests for additional funding have been granted and the department will present the allocation augmentations along with the increase in appropriations and revenue to the Board in late April.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

In 2003-04 the Governor proposes childcare funding to be included in the “realignment II” funding shift to the county. This will allow for childcare to continue to be fully funded as long as sales tax revenues grow. This would also give the county the flexibility to determine eligibility requirements in times when funding becomes stagnant.

It is projected that caseload will continue to decrease slightly due to recipients timing out or exhausting their allowable time to receive childcare. Average monthly aid in 2003-04 will increase by 8% due to inflation and high demand for childcare services.

Childcare provider payments are 100% federal and state funded through reimbursements by the state. There is no local cost.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Entitlement Payments
FUND: General AAA ETP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	90,311,824	68,504,316	30,534,442	-	99,038,758
Total Appropriation	90,311,824	68,504,316	30,534,442	-	99,038,758
Revenue					
State, Fed or Gov't Aid	90,311,824	68,504,316	30,534,442	-	99,038,758
Total Revenue	90,311,824	68,504,316	30,534,442	-	99,038,758
Local Cost	-	-	-	-	-

GROUP: Human Services System
DEPARTMENT: Entitlement Payments
FUND: General AAA ETP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	99,038,758	(5,118,841)	93,919,917	-	**93,919,917**	-	93,919,917
Total Appropriation	99,038,758	(5,118,841)	93,919,917	-	**93,919,917**	-	93,919,917
Revenue							
State, Fed or Gov't Aid	99,038,758	(5,118,841)	93,919,917	-	**93,919,917**	-	93,919,917
Total Revenue	99,038,758	(5,118,841)	93,919,917	-	**93,919,917**	-	93,919,917
Local Cost	-	-	-	-	**-**	-	-

Base Year Adjustments

Other Charges	30,534,442	Increase in allocations from federal and state sources.
Total Appropriation	30,534,442	
Total Revenue	30,534,442	
Total Local Cost	-	

Recommended Program Funded Adjustments

Other Charges	(5,118,841)	Reduction due to caseload decline.
Total Appropriation	(5,118,841)	
Revenue		
State, Fed or Gov't Aid	(5,118,841)	
Total Revenue	(5,118,841)	
Local Cost	-	

BUDGET UNIT: OUT-OF-HOME CHILD CARE (AAA OCC)

I. GENERAL PROGRAM STATEMENT

This program provides assistance payments for room, board and care for those children pending determination of eligibility for state or federal aid, those who are ineligible due to other resources, or those who are illegal aliens. Some of these children have serious emotional and medical problems, which increase the difficulty of locating appropriate facilities for their care. Costs for this program can fluctuate based on the unique nature and requirements of each individual case. This program is 100% locally funded. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	358,991	437,521	349,667	338,164
Local Cost	358,991	437,521	349,667	338,164
Workload Indicators				
Paid Cases Per Month	40	40	33	32
Average Monthly Aid	$748	$877	887	890

Expenditures for this program can fluctuate based on the unique nature and requirements of each individual case, but have remained between $300,000 and $500,000 per year for the past three years. Expenditures for this program have decreased by 20.1% due to the Department of Children's Services ability to more efficiently help children qualify for federal and state funded programs. It is anticipated that average monthly aid per case will increase slightly due to inflation.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Paid cases per month have dropped by 20% from the previous year due to the Department of Children's Services ability to more efficiently help children qualify for federal and state programs. Average monthly aid per case has increased slightly due to inflation.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Out-of-Home Child Care
FUND: General AAA OCC

FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	349,667	437,521	-	-	437,521
Total Appropriation	349,667	437,521	-	-	437,521
Local Cost	349,667	437,521	-	-	437,521

GROUP: Human Services System
DEPARTMENT: Out-of-Home Child Care
FUND: General AAA OCC

FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	437,521	(99,357)	338,164	-	338,164	-	338,164
Total Appropriation	437,521	(99,357)	338,164	-	338,164	-	338,164
Local Cost	437,521	(99,357)	338,164	-	338,164	-	338,164

Recommended Program Funded Adjustments

Other Charges	(99,357)	Reduction in caseload.
Total Appropriation	(99,357)	
Local Cost	(99,357)	

BUDGET UNIT: AID TO ADOPTIVE CHILDREN (AAB ATC)

I. GENERAL PROGRAM STATEMENT

This program provides financial assistance to adopting parents who would otherwise not be able to provide for a child's special needs. The children, on whose behalf monies are paid, are disadvantaged personally or physically handicapped, or are adolescents. This program enables hard to place children to be adopted and taken out of the higher cost Foster Care program. This budget is funded approximately 48% state, 36% federal with the remaining costs offset by revenue from the Social Services Sales Tax Trust and local cost. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	11,429,348	14,103,489	14,663,239	17,152,146
Total Revenue	10,393,494	13,176,268	13,736,018	15,946,603
Local Cost	1,035,854	927,221	927,221	1,205,543
Workload Indicators				
Paid Cases Per Month	1,558	1,924	2,001	2,343
Average Monthly Aid	$ 611	$ 611	$ 611	$ 610

In 2002-03, continued caseload growth is due to the success of legislation that promotes participation in this program. The legislation is meant to reduce the number of children in the Foster Care program. Estimated 2002-03 expenditures are now expected to exceed budget based on an overall caseload growth of 4%. A mid-year budget adjustment is being prepared to present to the Board to increase appropriations and revenue by $559,750. To meet the additional local cost requirement in 2002-03, an additional $200,262 will be requested from the Social Services Sales Tax Trust.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Caseload is expected to increase approximately 17.1% in 2003-04. Continued growth is expected due to the success of legislation that promotes participation in this program.

Continued caseload growth requires additional appropriation, revenue and local share in 2003-04. Total local share required is $2,746,455 of which $1,540,912 is funded from the Social Services Sales Tax Trust. The remaining $1,205,543 requires local funding, an increase of $278,322 over 2002-03.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aid to adoptive Children
FUND: General AAB ATC

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	14,663,239	14,103,489	1,323,984	559,750	15,987,223
Total Appropriation	14,663,239	14,103,489	1,323,984	559,750	15,987,223
Revenue					
State, Fed or Gov't Aid	13,736,018	13,176,268	1,323,984	559,750	15,060,002
Total Revenue	13,736,018	13,176,268	1,323,984	559,750	15,060,002
Local Cost	927,221	927,221	-	-	927,221

GROUP: Human Services System
DEPARTMENT: Aid to Adoptive Children
FUND: General AAB ATC

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	15,987,223	1,164,923	17,152,146	-	**17,152,146**	-	17,152,146
Total Appropriation	15,987,223	1,164,923	17,152,146	-	**17,152,146**	-	17,152,146
Revenue							
State, Fed or Gov't Aid	15,060,002	886,601	15,946,603	-	**15,946,603**	-	15,946,603
Total Revenue	15,060,002	886,601	15,946,603	-	**15,946,603**	-	15,946,603
Local Cost	927,221	278,322	1,205,543	-	**1,205,543**	-	1,205,543

Base Year Adjustments

Other Charges	1,323,984	Increased expenditures due to projected growth in caseload.
Total Appropriation	1,323,984	Incresed federal and state reimbursement due to higher expenditures.
Total Revenue	1,323,984	
Local Cost	-	

Mid-Year Adjustment

Other Changes	559,750	Increased expenditures due to projected growth in caseload.
Total Appropriation	559,750	
Revenue		
State, Fed. or Gov't Aid	559,750	Increased federal and state reimbursements due to higher expenditures.
Total Revenue	559,750	
Local Cost	-	

Recommended Program Funded Adjustments

Other Charges	1,164,923	Increased expenditures due to projected growth in caseload.
Total Appropriation	1,164,923	
Revenue		
State, Fed or Gov't Aid	886,601	Increased federal and state reimbursement due to higher expenditures.
Total Revenue	886,601	
Local Cost	278,322	

BUDGET UNIT: AFDC – FOSTER CARE (AAB BHI)

I. GENERAL PROGRAM STATEMENT

This program provides aid payments for children living in foster homes and group-care facilities. The Foster Care caseload consists of cases from both the Department of Children's Services (DCS) (approximately 89%) and Probation (approximately 11%). The cost of Probation related foster care cases is approximately 4.5 times greater than DCS cases due to the higher levels of care required for these juveniles.

There are two funding eligibility criteria in the Foster Care Program, federal (federal, state and county participation) and non-federal (state and county only). Foster Care placements are generally eligible for federal financial participation if the parents meet the previous Aid to Families with Dependent Children (AFDC) Program criteria.

- The federal government reimburses approximately 45% of the cost of federally eligible cases.
- The state reimburses approximately 21% of the cost of federally eligible cases and 40% of the cost of non-federally eligible cases
- The remaining county share-of-cost is reimbursed from the non-custodial parents ($700,000), the Social Services Sales Tax Trust and the county general fund.

There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	88,208,101	91,761,451	90,080,949	97,635,819
Total Revenue	74,199,912	78,257,382	76,576,880	83,857,781
Local Cost	14,008,189	13,504,069	13,504,069	13,778,038
Workload Indicators				
Non-Federal				
Annual Paid Cases	14,407	14,520	14,008	14,394
Paid Cases Per Month	1,201	1,210	1,167	1,200
Average Monthly Aid	$1,494	$1,675	$1,560	$1,685
Federal				
Annual Paid Cases	43,766	43,548	43,055	42,846
Paid Cases Per Month	3,647	3,629	3,588	3,571
Average Monthly Aid	$1,505	$1,528	$1,559	$1,687

Caseload had been expected to remain stable for 2002-03. However, factors contributing to the continuing decrease can be attributed to an increase in the number of children transferred from Foster Care to the Kin-Gap Program and continued development of diversionary programs by the Probation Department providing an alternative approach to foster care placements.

Costs per case continue to increase due to the severe statewide shortage of foster family homes and intensive treatment facilities for seriously troubled children, resulting in these cases being placed in more costly foster family agencies.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

While overall caseloads are projected to remain stable in 2003-04, in October 2003, a 72-bed facility, Vision Quest, is scheduled to open and begin to care for children who would otherwise be awaiting placement while being housed at Juvenile Hall Detention Center. It is anticipated that thirty-six children will be placed in October and thirty-six children will be placed in November, bringing the facility to full capacity. This facility will be paid at a Rate Classification Level 12 for each placement. The Probation Department has an agreement with Vision Quest to maintain 72 placements per month for 2003-04.

Due to the continuing shortage of foster family homes, placements in more costly foster family agencies will continue. The increases in caseload and cost per case will require $5.9 million more in appropriations than 2002-03 budget. This increase will be funded by $3.9 million in federal and state reimbursement and $273,969 in additional local cost. The remaining local share will require an additional $1.7 million from the Social Services Sales Tax Trust (Realignment).

OTHER CHANGES

A new pilot program, Wraparound services, authorized by SB 613 began in 2002-03. This program is aimed at keeping children in their homes rather than in high-level care foster care placements. A vendor was chosen to provide intensive case management, perform needs assessments, develop individualized family and child service plans, and monitor appropriate services/resources. Costs for this program have been minimal to date, and it is not known how this program will impact 2003-04. The county will be reimbursed by the state for contracted services at the approved Rate Classification Level for foster care placements of children in this program. It is not known what impact the current state budget situation may have on this reimbursement.

Fouts Springs Youth Facility continues to be fully operational. HSS reimbursements through this budget unit to the Probation Department for this facility are expected to remain at $1.1 million for 2003-04.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: AFDC Foster Care
FUND: General AAB BHI

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Other Charges	90,080,949	91,761,451	6,100,162	-	97,861,613
Total Appropriation	90,080,949	91,761,451	6,100,162	-	97,861,613
Revenue					
State, Fed or Gov't Aid	75,876,880	77,557,382	5,826,193	-	83,383,575
Other Revenue	700,000	700,000	-	-	700,000
Total Revenue	76,576,880	78,257,382	5,826,193	-	84,083,575
Local Cost	13,504,069	13,504,069	273,969	-	13,778,038

GROUP: Human Services System
DEPARTMENT: AFDC Foster Care
FUND: General AAB BHI

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	97,861,613	(225,794)	97,635,819	-	**97,635,819**	-	97,635,819
Total Appropriation	97,861,613	(225,794)	97,635,819	-	**97,635,819**	-	97,635,819
Revenue							
State, Fed or Gov't Aid	83,383,575	(225,794)	83,157,781	-	**83,157,781**	-	83,157,781
Other Revenue	700,000	-	700,000	-	**700,000**	-	700,000
Total Revenue	84,083,575	(225,794)	83,857,781	-	**83,857,781**	-	83,857,781
Local Cost	13,778,038	-	13,778,038	-	**13,778,038**	-	13,778,038

Base Year Adjustments

Other Charges	6,100,162	Includes increases in expenditures due to the opening of the 72-bed facility, Vision Quest, scheduled to open in October 2003. Also, cost per case increasing due to shortage of foster family homes and higher placements in more costly foster family agency.
Total Appropriation	6,100,162	
Revenue	5,826,193	
Total Revenue	5,826,193	Includes increases in federal and state revenues.
Total Local Cost	273,969	

Recommended Program Funded Adjustments

Other Charges	(225,794)	Caseload growth projected to be smaller than originally estimated.
Total Appropriation	(225,794)	
Revenue		
State, Fed or Gov't Aid	(225,794)	Funding reduced as no significant caseload growth is forecasted.
Total Revenue	(225,794)	
Local Cost	-	

BUDGET UNIT: REFUGEE CASH ASSISTANCE (AAB CAP)

I. GENERAL PROGRAM STATEMENT

This program provides assistance payments for a maximum of eight months to all refugees who cannot meet the requirements for the Refugee Demonstration Project and CalWORKS programs. This program is 100% federally funded and open-ended. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	80,670	520,000	57,254	520,000
Total Revenue	79,862	520,000	57,254	520,000
Local Cost	808	-	-	-
Workload Indicators				
Paid Cases Per Month	17	98	18	98
Average Monthly Aid	$395	$442	$271	$442

Expenditures for 2002-03 are lower than budgeted due to a decrease in the refugee population moving into the County and many participants reaching the eight month time limit of the program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Because the refugee situation can change dramatically at any time it is recommended that the 2003-04 appropriations be held at the current level.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Refugee Cash Assistance Program
FUND: General AAA CAP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Other Charges	57,254	520,000	-	-	520,000
Total Appropriation	57,254	520,000	-	-	520,000
Revenue					
State, Fed, Gov't Aid	57,254	520,000	-	-	520,000
Total Revenue	57,254	520,000	-	-	520,000
Local Cost	-	-	-	-	-

GROUP: Human Services System
DEPARTMENT: Regugee Cash Assistance Program
FUND: General AAA CAP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	520,000	-	520,000	-	**520,000**	-	520,000
Total Appropriation	520,000	-	520,000	-	**520,000**	-	520,000
Revenue							
State, Fed or Gov't Aid	520,000	-	520,000	-	**520,000**	-	520,000
Total Revenue	520,000	-	520,000	-	**520,000**	-	520,000
Local Cost	-	-	-	-	**-**	-	-

BUDGET UNIT: CASH ASSISTANCE FOR IMMIGRANTS (AAB CAS)

I. GENERAL PROGRAM STATEMENT

This program, under AB-2779, provides cash assistance to aged, blind and disabled legal immigrants who meet the Supplemental Security Income/State Supplementary Payment (SSI/SSP) immigration status requirements in effect on August 21, 1998 and all other current SSI/SSP eligibility requirements, yet are no longer eligible for SSI/SSP solely due to their immigration status. This program is 100% state funded. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	734,667	1,053,030	783,820	1,053,030
Total Revenue	734,141	1,053,030	783,820	1,053,030
Local Cost	526	-	-	-
Workload Indicators				
Paid Cases Per Month	104	117	101	116
Average Monthly Aid	$588	$747	$648	$752

Estimated expenditures for 2002-03 are lower than budgeted due to many of these cases moving into the federal SSI/SSP program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Because the State legislature could expand program eligibility at any time it is recommended that 2003-04 appropriations be held at the current level.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Cash Assistance - Immigrants
FUND: General AAB CAS

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Other Charges	783,820	1,053,030	-	-	1,053,030
Total Appropriation	783,820	1,053,030	-	-	1,053,030
Revenue					
State, Fed or Gov't Aid	783,820	1,053,030	-	-	1,053,030
Total Revenue	783,820	1,053,030	-	-	1,053,030
Local Cost	-	-	-	-	-

GROUP: Human Services System
DEPARTMENT: Cash Assistance - Immigrants
FUND: General AAB CAS

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	1,053,030	-	1,053,030	-	**1,053,030**	-	1,053,030
Total Appropriation	1,053,030	-	1,053,030	-	**1,053,030**	-	1,053,030
Revenue							
State, Fed or Gov't Aid	1,053,030	-	1,053,030	-	**1,053,030**	-	1,053,030
Total Revenue	1,053,030	-	1,053,030	-	**1,053,030**	-	1,053,030
Local Cost	-	-	-	-	**-**	-	-

BUDGET UNIT: CalWORKS – ALL OTHER FAMILIES (AAB FGR)

I. GENERAL PROGRAM STATEMENT

The budget provides CalWORKs assistance payments to families eligible for aid and includes all cases that have not been identified as two-parent or zero-parent families. The federal (50%) and state (47.5%) governments reimburse costs for this program. A county general fund contribution of $4,430,059 and child support payments of $700,000 from non-custodial parents offset the remaining costs. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	197,639,766	213,396,272	196,226,943	196,553,943
Total Revenue	193,448,666	208,761,366	191,753,250	192,123,884
Local Cost	4,191,100	4,634,906	4,473,693	4,430,059
Workload Indicators				
Annual Paid Cases	379,681	397,506	376,848	380,054
Paid Cases Per Month	31,640	33,126	31,404	31,671
Average Monthly Aid	$522	$537	$522	$517

Caseload increases predicted by the Governor's office failed to materialize (decreases have actually been realized) resulting in significantly less expenditures than forecasted. The workload indicator for Annual Paid Cases and Paid Cases per month provided for Budget 2002-03 was discovered to be incorrect. The correct figure is reflected on this page.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The Governor's office has again predicted caseload increases in 2003-04 despite actual decreases thus far in 2002-03. However, the projection is very conservative and will have a negligible affect on expenditures. Decreasing average monthly grants due to adults being removed from Temporary Aid for Needy Families (TANF) cases because of time limits are projected to offset the slight increase in caseload. These factors, in addition to the decreased caseloads realized in 2002-03, result in a significant decrease in the amount of appropriations, revenues, and local cost being requested in 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: CalWORKS - All Other Families
FUND: General AAB FGR

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	196,226,943	213,396,272	(15,120,254)	-	198,276,018
Total Appropriation	196,226,943	213,396,272	(15,120,254)	-	198,276,018
Revenue					
State, Fed or Gov't Aid	191,053,250	208,061,366	(14,960,352)	-	193,101,014
Other Revenue	700,000	700,000	-	-	700,000
Total Revenue	191,753,250	208,761,366	(14,960,352)	-	193,801,014
Local Cost	4,473,693	4,634,906	(159,902)	-	4,475,004

GROUP: Human Services System
DEPARTMENT: CalWORKS - All Other Families
FUND: General AAB FGR

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	198,276,018	(1,722,075)	196,553,943	-	**196,553,943**	-	196,553,943
Total Appropriation	198,276,018	(1,722,075)	196,553,943	-	**196,553,943**	-	196,553,943
Revenue							
State, Fed or Gov't Aid	193,101,014	(1,677,130)	191,423,884	-	**191,423,884**	-	191,423,884
Other Revenue	700,000	-	700,000	-	**700,000**	-	700,000
Total Revenue	193,801,014	(1,677,130)	192,123,884	-	**192,123,884**	-	192,123,884
Local Cost	4,475,004	(44,945)	4,430,059	-	**4,430,059**	-	4,430,059

Base Year Adjustments

Other Charges	(15,120,254)	Due to decreasing caseloads as opposed to increases predicted by the Governor's office.
Total Appropriation	(15,120,254)	
Total Revenue	(14,960,352)	Less revenue from the state and federal governments due to decreasing caseloads.
Local Cost	(159,902)	

Recommended Program Funded Adjustments

Other Charges	(1,722,075)	Due to decreasing caseloads.
Total Appropriation	(1,722,075)	
Revenue	-	
Total Revenue	(1,677,130)	Less revenue from the state and federal governments due to decreasing caseloads.
Local Cost	(44,945)	

BUDGET UNIT: CalWORKS – KIN GAP (AAB KIN)

I. GENERAL PROGRAM STATEMENT

This federal program was implemented Jan. 1, 2000. It provides a subsidy to children who leave the juvenile court dependency system to live with a relative legal guardian. It offers relative caregivers of dependent children a new option for providing a permanent home to these children. To be eligible for the program, the child must have lived with the relative at least 12 consecutive months, the relative guardianship must be established pursuant to Welfare and Institutions Code 366.26, and the juvenile court dependency for the child must be dismissed. Movement to the Kin-GAP program is not automatic. The court, with a recommendation from the social worker, has discretion regarding whether termination of dependency is in the child's best interest.

The estimated federal cost reimbursement is approximately 66% and the state cost reimbursement is approximately 17%. The remaining 17%, or local share, is offset by a county general fund contribution. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,642,683	2,709,753	2,484,160	3,351,569
Total Revenue	1,420,522	2,334,426	2,074,315	2,795,803
Local Cost	222,161	375,327	409,845	555,766
Workload Indicators				
Annual Paid Cases	3,382	5,577	4,622	5,899
Paid Cases Per Month	282	465	385	492
Average Monthly Aid	$486	$486	$537	$567

Local cost increased in 2002-03 due to a decrease in the federal reimbursement rate. Only part of the loss of federal revenue will be offset by an increase in state revenue. The balance must be covered by local funds.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

The State of California Department of Social Services has projected caseload for the Kin-Gap program to continue to steadily increase. As caseload increases, the local share of cost will increase. Anticipated local cost savings in other subsistence budget units will be used to offset the $180,439 increase in required local funding.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: CalWORKS - KIN GAP
FUND: General AAB KIN

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Other Charges	2,484,160	2,709,753	332,480	-	3,042,233
Total Appropriation	2,484,160	2,709,753	332,480	-	3,042,233
Revenue					
State, Fed or Gov't Aid	2,061,315	2,324,426	332,480	-	2,656,906
Other Revenue	13,000	10,000	-	-	10,000
Total Revenue	2,074,315	2,334,426	332,480	-	2,666,906
Local Cost	409,845	375,327	-	-	375,327

GROUP: Human Services System
DEPARTMENT: CalWORKS - KIN GAP
FUND: General AAB KIN

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	3,042,233	309,336	3,351,569	-	**3,351,569**	-	3,351,569
Total Appropriation	3,042,233	309,336	3,351,569	-	**3,351,569**	-	3,351,569
Revenue							
State, Fed or Gov't Aid	2,656,906	124,897	2,781,803	-	**2,781,803**	-	2,781,803
Other Revenue	10,000	4,000	14,000	-	**14,000**	-	14,000
Total Revenue	2,666,906	128,897	2,795,803	-	**2,795,803**	-	2,795,803
Local Cost	375,327	180,439	555,766	-	**555,766**	-	555,766

Base Year Adjustments

Other Charges	332,480	Increased cost due to higher caseload.
Total Appropriation	332,480	
State/Fed Revenue	332,480	Includes increases in federal and state revenues.
Total Revenue	332,480	
Total Local Cost	-	

Recommended Program Funded Adjustments

Other Charges	309,336	Increased expenditures due to projected increase in caseload and costs.
Total Appropriation	309,336	
Revenue		
State, Fed or Gov't Aid	124,897	To fund projected increase in caseload and costs.
Other Revenue	4,000	Increase due to higher child support reimbursement collections.
Total Revenue	128,897	
Local Cost	180,439	

I. GENERAL PROGRAM STATEMENT

Assembly Bill 3263 requires Human Services System to pay out-of-home costs for seriously emotionally disturbed (SED) children. The SED children under this program are referrals from the county's school districts whom have not been abused or neglected and are placed out-of-home pursuant to an individualized education program (IEP). These clients are referred to the Department of Behavioral Health (DBH) whom has case management and supervision responsibility. This budget includes an expenditure offset of $100,000 from the DBH for clients placed in residential facilities outside of California. This budget is funded 40% by the state with the remainder funded from Social Services Sales Tax Trust and a county general fund contribution. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,555,547	2,365,658	3,302,646	3,345,010
Total Revenue	1,836,034	1,734,312	2,562,184	2,613,701
Local Cost	719,513	631,346	740,462	731,309
Workload Indicators				
Paid Cases Per month	37	39	43	44
Average Monthly Aid	$5,756	$5,202	$6,600	$6,525

Increases in caseload are directly related to the population of the county and the corresponding county school enrollment. It is now expected that caseloads will increase nearly 10.3% over prior year. Average monthly placement costs are also much more than anticipated (nearly 26.9% more than prior year) and are attributed to the participants in this program requiring a higher level of group home care as determined at the initial intake assessment.

On March 18, 2003 the Board approved item #27, Human Services System (HSS) Adjustment to 2002-03 Public Assistance Final Budget. This item increased appropriations $755,129 and state revenue $302,052. The Social Services Sales Tax Trust will provide the required county share of $453,077. Expenditures continue to rise and may require an additional $181,859 in appropriations and revenue in 2002-03. The corresponding local share could be $109,116. Expenditures for the remainder of 2002-03 will be monitored closely and if an additional mid-year adjustment is needed it will be presented to the Board for approval.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Projected expenditures for 2003-04 are based on the continued higher overall average monthly caseload, placement in higher level of care facilities, and expected rate increases granted to group homes. The majority of the participants are placed in rate classification level (RCL) 11 and 12 group homes. However, nearly 9% of the participants are currently placed in the highest level of group home RCL 14. The majority of the participants, 59%, remain in the program 1 year or less and 29% remain in the program between 1 and 2 years. Only 7 participants have remained in this program for more than 2 years.

Continued caseload growth requires additional appropriation, revenue and local share in 2003-04. Total local share required is $2,007,006 of which $1,275,697 is funded from the Social Services Sales Tax Trust. The remaining $731,309 requires local funding, an increase of $99,963 over 2002-03.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None..

GROUP: Human Services System
DEPARTMENT: Seriously Emotionally Disturbed
FUND: General AAB SED

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Other Charges	3,302,646	2,365,658	812,746	-	3,178,404
Total Appropriation	3,302,646	2,365,658	812,746	-	3,178,404
Revenue					
State, Fed or Gov't Aid	2,562,184	1,734,312	812,746	-	2,547,058
Total Revenue	2,562,184	1,734,312	812,746	-	2,547,058
Local Cost	740,462	631,346	-	-	631,346

GROUP: Human Services System
DEPARTMENT: Seriously Emotionally Disturbed
FUND: General AAB SED

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	3,178,404	166,606	3,345,010	-	**3,345,010**	-	3,345,010
Total Appropriation	3,178,404	166,606	3,345,010	-	**3,345,010**	-	3,345,010
Revenue							
State, Fed or Gov't Aid	2,547,058	66,643	2,613,701	-	**2,613,701**	-	2,613,701
Total Revenue	2,547,058	66,643	2,613,701	-	**2,613,701**	-	2,613,701
Local Cost	631,346	99,963	731,309	-	**731,309**	-	731,309

Base Year Adjustments

Other Charges	812,746	Increased expenditures due to projected caseload growth and increased group home costs.
Total Appropriation	812,746	Increased state reimbursement due to higher expenditures.
Total Revenue	812,746	
Local Cost	-	

Recommended Program Funded Adjustments

Other Charges	166,606	Increased expenditures due to projected caseload growth and increased group home costs.
Total Appropriation	166,606	
Revenue		
State, Fed or Gov't Aid	66,643	Increased state reimbursement due to higher expenditures.
Total Revenue	66,643	
Local Cost	99,963	

BUDGET UNIT: CalWORKS – 2-PARENT FAMILIES (AAB UPP)

I. GENERAL PROGRAM STATEMENT

This program provides payments to resident families who are eligible for aid in accordance with state law. This budget includes all cases identified as having two parents in the home or in which the parent(s) is excluded from, or ineligible for, CalWORKs. It is estimated that approximately 6,892 dependents will be aided monthly.

The state (97.38%) and federal (.12%) governments reimburse costs for this program. Reimbursements from non-custodial parents of $35,000 and a county general fund contribution of $438,046 offset the remaining costs. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	20,678,924	24,044,059	18,942,067	18,846,462
Total Revenue	20,199,606	23,477,958	18,521,136	18,408,416
Local Cost	479,318	566,101	420,931	438,046
Workload Indicators				
Annual Paid Cases	34,388	37,578	31,423	31,448
Paid Cases Per Month	2,866	3,132	2,619	2,621
Average Monthly Aid	$604	$640	$604	$599

Caseload decreases have been realized rather than the increases predicted by the Governor's office resulting in significantly lower expenditures and revenues than forecasted. The workload indicator for Annual Paid Cases and Paid Cases Per Month provided for Budget 2002-03 was discovered to be incorrect. The corrected figure is reflected on this page.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The Governor's office has again predicted caseload increases in 2003-04 despite actual decreases thus far in 2002-03. However, the projection is very conservative and will have a negligible affect on expenditures. Decreasing average monthly grants due to adults being removed from Temporary Aid for Needy Families (TANF) cases because of time limits are projected to offset the slight increase in caseload. These factors, in addition to the decreased caseloads realized in 2002-03, result in a significant decrease in the amount of appropriations, revenues, and local cost being requested in 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: CalWORKS - 2-Parent Families
FUND: General AAB UPP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Other Charges	18,942,067	24,044,059	(4,640,280)	-	19,403,779
Total Appropriation	18,942,067	24,044,059	(4,640,280)	-	19,403,779
Revenue					
State, Fed or Gov't Aid	18,466,136	23,442,958	(4,526,213)	-	18,916,745
Other Revenue	55,000	35,000	-	-	35,000
Total Revenue	18,521,136	23,477,958	(4,526,213)	-	18,951,745
Local Cost	420,931	566,101	(114,067)	-	452,034

GROUP: Human Services System
DEPARTMENT: CalWORKS - 2-Parent Families
FUND: General AAB UPP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	19,403,779	(557,317)	18,846,462	-	**18,846,462**	-	18,846,462
Total Appropriation	19,403,779	(557,317)	18,846,462	-	**18,846,462**	-	18,846,462
Revenue							
State, Fed or Gov't Aid	18,916,745	(543,329)	18,373,416	-	**18,373,416**	-	18,373,416
Other Revenue	35,000	-	35,000	-	**35,000**	-	35,000
Total Revenue	18,951,745	(543,329)	18,408,416	-	**18,408,416**	-	18,408,416
Local Cost	452,034	(13,988)	438,046	-	**438,046**	-	438,046

Base Year Adjustments

Other Charges	(4,640,280)	Due to decreasing caseloads as opposed to increases predicted by the Governor's office.
Total Appropriation	(4,640,280)	
Total Revenue	(4,526,213)	Less revenue from the state and federal governments due to decreasing caseloads.
Total Local Cost	(114,067)	

Recommended Program Funded Adjustments

Other Charges	(557,317)	Due to decreasing caseloads.
Total Appropriation	(557,317)	
Revenue		
State, Fed or Gov't Aid	(543,329)	Less revenue from the state and federal governments due to decreasing caseloads.
Total Revenue	(543,329)	
Local Cost	(13,988)	

BUDGET UNIT: AID TO INDIGENTS (AAA ATI)

I. GENERAL PROGRAM STATEMENT

This budget provides subsistence in the form of cash aid, food, shelter, and transportation to indigents who do not meet categorical eligibility requirements for state and federally funded programs. Services and supplies consist of a fixed amount contract with a law firm to assist clients in preparing applications for Social Security Insurance (SSI) benefits. Other charges consist of general relief payments to facilitate transition to an employable status and to provide interim assistance pending receipt of SSI benefits. Other revenue represents retroactive SSI payments, which the county receives as reimbursement for general relief assistance provided to SSI eligible indigents prior to their enrollment in the SSI program. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,268,548	1,614,343	1,283,406	1,275,123
Total Revenue	356,844	269,772	280,021	330,986
Local Cost	911,704	1,344,571	1,003,385	944,137
Workload Indicators				
Individuals Served Per Month	417	500	422	415
Average Monthly Aid	$244	$269	$246	$252

Historically this budget unit has fluctuated with the changing economy, therefore, caseloads were projected to continue to rise in 2002-03. Although caseloads rose throughout the first half of 2002-03, they are in decline in the first two months of the second half of the year resulting in a potential local cost savings of $341,186. However, the savings may be offset by local cost overages in other subsistence budget units.

Revenue collection can vary from year to year due to periodic reimbursements of retroactive SSI payments that are inconsistent from month to month. It is estimated that revenues will be 3.8% greater than budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

It is projected that caseload will decrease by 17% in comparison to last year's budget due to an unrealized caseload increase. The 2002-03 budgeted caseload was developed based on the previous 7 months and not 12 months. Historically caseload has increased in the first 6 months of the fiscal year and then drops the last 6 months. The budget in 2003-04 was built based on 12 months to account for this fluctuation. Average monthly aid per case is projected to decrease slightly over last year by 6% due to the same over estimate.

Revenue collection can vary from year to year due to periodic reimbursements of retroactive SSI payments that are inconsistent from month to month and year to year. It is estimated that revenues will be 23% higher in 2003-04.

OTHER CHANGES

None.

VI. VACANT POSITION REQUEST

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aid to Indigents
FUND: General AAA ATI

FUNCTION: Public Assistance
ACTIVITY: General Relief

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	30,180	43,588	-	-	43,588
Other Charges	1,253,226	1,570,755	-	-	1,570,755
Total Appropriation	1,283,406	1,614,343	-	-	1,614,343
Revenue					
Other Revenue	280,021	269,772	-	-	269,772
Total Revenue	280,021	269,772	-	-	269,772
Local Cost	1,003,385	1,344,571	-	-	1,344,571

GROUP: Human Services System
DEPARTMENT: Aid to Indigents
FUND: General AAA ATI

FUNCTION: Public Assistance
ACTIVITY: General Relief

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	43,588	(8,218)	35,370	-	**35,370**	-	35,370
Other Charges	1,570,755	(331,002)	1,239,753	-	**1,239,753**	-	1,239,753
Total Appropriation	1,614,343	(339,220)	1,275,123	-	**1,275,123**	-	1,275,123
Revenue							
Other Revenue	269,772	61,214	330,986	-	**330,986**	-	330,986
Total Revenue	269,772	61,214	330,986	-	**330,986**	-	330,986
Local Cost	1,344,571	(400,434)	944,137	-	**944,137**	-	944,137

Recommended Program Funded Adjustments

Services and Supplies	(8,218)	Reduction in professional services.
Other Charges	(331,002)	Reduction in relief payments.
Total Appropriation	(339,220)	
Revenue		
Other Revenue	61,214	Increase in retroactive SSI payments.
Total Revenue	61,214	
Local Cost	(400,434)	

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN SERVICES SYSTEM
ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELMI
BUDGET UNIT: PROPOSITION 36 (RHD DPA)

I. GENERAL PROGRAM STATEMENT

In November 2000, California passed Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 (Act). The Act mandated that certain persons convicted of a nonviolent drug possession offense, and any parolee who is determined by the Parole Authority to have committed a nonviolent drug possession offense, or violated any other drug-related condition of parole, will be provided drug treatment and related services in lieu of incarceration. On February 6, 2001 the Board of Supervisors designated Human Services System as the county lead agency for implementation of the Act and established a local interest earning trust fund for funds received from the state for this program. This special revenue fund is used to account for disposition of the funds received from the state. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	5,612,744	8,913,631	6,620,144	8,126,208
Total Revenue	8,641,492	5,884,883	5,864,883	5,852,721
Fund Balance		3,028,748		2,273,487

Variances between estimated and budget for 2002-03 existed in contingencies due to lower than anticipated number of patients being treated under this program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Program changes affecting the budget include a net increase of $4,027,743 in transfers. This represents an increase of $52,539 to Human Services System for support services, an increase of $2,000 to Trial Court for vocational training services, and an increase of $3,973,204 due to an accounting change.

Operating transfers out decreased $3,973,204 due to the reclassification of transfers as mentioned above.

Changes in program revenue include: the decrease in state allocation of $12,162 and a decrease of interest revenue of $20,000.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Human Services System - Proposition 36
FUND: Special Revenue RHD DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Contingencies	-	2,341,092	-	-	2,341,092
Transfers	2,646,940	2,599,335	-	-	2,599,335
Total Appropriation	2,646,940	4,940,427	-	-	4,940,427
Operating Transfers Out	3,973,204	3,973,204	-	-	3,973,204
Total Requirements	6,620,144	8,913,631	-	-	8,913,631
Revenue					
Use of Money & Prop	180,000	200,000	-	-	200,000
State, Fed or Gov't Aid	5,684,883	5,684,883	-	-	5,684,883
Total Revenue	5,864,883	5,884,883	-	-	5,884,883
Fund Balance		3,028,748	-	-	3,028,748

GROUP: Human Services System
DEPARTMENT: Human Services System - Proposition 36
FUND: Special Revenue RHD DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Contingencies	2,341,092	(841,962)	1,499,130	-	**1,499,130**	-	1,499,130
Transfers	2,599,335	4,027,743	6,627,078	-	**6,627,078**	-	6,627,078
Total Appropriation	4,940,427	3,185,781	8,126,208	-	**8,126,208**	-	8,126,208
Operating Transfers Out	3,973,204	(3,973,204)	-	-	**-**	-	-
Total Requirements	8,913,631	(787,423)	8,126,208	-	**8,126,208**	-	8,126,208
Revenue							
Use of Money & Prop	200,000	(20,000)	180,000	-	**180,000**	-	180,000
State, Fed or Gov't Aid	5,684,883	(12,162)	5,672,721	-	**5,672,721**	-	5,672,721
Total Revenue	5,884,883	(32,162)	5,852,721	-	**5,852,721**	-	5,852,721
Fund Balance	3,028,748	(755,261)	2,273,487	-	**2,273,487**	-	2,273,487

Recommended Program Funded Adjustments

Contingencies	(841,962)	Decrease in contingencies to cover on-going expenses not cover but the annual state allocation.
Transfers	4,027,743	$3,973,204 previously budgeted as operating transfers out and $52,935 increase in Human Services System administrative expenses related to fee collection, and $2,000 increase in court ancillary services related to vocational training services.
Total Appropriation	3,185,781	
Operating Transfers Out	(3,973,204)	Budgeted as transfers.
Total Requirements	(787,423)	
Revenue		
Use of Money & Prop	(20,000)	Decrease in interest.
State, Fed or Gov't Aid	(12,162)	Decrease in county's allocation by the state.
Total Revenue	(32,162)	
Fund Balance	(755,261)	

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN SERVICES SYSTEM
ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELMI
BUDGET UNIT: AB212 TEACHER STIPENDS (RHE DPA)

I. GENERAL PROGRAM STATEMENT

High quality childcare is dependent upon a well-trained, well-compensated and dedicated staff. In an effort to foster an environment where this type of staff is developed and retained, Children's Network applied for and was awarded this state grant via Assembly Bill 212 (Teacher Stipends) in December 2001. Grant monies are placed in this special revenue fund providing stipends to pre-school teachers and/or administrators who demonstrate completion of college credits towards certification or post-secondary degrees. The stipend increases as the number of college units completed increases thereby acting as an incentive for preschool teachers to further educational levels. Stipends also increase for teachers who speak a second language or teach disabled children making preschool services accessible to a larger portion of the community. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	-	638,912	1,284,310	612,000
Total Revenue	639,231	-	645,398	612,000
Fund Balance		638,912		-
Workload Indicators				
Stipends Awarded	-	-	719	343

The difference between the Budget 2002-03 and Estimated 2002-03 figures is due to 2001-02 revenue not being received until very late in the fiscal year, making it impossible for stipends to be awarded before the end of the fiscal year. The state allowed the revenue to be carried forward to 2002-03. Additionally, unexpected additional grant monies were received in 2002-03.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The 2003-04 grant has yet to be determined but is estimated to be $606,000. In addition, projected interest of $6,000 may be available to supplement the grant and be used toward stipends. All grant monies are projected to be spent by the end of 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Human Services System - AB212 TEACHER STIPENDS
FUND: Special Revenue RHE DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Other Charges	1,284,310	638,912	-	-	638,912
Total Appropriation	1,284,310	638,912	-	-	638,912
Revenue					
Use of Money & Prop	-	-	-	-	-
State, Fed or Gov't Aid	645,398	-	-	-	-
Total Revenue	645,398	-	-	-	-
Fund Balance		638,912	-	-	638,912

GROUP: Human Services System
DEPARTMENT: Human Services System - AB212 TEACHER STIPENDS
FUND: Special Revenue RHE DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	638,912	(26,912)	612,000	-	**612,000**	-	612,000
Total Appropriation	638,912	(26,912)	612,000	-	**612,000**	-	612,000
Revenue							
Use of Money & Prop	-	6,000	6,000	-	**6,000**	-	6,000
State, Fed or Gov't Aid	-	606,000	606,000	-	**606,000**	-	606,000
Total Revenue	-	612,000	612,000	-	**612,000**	-	612,000
Fund Balance	638,912	(638,912)	-	-	**-**	-	-

Recommended Program Funded Adjustments

Other Charges	(26,912)	Decreased stipends due to lower grant from the state.
Total Appropriation	(26,912)	
Revenue		
State, Fed or Gov't Aid	606,000	Expected grant from state for teacher stipend program.
Use of Money & Prop	6,000	Projected interest on fund balance.
Total Revenue	612,000	
Fund Balance	(638,912)	

OVERVIEW OF BUDGET

DEPARTMENT: PRESCHOOL SERVICES
ADMINISTRATOR: ROBERTA YORK
BUDGET UNIT: RSC HPS

I. GENERAL PROGRAM STATEMENT

Preschool Services Department (PSD) has operated the Federal Head Start program and other childcare programs in San Bernardino County since 1965 providing comprehensive child development and family services to children, ages 3 to 5 years, of low income and disadvantaged families. As the primary program (80% of all funding), Head Start incorporates educational, health, nutritional, and psychological services in order to help children become ready to enter and succeed in school and life in general. Site expansion and currently operating sites will provide childcare services at 45 sites throughout the county. Other programs operated by this department include the State Preschool, the General Child Care and the Child and Adult Care Food Programs.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	32,631,728	36,768,311	36,720,349	37,534,164
Total Revenue	30,853,852	36,850,315	36,802,353	37,534,164
Fund Balance		(82,004)		-
Budgeted Staffing		653.7		577.1
Workload Indicators				
Average daily # of classes	283	315	269	282
Average daily # of children	4,352	5,122	4,303	4,490

PSD applied for and received authorization from the Federal Administration of Children and Families (ACF) to reauthorize $1.66 million in expansion funds from 2001-02 to 2002-03. The Board of Supervisors approved the one-time rollover on August 13, 2002 (Item no. 35) to fund start-up costs such as facilities renovations, playground equipment, copiers, classroom equipment, classroom supplies and to provide salaries and benefits for expansion staff. The expansion sites include Adelanto, Apple Valley, Crestline, Joshua Tree, Upland and Victorville.

Workload estimates (avg. daily # of classes and children) for 2002-03 are under budget by 46 classes and 819 children due to various factors. There was a construction delay in opening several expansion sites and/or classrooms. Sites/classrooms licensed since February include: Adelanto, Apple Valley, Sivaland and Victorville. Crestline and Rialto Eucalyptus sites are expected to open in May 2003. Additionally, the workload indicator for average daily # of children for the 2002-03 budget was overstated because 68 children enrolled in Sivaland's wrap-around program (a federal and state slot combined) were included twice.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing has a net decrease of 76.6 positions. There was a zero net change in site supervisors, teachers and teacher aides (9 and 12 months), who were qualified and upgraded to level II positions based on a mid year Board item (July 23, 2002, #32) that approved six new classifications to compensate for the higher levels of education mandated by Head Start.

Other changes to teaching staff resulted in a net reduction of 51.9 budgeted staffing. A net increase of 14.7 budgeted positions was due to site expansion (1.5 Site Supervisor II–12 months, 3.5 Teacher II–12 months and 9.7 Teacher Aide II–12 months). A net decrease of 38.8 budgeted positions was due to deleting vacant positions that are no longer needed (7.4 Site Supervisor–9 months, 23.3 Teacher-9 months and 8.1 Teacher Aide-9 months), and a net decrease of 41.4 budgeted positions (Teachers-9 months) was due to a work hours reduction for part-day Teachers from 8 to 6 hours per day. The vacancy factor of 13.6 was eliminated.

Changes to supporting staffing resulted in a net reduction of 24.7 budgeted staffing. A net increase of 6.2 budgeted positions was due to workload increase (1.5 Accounting Technician, 1.5 Food Service Worker-12 months, 1.0 Fiscal Clerk I, 1.0 Program Supervisor, 0.1 Program Aide-9 months, 0.1 Nurse, and 1.0 Eligibility Worker II). A net decrease of 30.9 budgeted positions was due to deleting vacant positions that are no longer needed (0.5 Eligibility Worker II, 7.5 Public Service Employee, 8.6 Custodian-9 months, 5.1 Food Service Worker-9 months, 3.5 Center Clerk-9 months, 2.0 Clerk III, 2.0 General Maintenance Worker, 1.0 Generalist-9 months, 0.1 Staff Analyst II, and 0.6 Custodian-12 months).

PROGRAM CHANGES

The average daily number of classes and number of children served are expected to decrease in 2003-04 by 33 classes comprised of 564 children due to PSDs' plan to implement new full-day program options.

PSD is committed to providing new full-day program options by combining Head Start and State Preschool funded slots based on the recommendations of the Head Start - State Collaboration Office (California Department of Education, Child Development Division) and in response to the changing needs of families. More low income and disadvantage families with young children now work or train full-time due to welfare reform and are therefore in need of full–time childcare services.

PSD's collaborative plan is twofold: (1) PSD will absorb 317 State Preschool slots into the existing Full Day Head Start Program, and (2) PSD will combine two part day slots – 3.5 hours each, comprised of 247 Head Start and State Preschool slots each. In both cases, children will be co-enrolled in Head Start and State Preschool programs. PSD operates a similar program at its Sivaland location where full-day service is provided to 72 co-enrolled children. In addition to the programs mentioned above, PSD will continue to provide part-day services to 3,802 children (including Delegate Agencies) and full-day services to 52 General Child Care children at the Mill Street site.

The overall impact on recommended program funded adjustments will be a net decrease of $ 193,369. This decrease is the result of cost savings due to the new program options (blending of federal and state slots). The new program options will result in a reduction through attrition of 15.1 budgeted teaching positions. In addition to salary savings, Preschool Services expects cost savings in transportation, food, classroom supplies and facilities (one or two sites) proportionate to the stated decrease in workload. A cost savings is also anticipated in the reduction of working hours for part-day teaching staff (from 8 to 6 hours per day) for children who attend class for 3.5 hours per day. The combined cost savings will be offset primarily by cost increases in MOU salary and benefits, unemployment insurance, workers compensation, and lease payments (CPI).

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 15.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.3	Slated for Deletion
Vacant Budgeted in Recruitment	13.7	Retain
Total Vacant	15.0	

Vacant Position Restoration Request:

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Preschool Services
FUND: Special Revenue RSC HPS

FUNCTION: Public Assistance
ACTIVITY: Child Development

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	23,166,048	23,575,234	908,847	50,375	24,534,456
Services and Supplies	3,918,511	3,867,523	-	-	3,867,523
Central Computer	93,737	90,657	-	-	90,657
Other Charges	6,874,284	7,305,389	-	-	7,305,389
Equipment	491,243	-	-	-	-
Transfers	2,176,526	1,929,508	-	-	1,929,508
Total Appropriation	36,720,349	36,768,311	908,847	50,375	37,727,533
Revenue					
Use of Money & Prop	-	-	-	-	-
State, Fed or Gov't Aid	36,802,353	36,850,315	908,847	50,375	37,809,537
Other Revenue	-	-	-	-	-
Total Revenue	36,802,353	36,850,315	908,847	50,375	37,809,537
Local Cost		(82,004)	-	-	(82,004)
Budgeted Staffing		653.7			653.7

GROUP: Human Services System
DEPARTMENT: Preschool Services
FUND: Special Revenue RSC HPS

FUNCTION: Public Assistance
ACTIVITY: Child Development

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	24,534,456	(583,504)	23,950,952	(47,162)	**23,903,790**	-	23,903,790
Services and Supplies	3,867,523	282,834	4,150,357	-	**4,150,357**	-	4,150,357
Central Computer	90,657	(4,877)	85,780	-	**85,780**	-	85,780
Other Charges	7,305,389	(334,438)	6,970,951	-	**6,970,951**	-	6,970,951
Equipment	-	-	-	-	**-**	-	-
Transfers	1,929,508	446,616	2,376,124	-	**2,376,124**	-	2,376,124
Total Appropriation	37,727,533	(193,369)	37,534,164	(47,162)	**37,487,002**	-	37,487,002
Revenue							
Use of Money & Prop	-	-	-	-	**-**		
State, Fed or Gov't Aid	37,809,537	(275,373)	37,534,164	(47,162)	**37,487,002**	-	37,487,002
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	37,809,537	(275,373)	37,534,164	-	**37,487,002**	-	37,487,002
Fund Balance	(82,004)	82,004	-	(47,162)	**-**	-	
Budgeted Staffing	653.7	(76.6)	577.1	(1.3)	**575.8**		575.8

Base Year Adjustments

Salaries and Benefits	603,399	MOU.
	292,558	Retirement.
	12,890	Risk Management Workers Comp (classified employees only).
	908,847	
Total Appropriation	908,847	
Total Revenue	908,847	Federal and state aid.
Fund Balance	-	

Mid-Year Adjustments

Salaries and Benefits	50,375	Increase in Calfornia State Department of Education, Child Development Division,
Total Appropriation	50,375	contracts for 2002-03. Approved by the Board on April 8, 2003, Item no. 25).
Total Revenue	50,375	These funds will be ongoing beginning July 1, 2002.
Fund Balance	-	

Recommended Program Funded Adjustments

Salaries and Benefits	(583,504)	Net decrease of $583,504 is due primarlly to staff reduction (76.6 budgeted positions) due to the new program options and the reduction of working hours for 9-month part-day teachers from 8 to 6 hours per day. Together, reductions will result in a savings of $2,347,754 offset by increases in worker's comp for contract employees in the amount of $662,289, and in MOU step raises and Level I / Level II step for the Site Supervisors, Teachers, and Teacher's Aides in the amount of 1,101,961.
Services and Supplies	(67,115)	Decrease in utilities due to the new program options resulting in the closure of one or two sites.
	(121,621)	GASB 34 Accounting Change (EHAP).
	(80,000)	Decrease in office expense - Outside vendors due to reduced spending because of the new program options.
	528,954	Increase in COWCAP costs primarily due to a rise in unemployment claims for 9-month employees.
	99,000	Increase in subscriptions for new Genesis System Support.
	(76,384)	Net decrease due to anticipated reduction of inventoriable equipment and other misc expenses.
	282,834	
Central Computer	(4,877)	Decrease anticipated in central computer charges.
Other Charges	(334,438)	Net decrease in other charges due to the anticipated reduction of the transportation and food services costs related to the new program options.
Transfers	446,616	Increases in transfers due primarily to Real Estate lease payment increase for $219, 459. Also, increases in charges from HSS, ITSD, and HR staff in the amount of $105,536. GASB 34 Accounting Change (EHAP) $121,621.
Total Appropriation	(193,369)	
Revenue		
State, Fed or Gov't Aid	(275,373)	Net decrease of federal and state aid is due primarily to an overestimation of the federal COLA/quality increase for 2002-03.
Total Revenue	(275,373)	
Fund Balance	82,004	

PRESCHOOL SERVICES

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2.0	1.3	47,162	47,162	-
Vacant Budgeted in Recruitment - Retain	25.0	13.7	432,793	432,793	-
Total Vacant	27.0	15.0	479,955	479,955	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Public Service Employee	71126	(.5)	(10,430)	(10,430)	-
Cont Preschool Site Spvr 9 mos	72057	(.8)	(36,732)	(36,732)	-
Subtotal Recommended - **Delete**		(1.3)	(47,162)	(47,162)	-
Subtotal Recommended - **Retain**		-	-	-	-
Total Slated for Deletion		(1.3)	(47,162)	(47,162)	-
Vacant Budgeted in Recruitment - **Retain**					
Cont PSD Food Svc Worker 12 mos	77595	1.0	21,671	21,671	-
Cont PSD Center Clerk 12 mos	76466	1.0	25,718	25,718	-
Cont PSD Custodian 12 mos	71434	1.0	24,108	24,108	-
Cont PSD Custodian 12 mos	76471	0.4	11,754	11,754	-
Cont Preschool Teacher Aide 12 m	76458	1.0	26,859	26,859	-
Cont Preschool Teacher Aide 12 m	76459	0.6	16,156	16,156	-
Cont Preschool Teacher 12 mos	76451	0.5	15,751	15,751	-
Cont PSD Center Clerk 9 months	77076	0.8	20,493	20,493	-
Cont PSD Prog Generalist 9mos	71573	0.8	30,092	30,092	-
Cont PSD Prog Generalist 9mos	71753	0.8	35,922	35,922	-
Cont Preschool Teacher 9 month	71203	0.2	8,830	8,830	-
Cont Preschool Teacher 9 month	71279	0.2	8,830	8,830	-
Cont Preschool Teacher 9 month	71453	0.6	21,255	21,255	-
Cont Preschool Teacher 9 month	72363	0.2	8,830	8,830	-
Cont Preschool Teacher 9 month	77109	0.2	7,925	7,925	-
Cont PSD Custodian 9 months	71247	0.3	8,744	8,744	-
Cont PSD Custodian 9 months	71295	0.4	11,171	11,171	-
Cont PSD Custodian 9 months	71333	0.3	8,744	8,744	-
Cont PSD Custodian 9 months	71359	0.6	16,456	16,456	-
Cont PSD Custodian 9 months	72041	0.6	16,628	16,628	-
Cont PSD Custodian 9 months	72225	0.4	11,171	11,171	-
Cont Preschool Site Spvr 9 mos	71355	0.8	29,439	29,439	-
Cont Preschool Teacher Aide 9mos	71380	0.8	21,020	21,020	-
Cont Preschool Teacher Aide 9mos	77089	0.1	5,704	5,704	-
Cont Preschool Teacher II 9 mo	77720	0.5	19,522	19,522	-
Total in Recruitment Retain		13.7	432,793	432,793	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented. If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

OVERVIEW OF BUDGET

DEPARTMENT: PUBLIC HEALTH
PROGRAMS ADMINISTRATOR: JIM FELTEN

	2003-04				
	Appropriation	Revenue	Fund Balance	Local Cost	Staffing
Public Health	73,360,369	72,715,647	-	644,722	920.8
California Children's Services	10,723,433	9,185,392	-	1,538,041	145.0
Indigent Ambulance	472,501	-	-	472,501	-
Cajon Pass	111,098	81,800	29,298	-	-
Total	84,667,401	81,982,839	29,298	2,655,264	1,065.8

BUDGET UNIT: PUBLIC HEALTH (AAA PHL)

I. GENERAL PROGRAM STATEMENT

The Department of Public Health provides a wide range of services to prevent diseases and improve the health, safety, and quality of life for the residents of San Bernardino County. The department operates 36 different programs divided among four areas of Public Health: 1) Preventive Medicine Services, 2) Community Health Services, 3) Environmental Health Services, and 4) Administrative Support Services. Programs (many which are mandated by the State Health and Safety Code) are funded by state and federal grants, local fees, and general fund support.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	63,629,939	73,675,031	69,057,120	73,360,369
Total Financing Sources	62,793,170	73,020,711	68,402,800	72,715,647
Local Cost	836,769	654,320	654,320	644,722
Budgeted Staffing		1,100.3		920.8
Workload Indicators				
Patient Visits	95,786	106,065	100,691	107,410
Immunizations	132,012	151,205	144,100	162,000
Lab Examinations	107,212	99,100	102,550	102,550
Home Visits	21,841	32,500	24,975	17,380
Animal Control Responses	403,461	407,000	392,200	400,500
WIC Vouchers Distributed	737,426	747,600	751,000	773,000
Inspections/Permits	46,695	41,560	40,589	40,952

Estimated expenditures and revenues are expected to come in below budget as a result of programs that are scaling back with the anticipation of their elimination in the coming fiscal year. Public Health has a number of MOUs with other Human Services System departments that will be ending as a result of funding cuts within the HSS social service departments. The severe drop in estimated and budgeted home visits reflects the budget cuts associated with HSS MOU reductions and other lost grant funds.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Overall, budgeted staffing is reduced by 179.5 positions. Within base year adjustments, budgeted staffing is decreased a net of 0.9 as a result of implementing the 4% spend down plan and 30% cost reduction plan which deleted 1.9 positions and approving the AIDS Master grant which added 1.0 position. In mid-year adjustments the Board approved an increase of 1.0 in budgeted staffing netting an increase of 1.9 budgeted staff in the Board Approved Base Budget. Within the Public Health Department, all county general fund dollars go toward the animal control program; as a result all impacts resulting from the 4% and 30% budget reduction plans occur in that program.

Within the program funded adjustments, staffing is reduced by a net 181.4 or 16.5%. This is primarily the result of two factors: reduced revenue/reimbursements and significantly increased staffing expense due to retirement and MOU increases. Of the 181.4 reduction, 67.4, over 37%, comes from the Maternal Health Program, which was severely impacted by the elimination/reduction of various state and Children and Families Commission grant funds for programs such as “Early Steps,” “Earlier the Better,” and “Right from the Start.” Of the remaining 114.0 reduction, 33.9 occurred in the Perinatal and Adolescent Life program, 8.9 in Child Health, 3.5 in Family Planning, 17.0 in Aging, and 17.5 in the Field Nursing program. All of these programs experienced revenue declines as a result of the reduction or elimination of grants from both the state and the federal governments, as well as reductions in programs funded through MOUs with other county departments. Miscellaneous other changes within various programs resulted in a reduction of 33.2.

In conjunction with these budgeted staffing cuts the department is developing a layoff plan. Only a minimal number of the 181.4 reduction in budgeted staffing affects filled positions. The department has a high number of vacancies in nursing and education positions due to difficulties in recruiting and retaining these classifications. As a result, vacant positions were deleted and staff from unfunded programs are being reassigned throughout the department. Additionally, the department is working with other county departments to transfer staff from positions that are at risk to other positions in the county. These reassignments and transfers should help the department to keep the layoff plan to a minimal level.

Included in the net decrease of 181.4, the department is also requesting new staff in three programs and four reclassifications. Total new staffing includes a 7.6 increase in our Nutrition program funded entirely by Federal Women, Infants, & Children funds, a 0.2 increase in Child Health for an additional part-time Dental Hygienist for the Dental Disease Prevention program which is entirely state funded, and a 1.9 increase in Reproductive Health for a new Title V federal grant. The nutrition programs staff includes 2.1 Nutritionists, 1.9 Supervising Health Service Assistants, 0.9 Health Service Assistant II, and 2.7 Pre-Registered Dieticians. The Reproductive Health positions include 0.9 Public Health Coordinator and 1.0 Clerk III.

Of the four reclassifications, three are to downgrade positions that are currently being underfilled to the lower classification of the employee that is filling the position. The fourth reclassification is to downgrade an Environmental Health position that has been extremely difficult to recruit at its current classification.

PROGRAM CHANGES

As indicated in the staffing changes section, Public Health saw a number of grants either reduced or eliminated in both the current and coming year. Services and supplies costs and fixed asset expenditures were reduced dramatically in many programs in an attempt to maintain staff for service delivery. Amounts budgeted for transfers have increased slightly as a result of increased lease expenses, administrative support, and EHAP expenses related to an accounting change.

Reimbursements received from other county departments have decreased by $5,207,973 as a result of dramatically reduced or eliminated MOUs for service, primarily with other HSS departments. The programs affected are: “Youth Self Sufficiency,” “STOP” (a Family Violence Prevention program), “Let’s Talk” and “Family Planning Access” funds from the Transitional Assistance Department, and the Aging “Personal Care and Services Program” and funding for CalWorks services.

Budget to budget, revenues are decreasing from $71,458,055 to $69,008,022 for a net decrease of $2,450,033. This net reduction is comprised of a number of substantial changes. Child Health clinical services have been

eliminated due to a restructuring of the program by the State resulting in a loss of $261,000 in revenue. The Child Health functions will continue to be provided within the county by private providers. A Children and Families Commission grant, the "Early Steps" Program, has ended resulting in a decrease of $3,585,392 in budgeted revenue. The loss of the Children and Families Commission grant was compounded by the fact that those funds were used to obtain matching funds from the State Maternal and Child Health (MCH) program. That loss of matching funds then led to a further loss of $1,301,560 in MCH funds. A Field Nursing program, "The Earlier the Better," has ended causing a revenue decrease of $715,600. Other reductions include an accounting change that shifts how Bio-Terrorism revenue ($949,043) is recognized from revenue to operating transfers in and miscellaneous decreases ($604,044) across various programs.

Revenue increases partially offsetting the reductions above includes $126,000 in base year adjustments and $2,236,406 in mid-year adjustments. Almost all of this mid-year increase is the result of increases to our Women, Infants & Children (WIC) program. Other increases include $800,000 for a federal Special Projects of Regional and National Significance grant for abstinence education and a $1,804,200 expansion of our state Targeted Case Management (TCM) activities.

The increase in TCM is designed to help offset the severe reduction in programs funded by MOUs with other HSS departments. As indicated in a recent consultant study by Maximus, many of the services offered under those programs included a significant case management component that is eligible to be time-studied and claimed under the State's TCM program. Through this approach, the department plans to sustain key services by seeking state funding allocated for case management services provided to public health clients. The TCM program activities will begin July 1, 2003. However, the required time-study, reimbursement rate setting by the state, and program approval by the state do not occur until October, November, and December respectively. Should some or all of our program be denied by the state, it is likely the department would need to implement further staff reductions and use some one-time realignment funds to cover the expenses for the first half of the year for those portions of the program that are not approved.

Operating transfers in are increasing to pay for the bio-terrorism program. Positions approved in the 2002-03 year are being filled and the program is getting off the ground resulting in increased expenditures and transfers in to support this program.

OTHER CHANGES

As part of the continued integration into the Human Services System, a transition plan for automated systems staff is currently being developed to transfer that function from Public Health into HSS Administration.

Bio-terrorism spending is expected to ramp up in the coming fiscal year as the approved staff is hired and equipment purchased. Additionally, new leeway has been given by the state to allow the use of the bio-terrorism funds for some of the expense associated with the smallpox vaccination plan for participating hospital staff and some first responders.

Expenditures for equipment have been reduced by $52,000 in accordance with the 30% cost reduction plan. Other fixed asset purchases have been kept to a minimum due to financial constraints. Fixed assets included in the budget have been limited to lab equipment associated with the bio-terrorism funding, one unrepairable copier, one computer server, and a replacement embossing machine for maternal health client identification cards.

Transfers out are increasing by $501,661 as a result of increased lease payments, a GASB 34 accounting change for EHAP, and increased HSS Administrative support.

IV. VACANT POSITION IMPACT

The department has a total of 43.8 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	21.4	Slated for Deletion
Vacant Budgeted In Recruitment	22.4	Retain
Total Vacant	43.8	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of 16.7 (out of the total 21.4) vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1 through 4, 5 partially, and 6 through 11, which would restore the department's request of 15.9 vacant budgeted positions as these positions provide critical services to the community. The majority of the positions are fully funded by State/Federal grants, realignment, and/or contracts with exception of the positions related to the expansion of the Devore Animal Shelter, which are entirely funded by local cost and were previously approved by the Board of Supervisors.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Laboratory	4.6 $273,434 Revenue Supported	These positions (1.9 Microbiologist III, 0.9 Microbiologist, 0.9 Program Coordinator, and 0.9 Lab Assistant are 100% funded by the Bioterrorism grant or by the AIDS Program.
x	2	Program Analysis and Statistics	0.8 $32,552 Revenue Supported	The vital statistics group inputs birth and death certificates information into the state ddatabase. The timeliness for work in the group is driven by state mandated turnaround times; therefore, deletion of this position would only necessitate the continued use of overtime. This 0.8 Clerk III is 100% fee funded.
x	3	Preventive Veterinary Services	0.8 $54,930 Revenue Supported	This program is responsible for inspecting businesses that are required to have a permit for any animals or livestock. There is no local cost associated with this position. This 0.8 Public Health Veterinarian has been vacant since it is difficult to recruit.
x	4	Animal Control Shelter	1.6 $52,808 Local Cost	These positions (1.0 General Service Worker II, 0.5 Animal Control Officer, and 0.1 Public Health Veterinarian are needed due to the expansion of the Devore Animal Shelter. They were previously approved by the Board. Positions to be filled when shelter opens in late 2003.
x	5	Emergency Medical Services	1.6 $98,664 Revenue Supported	These 1.6 EMS Nurse positions are required to provide qualified oversight/coordination of emergency medical services activities. The County Administrative Office recommends that 0.8 of the 1.6 requested positions be retained as it was filled most recently, and is required to sustain current level of operations.
x	6	Animal Control Officers	1.0 $37,395 Revenue Supported	These positions (0.5 Animal Control Officer and 0.5 Animal License Checker I) serve the Barstow area. Recurrent extra help employees are currently performing the duties of these positions. The department is requesting to convert these positions into regular positions. There is no local cost associated with these positions.
x	7	Nutrition Program	1.2 $50,363 Revenue Supported	The Nutrition Program is 100% funded by the federal Women, Infants, and Children (WIC Program. 0.4 Nutritionist position has been vacant because it is difficult to find eligible candidates in the 29 Palms area where this position is assigned. The 0.8 Supervising Health Service Assistant position has been held vacant pending notification of funds. Funds were subsequently approved.
x	8	Environmental Health Services	0.8 $64,077 Revenue Supported	Performs inspections and investigations for compliance with applicable laws and regulations in the Community Health Program. Program is 100% fee supported. Both positions have been vacant because they are difficult to recruit. Human Resources now has a list of qualified candidates for one position. The department is requesting to reclassify one position expecting that the new position will be easier to recruit.

x	9	Child Health	0.3 $6,008 Revenue Supported	0.3 Health Services Assistant I position provide direct patient care and are 100% funded by contracts with school districts or grant revenue.
x	10	Health Education	2.4 $121,209 Revenue Supported	The Health Education Specialist positions split time among various programs that are 100% funded by the Bioterrorism grant, Proposition 99, and contracts starting on July 1, 2003 for a "Drug Free Schools and Communities" grant.
x	11	AIDS Planning Council	1.6 $93,791 Revenue Supported	The planning council exists pursuant to federal rules in order for the department to receive Federal Title I funds. The council has vacant positions due to staff turnover. These Staff Analyst positions are 100% federally funded.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Department fee changes include fee increases within our Environmental Health Division covering both the various Environmental Health and Animal Control programs. These fee increases are in direct response to the increased staffing costs associated with MOU increases, rising retirement costs, and workers compensation increases associated with providing service in fee supported programs.

Within Environmental Health Services, fee increases will allow the restoration 6.0 budgeted staff ($311,638) and will pay for lease increases ($114,410) that would otherwise remain unfunded in the absence of the increases. Those positions include 1.0 Environmental Health Specialist I, 2.0 Environmental Health Specialist II, 1.0 Environmental Technician I, and 2.0 Public Service Employee positions. The PSE positions provide specialized seasonal support for water quality and vector control programs.

Animal Control cut services and supplies dramatically in order to maintain staffing levels. Projected revenues associated with fee increases will allow for the restoration of $157,897 in services and supplies budgets. Given the equipment cuts that Animal Control is absorbing as part of the 30% cost reduction plan, the availability of services and supplies budget will be critical to maintaining existing aging equipment that had been scheduled for replacement.

GROUP: Human Services System
DEPARTMENT: Public Health
FUND: General AAA PHL

FUNCTION: Health and Sanitation
ACTIVITY: Health

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	50,044,753	54,873,157	4,765,856	387,211	60,026,224
Services and Supplies	22,950,587	25,028,310	292,122	1,849,195	27,169,627
Central Computer	524,709	524,709	(94,630)	-	430,079
Equipment	237,741	344,900	(52,000)	-	292,900
Transfers	2,320,299	2,591,914	(18,802)	-	2,573,112
Total Exp Authority	76,078,089	83,362,990	4,892,546	2,236,406	90,491,942
Reimbursements	(7,396,910)	(9,687,959)	-	-	(9,687,959)
Total Appropriation	68,681,179	73,675,031	4,892,546	2,236,406	80,803,983
Revenue					
Licenses & Permits	6,108,722	6,727,755	-	-	6,727,755
Fines & Forfeitures	250,000	245,000	-	-	245,000
Taxes	122,000	122,000	-	-	122,000
Current Services	8,574,926	10,763,540	96,000	103,000	10,962,540
State, Fed or Gov't Aid	37,596,806	39,794,971	4,471,544	2,133,406	46,399,921
Other Revenue	113,570	230,700	-	-	230,700
Realignment	13,458,179	13,574,089	334,600	-	13,908,689
Total Revenue	66,224,203	71,458,055	4,902,144	2,236,406	78,596,605
Operating Transfers In	1,802,656	1,562,656	-	-	1,562,656
Total Sources	68,026,859	73,020,711	4,902,144	2,236,406	80,159,261
Local Cost	654,320	654,320	(9,598)	-	644,722
Budgeted Staffing		1,100.3	0.9	1.0	1,102.2

GROUP: Human Services System
DEPARTMENT: Public Health
FUND: General AAA PHL

FUNCTION: Health and Sanitation
ACTIVITY: Health

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	60,026,224	(7,724,199)	52,302,025	(1,010,426)	**51,291,599**	835,899	52,127,498
Services and Supplies	27,169,627	(5,221,149)	21,948,478	-	**21,948,478**	-	21,948,478
Central Computer	430,079	-	430,079	-	**430,079**	-	430,079
Equipment	292,900	(207,900)	85,000		**85,000**		85,000
Transfers	2,573,112	501,661	3,074,773	-	**3,074,773**	-	3,074,773
Total Expen Authority	90,491,942	(12,651,587)	77,840,355	(1,010,426)	**76,829,929**	835,899	77,665,828
Reimbursements	(9,687,959)	5,207,973	(4,479,986)	-	**-**	-	-
Total Oper Expense	80,803,983	(7,443,614)	73,360,369	(1,010,426)	**72,349,943**	835,899	73,185,842
Revenue							
Licenses & Permits	6,727,755	(154,769)	6,572,986	(136,507)	**6,436,479**	120,481	6,556,960
Fines & Forfeitures	245,000	5,000	250,000	-	**250,000**	-	250,000
Taxes	122,000	-	122,000	-	**122,000**	-	122,000
Current Services	10,962,540	(4,535,326)	6,427,214	(17,226)	**6,409,988**	17,226	6,427,214
State, Fed or Gov't Aid	46,399,921	(4,776,478)	41,623,443	(355,830)	**41,267,613**	267,882	41,535,495
Other Revenue	230,700	(127,010)	103,690		**103,690**	-	103,690
Realignment	13,908,689	-	13,908,689	(164,807)	**13,743,882**	94,254	13,838,136
Total Revenue	78,596,605	(9,588,583)	69,008,022	(674,370)	**68,333,652**	499,843	68,833,495
Operating Transfers In	1,562,656	2,144,969	3,707,625	(283,248)	**3,424,377**	283,248	3,707,625
Total Sources	80,159,261	(7,443,614)	72,715,647	(957,618)	**71,758,029**	783,091	72,541,120
Local Cost	644,722	-	644,722	(52,808)	**591,914**	52,808	644,722
Budgeted Staffing	1,102.2	(181.4)	920.8	(21.4)	**899.4**	15.9	915.3

Base Year Adjustments

Salaries and Benefits	1.540.274	MOU.
	2.736.899	Retirement.
	572.606	Risk Management Liabilities.
	(26.173)	4% Spend Down Plan..
	(87.750)	30% Cost Reduction Plan
	13,000	Approved by the Board on October 1, 2003 - AIDS Master Grant which added 1.0 Staff Analyst II.
	17,000	Approved by the Board on January 14, 2003 - HOT SPoTS Funding for Chlamydia testing and screening activities.
	4.765.856	
Services and Supplies	196.122	Risk Management Liabilities.
	48.000	Approved by the Board on September 24. 2002 for Medical Administrative Activities (MAA) claims
	48.000	Approved by the Board on October 22. 2002 for MAA claims processing.
	292.122	
Central Computer	(94.630)	
Equipment	(52,000)	30% Cost Reduction Plan.
	(52,000)	
Transfers	(18.802)	Incremental change in EHAP.
Total Appropriation	4,892,546	
Revenue	96.000	Current services increased for MAA contracts.
	4.883.144	Target Setting assumed increase in State & Federal revenue .
	30.000	State revenue related to AIDS Master Grant and HOT SPoTs funding.
	(334,600)	SB90 Revenue loss.
	334,600	SB90 Backfill from Realignment for Health programs not being paid by the state.
	(107,000)	SB90 Backfill for Animal Control.
Total Revenue	4.902.144	
Total Local Cost	(9.598)	

Mid-Year Adjustments

Salaries and Benefits	8,313	Approved by the Board on January 14, 2003 - HOT SpoTS funding for Chlamadya testing and screening activities.
	7,500	Approved by the Board on January 7. 2003 - Clasp funding for Chlamadya screening project.
	338,500	Approved by the Board on February 4. 2003 - Women. Infants. and Children (WIC).
	32,898	Approved by the Board on March 18. 2003 - 5 A Day funding.
	387.211	
Services and Supplies	9.234	Approved by the Board on January 14. 2003 - HOT SPoTS Funding
	5.000	Approved by the Board on January 7. 2003 - Clasp Funding. added 1.0 Health Services Assistant I
	1.764.859	Approved by the Board on February 4. 2003 - WIC funding.
	22.102	Approved by the Board on March 18. 2003 - 5 a day funding.
	48.000	Approved by the Board on March 18, 2003 - MAA claims processing.
	1.849.195	
Total Mid-Year Appropriation	2,236,406	
Revenue	103,000	Increased in current services for MAA claims and 5 a day contract.
	2,133,406	Federal and state revenue.
Total Mid-Year Revenue	2,236,406	
Total Mid-Year Local Cost	-	

PUBLIC HEALTH

Recommended Program Funded Adjustments

Salaries and Benefits	(1,226,554)	Perinatal Program - HSS MOU reduction for the Youth Self-Sufficiency Program.
	(335,301)	Child Health - changes in state Child Health Program has lead to the elimination of our child health clinical services.
	(2,716,572)	Maternal Health - contract with Children & Families Commission ends June 30, 2003; cuts to state funded Maternal Health Program.
	(957,100)	Aging Program - HSS MOU reduction for the Personal Care Services Program.
	(919,899)	Field Nursing - HSS CalWORKS MOU reduction and the ending of the "Earlier the Better" Program with California State University, San Bernardino.
	(1,031,891)	Increase in vacancy factor due to hiring limitations resulting from the current budget situation.
	(536,882)	Miscellaneous staff reductions across approximately 30 Public Health programs resulting from increased labor costs. This represents a 1% reduction.
	(7,724,199)	
Services and Supplies	(309,771)	Perinatal Program - reduced MOU with HSS for Youth Self-Sufficiency Program.
	(2,313,100)	Maternal Health - contract with Children & Families Commission ends June 30, 2003; cuts to state funded Maternal Health Programs.
	(209,543)	GASB 34 Accounting Change (EHAP).
	(2,388,735)	As a result of increased staffing expenses, many of our programs slashed services and supplies so that they could maintain staff and continue service delivery. This reduction is across dozens of programs. The larger reductions include: Lab (310,500); Environmental Health (290,530); Facilities Management (199,642); Animal Control (181,025); and Emergency Medical Services (92,997).
	(5,221,149)	
Equipment	(207,900)	Most fixed asset purchases have been eliminated from the budget due to financial constraints except for lab equipment associated with bio-terrorism readiness; one unrepairable copier; one computer server; and a replacement embossing machine for maternal.
Transfers	261,956	Anticipated increase in lease payments.
	209,543	GASB 34 Accounting Change (EHAP).
	52,138	Increase in HSS administrative support.
	(21,976)	Minor reduction in interagency agreements.
	501,661	
Reimbursements	2,262,951	MOU reduction with HSS for the Yough Self-Sufficiency Program.
	800,000	MOU reduction with HSS for the STOP Program (a family violence prevention program).
	307,000	MOU reduction with TAD for "Let's Talk" & "Family Planning Access" Programs.
	1,343,627	MOU reduction with HSS for the Personal Care Services Program.
	615,400	MOU reduction for CalWORKIS services.
	(121,005)	Other minor changes spread over many programs.
	5,207,973	
Total Appropriation	(7,443,614)	
Revenue		
License & Permits	(154,769)	Minor reduction in estimated licenses and permits revenue.
Fines and Forfeitures	5,000	Minor estimated increase in fines and forfeitures.
Current Services	(3,585,392)	Elimination of the Children and Families Commission "Early Steps" grant.
	(715,600)	Elimination of the "Earlier the Better" grant from CSUSB.
	(234,334)	Other minor changes spread over many programs.
	(4,535,326)	
State, Fed or Gov't Aid	(4,776,144)	When targets are set, expense changes are expected to be funded by increased state and federal revenue. This entry backs out those assumptions and is replaced by the detail of what actually happened in the lines below.
	(949,043)	Bio-terrorism is now budgeted in operating transfer in due to GASB 34.
	(261,000)	Cancelled Child Health clinical services as a rsult of state funding change.
	(1,301,560)	Reduction in state Maternal & Child Health funding (MCH).
	800,000	New federal SPRANS grant for abstinence education.
	1,804,200	Targeted case management increases as programs shift the cancelled MOUs with HSS to alternate funding streams.
	(92,931)	Other minor changes spread over many programs.
	(4,776,478)	
Other Revenue	(127,010)	Minor revenue changes spread over many programs.
Total Revenue	(9,588,583)	
Operating Transfers In	949,043	Bio-terrorism previously budgeted as revenue.
	1,195,926	Increased bio-terrorism funding over current year.
	2,144,969	
Total Sources	(7,443,614)	
Local Cost	-	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	33.0	21.4	1,010,426	957,618	52,808
Vacant Budgeted In Recruitment - Retain	41.0	22.4	980,090	980,090	-
Total Vacant	74.0	43.8	1,990,516	1,937,708.0	52,808
Recommended Restoration of Vacant Deleted	23.0	15.9	835,899	783,091	52,808

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Administrative Clerk I	72805	(0.8)	(33,554)	(33,554)	-
Animal License Checker I	LY300450	(0.5)	(16,026)	(16,026)	-
Clerk II	77503	(0.8)	(26,530)	(26,530)	-
Emergency Medical Svcs Nurse	74112	(0.8)	(49,332)	(49,332)	-
Health Services Assistant I	77366	(0.2)	(5,003)	(5,003)	-
Public Service Employee	74869	(0.5)	(7,829)	(7,829)	-
Public Service Employee	93829	(0.8)	(12,525)	(12,525)	-
Public Service Employee	94069	(0.1)	(1,567)	(1,567)	-
Public Service Employee	71826	(0.5)	(14,657)	(14,657)	-
Public Service Employee	N0000141	(0.5)	(7,504)	(7,504)	-
Subtotal Recommended - **Delete**		(5.5)	(174,527)	(174,527)	-
Vacant Budgeted Not In Recruitment					
Animal Control Officer	8096	(0.5)	(21,369)	(21,369)	-
Animal Control Officer	73383	(0.5)	(21,369)	-	(21,369)
Animal License Checker I	7785	(0.5)	(16,026)	(16,026)	-
Clerk III	11838	(0.8)	(32,552)	(32,552)	-
Emergency Medical Svcs Nurse	10491	(0.8)	(49,332)	(49,332)	-
Environmental Health Spec III	8320	(0.8)	(64,077)	(64,077)	-
General Services Worker II	73857	(0.5)	(13,267)	-	(13,267)
General Services Worker II	73858	(0.5)	(12,787)	-	(12,787)
Health Education Specialist I	8680	(0.8)	(40,403)	(40,403)	-

PUBLIC HEALTH

Health Education Specialist I	76794	(0.8)	(40,403)	(40,403)	-
Health Education Specialist I	77910	(0.8)	(40,403)	(40,403)	-
Health Services Assistant I	77367	(0.3)	(6,008)	(6,008)	-
Laboratory Assistant	3394	(0.9)	(30,589)	(30,589)	-
Nutritionist	13915	(0.4)	(19,027)	(19,027)	
Public Health Microbiologist I	N0000097	(1.0)	(52,671)	(52,671)	-
Public Health Microbiologist III	N0000098	(1.0)	(62,811)	(62,811)	-
Public Health Microbiologist III	N0000099	(1.0)	(62,811)	(62,811)	-
Public Health Veterinarian	73856	(0.1)	(5,385)	-	(5,385)
Public Health Veterinarian	4753	(0.8)	(54,930)	(54,930)	-
Public Hlth Prgm Coordinator	N0000212	(0.9)	(64,552)	(64,552)	-
Staff Analyst I	76156	(0.8)	(43,903)	(43,903)	-
Staff Analyst II	77498	(0.8)	(49,888)	(49,888)	-
Supervising Health Svcs Asstnt	75395	(0.8)	(31,336)	(31,336)	-
Subtotal Recommended - **Retain**		(15.9)	(835,899)	(783,091)	(52,808)
Total Slated for Deletion		(21.4)	(1,010,426)	(957,618)	(52,808)
Vacant Budgeted In Recruitment - **Retain**					
Animal Control Officer	N0000543	0.5	21,576	21,576	-
Animal License Checker I	N0000544	1.0	30,288	30,288	-
Animal License Checker I	N0000545	0.5	16,178	16,178	-
Clerk II	77801	1.0	30,703	30,703	-
Clerk II	10828	1.0	30,403	30,403	-
Clerk II	14098	1.0	30,403	30,403	-
Communicable Disease Inv.	77789	1.0	44,413	44,413	-
Communicable Disease Inv.	77790	1.0	44,413	44,413	-
Communicable Disease Inv.	77793	1.0	44,413	44,413	-
Communicable Disease Inv.	77794	0.4	12,442	12,442	-
Health Education Specialist I	12129	1.0	46,869	46,869	-
Health Services Assistant I	77361	0.5	10,821	10,821	-
Health Services Assistant I	916	1.0	31,966	31,966	-
Health Services Assistant II	14912	1.0	41,261	41,261	-
Laboratory Assistant	3393	0.9	34,512	34,512	-
Nutritionist	14018	0.3	12,414	12,414	-
Public Health Dental Asst	77518	0.2	5,600	5,600	-
Public Health Dental Asst	77519	0.2	5,600	5,600	-
Public Health Dental Asst	77520	0.2	5,600	5,600	-
Public Health Dental Asst	77521	0.2	5,600	5,600	-

PUBLIC HEALTH

Public Health Dental Asst	77522	0.2	5,600	5,600	-
Public Health Dental Asst	77523	0.2	5,600	5,600	-
Public Health Dental Asst	77524	0.2	5,600	5,600	-
Public Health Dental Asst	77525	0.2	5,600	5,600	-
Public Health Dental Asst	77526	0.2	5,600	5,600	-
Public Health Dental Asst	77527	0.2	5,600	5,600	-
Public Health Dental Hygienist	77528	0.3	10,875	10,875	-
Public Health Dental Hygienist	77529	0.3	10,875	10,875	-
Public Health Dental Hygienist	77530	0.3	10,875	10,875	-
Public Health Epidemiologist	77796	1.0	58,771	58,771	-
Public Health Epidemiologist	77799	0.8	44,929	44,929	-
Public Health Manager	6549	1.0	67,860	67,860	-
Public Health Microbiologist III	2423	1.0	78,523	78,523	-
Public Hlth Prgm Coordinator	77806	1.0	67,825	67,825	-
Public Service Employee	93977	0.1	3,443	3,443	-
Public Service Employee	94021	0.1	3,272	3,272	-
Public Service Employee	94589	0.1	3,354	3,354	-
Public Service Employee	94917	0.1	3,470	3,470	-
Public Service Employee	90986	0.3	4,758	4,758	-
Secretary I	9739	1.0	37,175	37,175	-
Supervising Health Svcs Asst	74458	1.0	35,010	35,010	-
Total in Recruitment Remain		22.4	980,090	980,090	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health **Budget Code:** AAA-PHL
Title: Restoration of Bio-Terrorism/Lab Positions

PRIORITY: Rank 1 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 273,434	$ 273,434

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.9	Lab Assistant	30,589
.9	Microbiologist I	52,671
1.9	Microbiologist III	125,622
.9	Program Coordinator	64,552

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 273,434	$ 273,434
REVENUE (specify source)		
Bio-Terrorism Funds (9975)	242,845	242,845
State HIV Testing Funds	30,589	30,589
Total:	$ 273,434	$ 273,434
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

Policy Item #1 of 11 - Restoration of Bio-Terrorism/Lab Positions

The department is requesting to retain three vacant bio-terrorism positions, re-class a Laboratorian to a Microbiologist III, and retain a vacant Lab Assistant position not related to bio-terrorism.

The department has had some trouble in moving forward with hiring its full complement of bio-terrorism staff. As the Board is aware, the department had some concern regarding disclosure to the Board about the true staffing level of the bio-terrorism program that resulted in a memo to the Board from then Interim Public Health Programs Administrator June Griffith-Collison. Shortly after that disclosure, the HSS hiring freeze went into place. The department requested and got approval to obtain position numbers for the three positions vacant positions mentioned above, which are a Program Coordinator, a Microbiologist I, and a Microbiologist III. The department then worked with Human Resources on development of the new classification called Laboratorian. Following discussions with Human Resources regarding this classification it was decided that the position should in fact be a Microbiologist III and not a new classification.

As the department was preparing its request to then fill the three positions for which it had already obtained position numbers and request a position number for what was the Laboratorian, the Board took its action to eliminate vacant funded positions that were not in recruitment. The department's request, submitted after the Board action, was denied as a result of the timing and instructions were given to request that these positions be retained through the budget process. These positions are completely funded by bio-terrorism grants and impose no local cost on the County.

The Lab Assistant position has been held vacant to date due to an inconsistent workload. However, the department wishes to retain the position to work on a new HIV-1 drug resistance testing program that is funded by the state. That funding stream is a three year award effective in the coming fiscal year.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL

Title: Restoration of Program Analysis and Statistics Positions

PRIORITY: Rank 2 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Our Program Analysis and Statistics program currently has one budgeted vacant position that the department would like to retain.

The position is a Clerk III in our vital statistics group. Staff in that group are currently working overtime to keep up with the workload. The manager position in that area is currently vacant, but, in recruitment. It is the department's intent to have the new manager fill that Clerk III position immediately. The timelines for work in the vital statistics group are driven by State mandated turnaround times; therefore, deletion of this position would only necessitate the continued use of overtime. The vital statistics group is funded through fee revenue for birth and death certificates.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 32,552	$ 32,552

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.8	Clerk III	32,552

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 32,552	$ 32,552

REVENUE (specify source)		
Fees	32,552	32,552
Total:	$ 32,552	$ 32,552
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health **Budget Code:** AAA-PHL
Title: Restoration of Preventive Veterinary Services Staff

PRIORITY: Rank 3 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 54,930	$ 54,930

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.8	PH Veterinarian	54,930

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 54,930	$ 54,930
REVENUE (specify source)		
Permit Fees	12,634	12,634
Realignment	42,296	42,296
Total:	$ 54,930	$ 54,930
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

Policy Item #3 of 11 – Restoration of Preventive Veterinary Services Staff

Our Preventive Veterinary Services program is composed of one Senior Public Health Veterinarian, one Public Health Veterinarian, one Animal Health Investigator, and one Clerk III. This program is responsible for inspecting businesses that are required to have a permit for any animals or livestock, e.g. pet stores, dairies, etc.

For an extended period of time, the same two people held the vet positions and there was no turnover. When the Senior vet retired, the only candidate was his subordinate who will also to retire in the very near future. The department has been working with Human Resources to review these classifications and adjust the salary as necessary to attract qualified candidates. As soon as that work is completed, the department will fill the vacant Public Health Veterinarian position.

This is a very small program with only four positions. The Department has struggled to fill the vet positions and is currently at risk of having both vet positions vacant simultaneously if this position is not retained.

This position is funded partially be permit fees (23%) and realignment (77%).

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL
Title: Restoration of Animal Control Shelter Positions

PRIORITY: Rank 4 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Two years ago the Board of Supervisors approved an expansion of the Devore animal shelter. In conjunction with that expansion, the Board approved four additional authorized positions composed of one animal control officer, two general service workers, and one veterinarian. The expansion of the shelter is still in process resulting in these positions not being filled.

The Board was clear in its intent for these positions to be used to support the expanded shelter and so the department has not filled them. The shelter expansion project has recently overcome some hurdles and is once again progressing. The department would like to maintain these vacant positions in anticipation of completion of the expansion project.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 52,808	$ 100,231

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.5	Animal Ctrl Officer	21,369
1.0	Gen Svc Worker II	26,054
.1	PH Veterinarian	5,385

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount		
Reimbursements (specify) _____			
	Total:	$ 52,808	$ 100,231

REVENUE (specify source)		
Total:	$ 0	$ 0
LOCAL COST	$ 52,808	$ 100,231

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL
Title: Restoration of Emergency Medical Services Staff

PRIORITY: Rank 5 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Our Emergency Medical Services program, which includes ICEMA, has two vacant budgeted positions that the department desires to retain. Those positions are both EMS Nurses, which are incredibly difficult to fill. This classification is in continual recruitment by Human Resources and the department checks regularly to see if any applications have been filed.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 98,664	$ 98,664

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.6	EMS Nurse	98,664

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 98,664	$ 98,664
REVENUE (specify source)		
State EMS Funds	24,666	24,666
Realignment	73,998	73,998
Total:	$ 98,664	$ 98,664
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL
Title: Conversion of Recurrent Animal Control Officer to Regular

PRIORITY: Rank 6 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The department currently has a recurrent Animal Control Officer serving the Barstow area and a recurrent Animal License Checker I. As a result of the change in treatment of recurrent employees (they are now capped at 1600 hours per year), the department wishes to convert these positions to regular. Our request is that the Board of Supervisors allow the department to keep the current vacant budgeted positions, 08096 and 07785, to allow for the conversion of these recurrent positions. Upon completion of the conversion, the vacant recurrent positions will be deleted.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 37,395	$ 74,790

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.5	Animal Control Officer	21,369
.5	Animal Lic. Checker I	16,026

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 37,395	$ 74,790
REVENUE (specify source)		
Fees	11,218	22,437
Contracts	11,218	22,437
Realignment	14,959	29,916
Total:	$ 37,395	$ 74,790
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL
Title: Restoration of Nutrition Positions

PRIORITY: Rank 7 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 50,363	$ 50,363

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.8	Supv HSA	31,336
0.4	Nutritionist	19,027

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 50,363	$ 50,363
REVENUE (specify source)		
Federal WIC Funds via State DHS	50,363	50,363
Total:	$ 50,363	$ 50,363
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

Policy Item #7 of 11 - Restoration of Nutrition Positions

The Nutrition program has two budgeted vacant positions that it is requesting to retain. Both of these positions are entirely funded through the federal Women, Infants, and Children (WIC) program which is passed through the State Department of Health Services.

The two existing positions are a Nutritionist and a Supervising Health Service Assistant. The Nutritionist has been vacant due to the fact that it is in 29 Palms and to date the have been no eligible or interested candidates identified. The position will be filled as soon as there is a viable candidate. The Supervising Health Service Assistant was held vacant pending confirmation of caseload growth augmentation for the year. The funds have now been confirmed and this position will serve as the team leader for a new WIC office in north Rialto that is scheduled to open this summer.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL
Title: Restoration of Environmental Health Services Position

PRIORITY: Rank 8 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 64,077	$ 64,077

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.8	EHS III	64,077

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 64,077	$ 64,077
REVENUE (specify source)		
Fees/Permits	64,077	64,077
Total:	$ 64,077	$ 64,077
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

Policy Item #8 of 11 - Environmental Health Services Positions

Our Environmental Health Services Division has one vacant funded position that it would like to retain. The position is completely fee funded.

The Environmental Health Specialist III position is needed to maintain the staffing to meet the demand of the necessary inspections and investigations for compliance with applicable laws and regulations in the Community Health Program. The EHS III serves as an expert consultant in the interpretation and implementation of environmental health laws and regulations. This position requires specific knowledge and training and requires certification as a Registered Environemental Health Specialist.

Examples of the duties of an EHS III include coordinating with other agencies specialized monitoring, mitigation, and enforcement activities; developing and reviewing proposals; ensuring compliance with codes; and making recommendations for corrective action. Coordinating preparation of court cases for enforcement of environmental health laws; document information of enforcement actions, office or court hearings; conducting research and field investigations for preparation of environmental impact reports; and preparing position reports regarding environmental health aspects.

This position was not actively being filled at the time the Board took action to delete vacant positions because the department was working with Human Resources to develop a new list of candidates. EHS has been actively participating with Human Resources to recruit and establish a new list of qualified candidates. Recruitment for this position (#08320) began in January as the previous list of applicants has expired. Human Resources is in the process of scheduling a written test for the qualified candidates.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL
Title: Restoration of Health Education Positions

PRIORITY: Rank 10 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

Our Health Education program has a number of Health Education Specialist I (HES I) positions that split time between a number of various programs. The department has been tentative in filling these three positions due to concerns about potential layoffs in this classification. At this time, it appears that we will have to reassign some staff, but not layoff. As such, the department would like to maintain these positions, which are targeted to be used for the following programs:

SEE PAGE 2

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 121,209	$ 121,209

CLASSIFICATIONS

Budgeted Staff	Title	Amount
2.4	Health Ed Specialist I	121,209

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 121,209	$ 121,209
REVENUE (specify source)		
State/Federal Revenue	80,806	80,806
Bio-Terrorism Operating Transfer I	40,403	40,403
Total:	$ 121,209	$ 121,209
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

Policy Item #10 of 11 - Restoration of Health Education Positions

Our Health Education program has a number of Health Education Specialist I (HES I) positions that split time between a number of various programs. The department has been tentative in filling these three positions due to concerns about potential layoffs in this classification. At this time, it appears that we will have to reassign some staff, but not layoff. As such, the department would like to maintain these positions, which are targeted to be used for the following programs:

Our Tobacco Use Reduction Now program has budgeted the use of an HES I funded by proposition 99 revenues effective July 1, 2003. A second HES I is contained in a contract that will begin July 1 for a "Drug Free Schools & Communities" grant. Finally, our Bio-terrorism program, which is still in the ramp up phase, has an HES I budgeted that still needs to be filled.

All three of these positions will be fully funded by their respective funding sources resulting in no cost to the general fund.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-PHL
Title: Restoration of AIDS Planning Council Support Staff

PRIORITY: Rank 11 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐
OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 93,791	$ 93,791

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.8	Staff Analyst I	43,903
.8	Staff Analyst II	49,888

Services & Supplies		
Other (specify)		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify)		
Total:	$ 93,791	$ 93,791
REVENUE (specify source)		
Federal Title I	93,791	93,791
Total:	$ 93,791	$ 93,791
LOCAL COST	$ 0	$ 0

PUBLIC HEALTH

Policy Item #11 of 11 - Restoration of AIDS Planning Council Support Staff

The County of San Bernardino is the local Eligible Metropolitan Area for receipt of federal Title I funds for AIDS related services. Part of the federal rules under Title I require a local planning council to exist. The planning council is allowed to allocate up to 5% of the annual award on planning council support staff and activities. The positions that support the planning council and Title I administration have undergone high turnover during the last few years resulting in a number of vacancies. A new program coordinator was recently hired to oversee Title I administration and planning council support. This coordinator has begun to stabilize staff turnover and fill positions.

The department requests at this time that these vacant positions, which are 100% funded by Title I federal funds, be maintained within the department to allow the planning council and the new coordinator to hire to meet their needs. These positions are filled or kept vacant at the discretion of the planning council with guidance from the program coordinator. The positions in question are one Staff Analyst I and one Staff Analyst II.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Department of Public Health - Animal Care & Control (AAA PHL)
PREPARED BY: Jeanne Kroeger
PHONE # (909) 891-3851

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Spay/Neuter Fee for Dogs (Over 4 months of age)	$40.00	$55.00	$15.00 Increase	DPH previously subsidized the cost to spay/neuter adopted animals. With current budget situation, can no longer do so. Increased fee covers actual cost.	Revenue will be insufficient to cover operating costs.
Spay/Neuter Fee for Cats (Over 4 months of age)	$20.00	$29.00	$9.00 Increase	DPH previously subsidized the cost to spay/neuter adopted animals. With current budget situation, can no longer do so. Increased fee covers actual cost.	Revenue will be insufficient to cover operating costs.
Impound Fee (Initial Impoundment)	$24.00	$35.00	$11.00 Increase	Initial Impoundment previously covered the cost of four of the first five days. Increased fee covers actual cost for first five days.	Revenue will be insufficient to cover operating costs.
Impound Fee (Daily after Initial Impoundment)	$6.00	$7.00	$1.00 Increase	Increased fee covers actual cost for food and care of an animal per day.	Revenue will be insufficient to cover operating costs.
Adoption Fee (Puppies under 4 months of age)	$15.00	$20.00	$5.00 New Category	Increased fee helps to cover the actual cost of service.	ARevenue will be insufficient to cover operating costs.
Adoption Fee (Kittens under 4 months of age)	$10.00	$15.00	$5.00 New Category	Increased fee helps cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Apprehension Fee (During normal business hours)	$35.00	$50.00	$15.00 Increase	Increased fee helps to cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Apprehension Fee (After hours 6:00 pm to 7:00 am)	$70.00	$100.00	$30.00 Increase	Increased fee helps to cover the actual cost of service. Also covers increased cost of call back & OT.	Revenue will be insufficient to cover operating costs.
Euthanasia Fee - Dog	$25.00	$35.00	$10.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Euthanasia Fee - Cat	$15.00	$25.00	$10.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control
PREPARED BY: Jeanne Kroeger
PHONE # (909) 891-3851

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Owner Turned In Animal without adoption hold	$25.00	$35.00	$10.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Owner Turned In Animals with 72-hour adoption hold	$40.00	$50.00	$10.00 Increase	Increased fee covers the increased cost of food & care and the actual cost of service.	Revenue will be insufficient to cover operating costs.
Pick-up/handling of dog/cat (During normal hours)	$25.00	$35.00	$10.00 Increase	Increased fee helps to cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Pick-up/handling of dog/cat (After hours 6 pm-7 am)	$50.00	$70.00	$20.00 Increase	Increased fee helps to cover the actual cost of service. Also covers increased cost of call back & OT.	Revenue will be insufficient to cover operating costs.
Pick-up, euthanasia, and disposal request	$50.00	$70.00	$20.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Trap Rentals, Per Day	$1.00	$2.00	$1.00 Increase	Increased fee will help cover the cost of replacement traps rented out to citizens.	Costs for replacement traps will continue to exceed the revenue obtained.
Medically Determined License - Monthly	$0.00	$2.00	$2.00 New Fee	New fee will accommodate those citizens who own animals that have been deemed high risk for surgery. This fee is higher than the altered rate.	Owners of animals deemed to be high risk for surgery will continue to pay the unaltered rate of $60/yr.
Other Reports	$5.00	$0.00	Delete Category	Category no longer used.	None

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control (AAA PHL)
PREPARED BY: Jeanne Kroeger
PHONE # (909) 891-3851

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0213A(b)(3)(E)(I) Spay/Neuter Fee for Dogs (Over 4 months of age)	$40.00	$55.00	$15.00	1,753	1,753	0	$70,120.00	$96,415.00	$26,295.00
16.0213A(b)(3)(E)(II) Spay/Neuter Fee for Cats (Over 4 months of age)	$20.00	$29.00	$9.00	391	391	0	$7,820.00	$11,339.00	$3,519.00
16.0213A(b)(3)(A)(I) Impound Fee (Initial Impoundment)	$24.00	$35.00	$11.00	1,598	1,598	0	$38,352.00	$55,930.00	$17,578.00
16.0213A(b)(3)(A)(II) Impound Fee (Daily after Initial Impoundment)	$6.00	$7.00	$1.00	475	475	0	$2,850.00	$3,325.00	$475.00
16.0213A(b)(3)(F)(III) Adoption Fee (Puppies under 4 months of age)	$15.00	$20.00	$5.00	1,431	1,431	0	$21,465.00	$28,620.00	$7,155.00
16.0213A(b)(3)(F)(IV) Adoption Fee (Kittens under 4 months of age)	$10.00	$15.00	$5.00	1,129	1,129	0	$11,290.00	$16,935.00	$5,645.00
16.0213A(b)(1)(C)(I) Apprehension Fee (During normal business hours)	$35.00	$50.00	$15.00	1,436	1,436	0	$50,260.00	$71,800.00	$21,540.00
16.0213A(b)(1)(C)(II) Apprehension Fee (After hours 6:00 pm to 7:00 am)	$70.00	$100.00	$30.00	75	75	0	$5,250.00	$7,500.00	$2,250.00
16.0213A(b)(3)(B)(I) Euthanasia Fee - Dog	$25.00	$35.00	$10.00	300	300	0	$7,500.00	$10,500.00	$3,000.00
16.0213A(b)(3)(B)(II) Euthanasia Fee - Cat	$15.00	$25.00	$10.00	100	100	0	$1,500.00	$2,500.00	$1,000.00
TOTAL THIS PAGE	$260.00	$371.00	$111.00	8,688	8,688	0	$216,407.00	$304,864.00	$88,457.00
GRAND TOTAL (All Page A's)	$456.00	$635.00	$179.00	15,954	21,954	6,000	$366,187.00	$524,084.00	$157,897.00

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control (AAA PHL)
PREPARED BY: Jeanne Kroeger
PHONE # (909) 891-3851

PAGE A 2 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0213A(b)(3)(D)(I) Owner Turned In Animal without adoption hold	$25.00	$35.00	$10.00	2,376	2,376	0	$59,400.00	$83,160.00	$23,760.00
16.0213A(b)(3)(D)(II) Owner Turned In Animals with 72-hour adoption hold	$40.00	$50.00	$10.00	612	612	0	$24,480.00	$30,600.00	$6,120.00
16.0213A(b)(1)(A)(I) Pick-up/handling of dog/cat (During normal hours)	$25.00	$35.00	$10.00	2,000	2,000	0	$50,000.00	$70,000.00	$20,000.00
16.0213A(b)(1)(A)(II) Pick-up/handling of dog/cat (After hours 6 pm-7 am)	$50.00	$70.00	$20.00	50	50	0	$2,500.00	$3,500.00	$1,000.00
16.0213A(b)(1)(B) Pick-up, euthanasia, and disposal request	$50.00	$70.00	$20.00	228	228	0	$11,400.00	$15,960.00	$4,560.00
16.0213A(b)(1)(D) Trap Rentals, Per Day	$1.00	$2.00	$1.00	2,000	2,000	0	$2,000.00	$4,000.00	$2,000.00
16.0213A(b)(2)(A)(VI) Medically Determined License	$0.00	$2.00	$2.00	0	6,000	6,000	$0.00	$12,000.00	$12,000.00
16.0213A(b)(1)(F)(III) Other Reports	$5.00	$0.00	($5.00)	0	0	0	$0.00	$0.00	$0.00
TOTAL THIS PAGE	$196.00	$264.00	$68.00	7,266	13,266	6,000	$149,780.00	$219,220.00	$69,440.00

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 1 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(b) Food Recreational Health Program Fee (1) Public Eating Place (seating or customer capacity):					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(A) 0 - 24	$248.00	$273.00	$25.00	10% for salary inc and increased facility costs	
(B) 25-59	$359.00	$395.00	$36.00	10% for salary inc and increased facility costs	
(C)60 - 99	$464.00	$510.00	$46.00	10% for salary inc and increased facility costs	
(D) 100 - 149	$572.00	$629.00	$57.00	10% for salary inc and increased facility costs	
(E) 150 - up	$623.00	$685.00	$62.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food Recreational Health Program Fee (3) Food Handling Places / Mini Markets:					
(A)(I) 0 - 499 sq ft	$469.00	$347.00	($122.00)	Revised Category Description	
(II) 500 - 1,499 sq ft	$590.00	$480.00	($110.00)	Revised Category Description	
(III) 1,500 - 2,499 sq ft	$711.00	$613.00	($98.00)	Revised Category Description	
(IV) 2,500 - 3,499 sq ft	$887.00	$807.00	($80.00)	Revised Category Description	
(V) 3,500 sq ft and up	$1,009.00	$941.00	($68.00)	Revised Category Description	
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					
(A)(I) 0 - 499 sq ft	$221.00	$243.00	$22.00	10% for salary inc and increased facility costs	
(II) 500 - 1,499 sq ft	$342.00	$376.00	$34.00	10% for salary inc and increased facility costs	
(III) 1,500 - 2,499 sq ft	$463.00	$509.00	$46.00	10% for salary inc and increased facility costs	
(IV) 2,500 - 3,499 sq ft	$639.00	$703.00	$64.00	10% for salary inc and increased facility costs	
(V) 3,500 - 19,999 sq ft	$761.00	$837.00	$76.00	10% for salary inc and increased facility costs	
(VI) 20,000 - 39,999 sq ft	$872.00	$959.00	$87.00	10% for salary inc and increased facility costs	
(VII) 40,000 sq ft and up	$992.00	$1,091.00	$99.00	10% for salary inc and increased facility costs	

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 2 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(B) Food Processor/Wholesale: (I) 0 - 1,499 sq ft	$332.00	$365.00	$33.00	10% for salary inc and increased facility costs	
(II) 1,500 - 3,499 sq ft	$459.00	$505.00	$46.00	10% for salary inc and increased facility costs	
(III) 3,500 - 9,999 sq ft	$739.00	$813.00	$74.00	10% for salary inc and increased facility costs	
(IV) 10,000 - 49,999 sq ft	$1,130.00	$1,243.00	$113.00	10% for salary inc and increased facility costs	
(V) 50,000 - 99,999 sq ft	$1,322.00	$1,454.00	$132.00	10% for salary inc and increased facility costs	
(VI) 100,000 - 199,999 sq ft	$1,542.00	$1,696.00	$154.00	10% for salary inc and increased facility costs	
(VII) 200,000 sq ft and up	$1,816.00	$1,998.00	$182.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					
(C) Food Distributor/Wholesale: (I) 0 - 1,499 sq ft	$261.00	$287.00	$26.00	10% for salary inc and increased facility costs	
(II) 1,500 - 3,499 sq ft	$423.00	$465.00	$42.00	10% for salary inc and increased facility costs	
(III) 3,500 - 9,999 sq ft	$539.00	$593.00	$54.00	10% for salary inc and increased facility costs	
(IV) 10,000 - 49,999 sq ft	$849.00	$934.00	$85.00		
(V) 50,000 - 99,999 sq ft	$1,015.00	$1,117.00	$102.00	10% for salary inc and increased facility costs	
(VI) 100,000 sq ft and up	$1,141.00	$1,255.00	$114.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					
(D) Food Salvager/Wholesale: (I) 0 - 3,499 sq ft	$463.00	$509.00	$46.00	10% for salary inc and increased facility costs	
(II) 3,500 - 49,999 sq ft	$974.00	$1,071.00	$97.00	10% for salary inc and increased facility costs	

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 3 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.213(B)(b) Food/Recreational Health Program Fee (5) Each mobile food facility	$132.00	$145.00	$13.00	10% for salary inc and increased facility costs	If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
16.213(B)(b) Food/Recreational Health Program Fee (6) Each vending machine headquarters	$197.00	$217.00	$20.00	10% for salary inc and increased facility costs	
16.213(B)(b) Food/Recreational Health Program Fee (7) Each vending machine	$34.00	$37.00	$3.00	10% for salary inc and increased facility costs	
16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility					
(A)(I) Packaged Food Handling:					
(v) Annual Permit	$221.00	$221.00	$0.00	New Category	
16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility					
(A)(II) Food Preparation:					
(v) Annual Permit	$386.00	$386.00	$0.00	New Category	

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 4 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility (C)Temporary Food Facility Operating at a Certified Farmer's Market:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(I) Packaged Food Handling	$248.00	$273.00	$25.00	10% for salary inc and increased facility costs	
(II) Food Preparation	$331.00	$364.00	$33.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (9) Certified Farmer's Market:	$386.00	$425.00	$39.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (10) Food Carts:					
(I) Packaged Food Carts	$56.00	$62.00	$6.00	10% for salary inc and increased facility costs	
(II) Food Preparation Carts	$236.00	$260.00	$24.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (14) Soft Serve:					
(A) First Machine on Premises	$238.00	$262.00	$24.00	10% for salary inc and increased facility costs	
(B) Each Additional Machine on Premises	$47.00	$52.00	$5.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (15) Swimming Pools, Special Use Pools, Natural Bathing Places:					
(A) Each Public Swimming Pool or Spa (housing units), motel, hotel, apartment, condominium	$193.00	$212.00	$19.00	10% for salary inc and increased facility costs	
(B) Each Public Swimming Pool or Spa (commercial unit), health club, water slide	$243.00	$267.00	$24.00	10% for salary inc and increased facility costs	
(C) Each Natural Bathing Place and Swimming Lagoon	$243.00	$267.00	$24.00	10% for salary inc and increased facility costs	

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 5 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(c)Milk and Dairy Program Fees (1) Dairies and Milk Production:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(B) Milk Store	$110.00	$121.00	$11.00	10% for salary inc and increased facility costs	
(C)Milk Distributor	$184.00	$202.00	$18.00	10% for salary inc and increased facility costs	
16.0213(B)(d)Vector Control Program Fees (2) Poultry Ranch Fees:					
(A) Annual Permit (all) Plus Fee for Poultry Population	$100.00	$110.00	$10.00	10% for salary inc and increased facility costs	
(B) Poultry Ranch (Valley Area Only) Poultry Population Fee(per 1,000 birds)	$6.00	$6.60	$0.60	10% for salary inc and increased facility costs	
(C)Poultry Ranch San Bernardino County Desert Area (per 1,000 birds)	$4.50	$5.00	$0.50	10% for salary inc and increased facility costs	
(D)Poultry Ranch Environmental Houses (per 1,000 birds)	$6.00	$3.00	($3.00)	New Category	
16.0213(B)(g) Land Use Fees (3) Real Estate Letter	$43.00	$47.00	$4.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (5) General Plan Amendment (minor/major)	$148.00	$163.00	$15.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (10) Department Review of Land Use and Development Projects	$294.00	$323.00	$29.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (12) Major Variance	$339.00	$373.00	$34.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (13) Minor Variance	$158.00	$174.00	$16.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (14) Tentative Tract Review	$624.00	$686.00	$62.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (15) Minor Subdivision/Tentative Parcel Maps	$171.00	$188.00	$17.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (17) Land Use Review	$58.00	$64.00	$6.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction					
(I) Agricultural, Individual, Domestic without Mandatory Seal	$193.00	$212.00	$19.00	10% for salary inc and increased facility costs	
(II) Public Water Supply	$407.00	$448.00	$41.00	10% for salary inc and increased facility costs	

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 6 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(III) Community, Domestic, Industrial	$342.00	$376.00	$34.00	10% for salary inc and increased facility costs	
(IV) Test Exploratory, Observation, Vadose, Cathodic (includes anode)	$193.00	$212.00	$19.00	10% for salary inc and increased facility costs	
(B) Well Reconstruction (modification/destruction)	$193.00	$212.00	$19.00	10% for salary inc and increased facility costs	
(C)Pre-approval Fee	$66.00	$73.00	$7.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (2) Annual Surveilance Fees and Hourly Charges					
(A) State Small Systems	$226.00	$249.00	$23.00	10% for salary inc and increased facility costs	
(B) Non-community System (I) Food/Lodging Establishments	$226.00	$249.00	$23.00	10% for salary inc and increased facility costs	
(II) Organized Camps/RV Parks	$342.00	$376.00	$34.00	10% for salary inc and increased facility costs	
(III) Industrial	$453.00	$498.00	$45.00	10% for salary inc and increased facility costs	
(C)Community System	$733.00	$806.00	$73.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (3) Well Driller Registration	$34.00	$37.00	$3.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (5) Liquid Waste Hauling and Disposal					
(A) Each Vehicle	$254.00	$279.00	$25.00	10% for salary inc and increased facility costs	

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 7 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(h) Water/Waste Water Program Fees (10) Sewage Disposal Permits					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(A) Sewage Holding Tank Operating Permit (Annual Permit)	$105.00	$116.00	$11.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (11) Plan Check Form Review Fees					
(A) Sewage Plans, Reports, and Permits (I) Lot Plan and Soil Review	$149.00	$164.00	$15.00	10% for salary inc and increased facility costs	
(II) Single Family Dwellings Percolation Test Report Review	$132.00	$145.00	$13.00	10% for salary inc and increased facility costs	
(III) Commercial Development Percolation Test Report Review	$226.00	$249.00	$23.00	10% for salary inc and increased facility costs	
(IV) Subdivision Percolation Test Report Review	$226.00	$249.00	$23.00	10% for salary inc and increased facility costs	
(VIII) FHA and VA approvals (iii) Sewage Approval Forms	$22.00	$24.00	$2.00	10% for salary inc and increased facility costs	
16.0213(B)(I) Housing Program Fees (1) Organized Camps and Boarding Schools					
(A) Small (less than 100 camp capacity)	$229.00	$252.00	$23.00	Renamed Category	
(B) Medium (100 - 249 camp capacity	$344.00	$378.00	$34.00	Renamed Category	
(C)Large (250 or more camp capacity	$0.00	$516.00	$516.00	New Category	
16.0213(B)(I) Housing Program Fees (2) Massage Clinics	$114.00	$125.00	$11.00	10% for salary inc and increased facility costs	

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 8 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(I) Housing Program Fees (3) Mobile home Park, Travel Trailer Park, RV Park, Incidental Camping Area and Tent Camps, or any Combination Thereof:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(A) Annual Surveillance Inspection (I) 2-99 Sites	$61.00	$67.00	$6.00	10% for salary inc and increased facility costs	
(II) 100 - 249 Sites	$122.00	$134.00	$12.00	10% for salary inc and increased facility costs	
(III) 250 + Sites	$166.00	$183.00	$17.00	10% for salary inc and increased facility costs	
(B) Annual Permit	$27.00	$30.00	$3.00	10% for salary inc and increased facility costs	
(D) DEHS Administrative Fee	$93.00	$102.00	$9.00	10% for salary inc and increased facility costs	
16.0213(B)(I) Housing Program Fees (8) Apartment, Hotel, Motel, and Rental Dwelling Unit Regulations					
(A) Annual Health Permit (I) annual Base Permit	$122.00	$134.00	$12.00	10% for salary inc and increased facility costs	
Plus Per Each Dwelling Unit	$6.00	$7.00	$1.00	10% for salary inc and increased facility costs	

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(b) Food Recreational Health Program Fee (1) Public Eating Place (seating or customer capacity):									
(A) 0 - 24	$248.00	$273.00	$25.00	1,794	1,800	6	$444,912.00	$491,400.00	$46,488.00
(B) 25-59	$359.00	$395.00	$36.00	964	970	6	$346,076.00	$383,150.00	$37,074.00
(C)60 - 99	$464.00	$510.00	$46.00	705	710	5	$327,120.00	$362,100.00	$34,980.00
(D) 100 - 149	$572.00	$629.00	$57.00	282	294	12	$161,304.00	$184,926.00	$23,622.00
(E) 150 - up	$623.00	$685.00	$62.00	351	357	6	$218,673.00	$244,545.00	$25,872.00
16.0213(B)(b) Food Recreational Health Program Fee (3) Food Handling Places / Mini Markets:									
(A)(I) 0 - 499 sq ft	$469.00	$347.00	($122.00)	29	29	0	$13,601.00	$10,063.00	($3,538.00)
(II) 500 - 1,499 sq ft	$590.00	$480.00	($110.00)	108	108	0	$63,720.00	$51,840.00	($11,880.00)
(III) 1,500 - 2,499 sq ft	$711.00	$613.00	($98.00)	196	196	0	$139,356.00	$120,148.00	($19,208.00)
(IV) 2,500 - 3,499 sq ft	$887.00	$807.00	($80.00)	119	119	0	$105,553.00	$96,033.00	($9,520.00)
(V) 3,500 sq ft and up	$1,009.00	$941.00	($68.00)	37	37	0	$37,333.00	$34,817.00	($2,516.00)
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses,									
(A)(I) 0 - 499 sq ft	$221.00	$243.00	$22.00	305	313	8	$67,405.00	$76,059.00	$8,654.00
(II) 500 - 1,499 sq ft	$342.00	$376.00	$34.00	569	572	3	$194,598.00	$215,072.00	$20,474.00
(III) 1,500 - 2,499 sq ft	$463.00	$509.00	$46.00	577	572	(5)	$267,151.00	$291,148.00	$23,997.00
(IV) 2,500 - 3,499 sq ft	$639.00	$703.00	$64.00	224	227	3	$143,136.00	$159,581.00	$16,445.00
(V) 3,500 - 19,999 sq ft	$761.00	$837.00	$76.00	115	116	1	$87,515.00	$97,092.00	$9,577.00
(VI) 20,000 - 39,999 sq ft	$872.00	$959.00	$87.00	77	80	3	$67,144.00	$76,720.00	$9,576.00
(VII) 40,000 sq ft and up	$992.00	$1,091.00	$99.00	54	60	6	$53,568.00	$65,460.00	$11,892.00
TOTAL THIS PAGE						**54**	**$2,738,165.00**	**$2,960,154.00**	**$221,989.00**
GRAND TOTAL (All Page A's)						**72**	**$4,598,147.50**	**$5,024,190.60**	**$426,043.10**

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue In Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:									
(B) Food Processor/Wholesale:									
(I) 0 - 1,499 sq ft	$332.00	$365.00	$33.00	69	64	(5)	$22,908.00	$23,360.00	$452.00
(II) 1,500 - 3,499 sq ft	$459.00	$505.00	$46.00	19	15	(4)	$8,721.00	$7,575.00	($1,146.00)
(III) 3,500 - 9,999 sq ft	$739.00	$813.00	$74.00	19	19	0	$14,041.00	$15,447.00	$1,406.00
(IV) 10,000 - 49,999 sq ft	$1,130.00	$1,243.00	$113.00	36	37	1	$40,680.00	$45,991.00	$5,311.00
(V) 50,000 - 99,999 sq ft	$1,322.00	$1,454.00	$132.00	4	4	0	$5,288.00	$5,816.00	$528.00
(VI) 100,000 - 199,999 sq ft	$1,542.00	$1,696.00	$154.00	4	4	0	$6,168.00	$6,784.00	$616.00
(VII) 200,000 sq ft and up	$1,816.00	$1,998.00	$182.00	3	3	0	$5,448.00	$5,994.00	$546.00
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:									
(C) Food Distributor/Wholesale:									
(I) 0 - 1,499 sq ft	$261.00	$287.00	$26.00	37	33	(4)	$9,657.00	$9,471.00	($186.00)
(II) 1,500 - 3,499 sq ft	$423.00	$465.00	$42.00	22	20	(2)	$9,306.00	$9,300.00	($6.00)
(III) 3,500 - 9,999 sq ft	$539.00	$593.00	$54.00	27	23	(4)	$14,553.00	$13,639.00	($914.00)
(IV) 10,000 - 49,999 sq ft	$849.00	$934.00	$85.00	30	23	(7)	$25,470.00	$21,482.00	($3,988.00)
(V) 50,000 - 99,999 sq ft	$1,015.00	$1,117.00	$102.00	17	16	(1)	$17,255.00	$17,872.00	$617.00
(VI) 100,000 sq ft and up	$1,141.00	$1,255.00	$114.00	28	27	(1)	$31,948.00	$33,885.00	$1,937.00
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:									
(D) Food Salvager/Wholesale:									
(I) 0 - 3,499 sq ft	$463.00	$509.00	$46.00	3	3	0	$1,389.00	$1,527.00	$138.00
(II) 3,500 - 49,999 sq ft	$974.00	$1,071.00	$97.00	3	3	0	$2,922.00	$3,213.00	$291.00
TOTAL THIS PAGE						(27)	**$215,754.00**	**$221,356.00**	**$5,602.00**
GRAND TOTAL (All Page A's)						**72**	**$4,598,147.50**	**$5,024,190.60**	**$426,043.10**

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES (A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	UNITS INVOLVED (D) Current Units in Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	REVENUE GENERATED (G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.213(B)(b) Food/Recreational Health Program Fee (5) Each mobile food facility	$132.00	$145.00	$13.00	653	689	36	$86,196.00	$99,905.00	$13,709.00
16.213(B)(b) Food/Recreational Health Program Fee (6) Each vending machine headquarters	$197.00	$217.00	$20.00	1	1	0	$197.00	$217.00	$20.00
16.213(B)(b) Food/Recreational Health Program Fee (7) Each vending machine	$34.00	$37.00	$3.00	626	635	9	$21,284.00	$23,495.00	$2,211.00
16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility									
(A)(I) Packaged Food Handling: (v) Annual Permit	$221.00	$221.00	$0.00	5	5	0	$1,105.00	$1,105.00	$0.00
16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility									
(A)(II) Food Preparation: (v) Annual Permit	$386.00	$386.00	$0.00	55	55	0	$21,230.00	$21,230.00	$0.00
TOTAL THIS PAGE						**45**	**$130,012.00**	**$145,952.00**	**$15,940.00**
GRAND TOTAL (All Page A's)						**72**	**$4,598,147.50**	**$5,024,190.60**	**$426,043.10**

2003-2004 REVISED/NEW FEE REQUESTS

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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES (A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	UNITS INVOLVED (D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	REVENUE GENERATED (G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility (C)Temporary Food Facility Operating at a Certified Farmer's Market:									
(I) Packaged Food Handling	$248.00	$273.00	$25.00	27	32	5	$6,696.00	$8,736.00	$2,040.00
(II) Food Preparation	$331.00	$364.00	$33.00	64	79	15	$21,184.00	$28,756.00	$7,572.00
16.0213(B)(b) Food/Recreational Health Program Fee (9) Certified Farmer's Market:	$386.00	$425.00	$39.00	4	9	5	$1,544.00	$3,825.00	$2,281.00
16.0213(B)(b) Food/Recreational Health Program Fee (10) Food Carts:									
(I) Packaged Food Carts	$56.00	$62.00	$6.00	343	342	(1)	$19,208.00	$21,204.00	$1,996.00
(II) Food Preparation Carts	$236.00	$260.00	$24.00	57	57	0	$13,452.00	$14,820.00	$1,368.00
16.0213(B)(b) Food/Recreational Health Program Fee (14) Soft Serve:									
(A) First Machine on Premises	$238.00	$262.00	$24.00	553	508	(45)	$131,614.00	$133,096.00	$1,482.00
(B) Each Additional Machine on Premises	$47.00	$52.00	$5.00	138	107	(31)	$6,486.00	$5,564.00	($922.00)
16.0213(B)(b) Food/Recreational Health Program Fee (15) Swimming Pools, Special Use Pools, Natural Bathing									
(A) Each Public Swimming Pool or Spa (housing units), motel, hotel, apartment, condominium	$193.00	$212.00	$19.00	2,399	2,423	24	$463,007.00	$513,676.00	$50,669.00
(B) Each Public Swimming Pool or Spa (commercial unit), health club, water slide	$243.00	$267.00	$24.00	46	40	(6)	$11,178.00	$10,680.00	($498.00)
(C) Each Natural Bathing Place and Swimming Lagoon	$243.00	$267.00	$24.00	15	16	1	$3,645.00	$4,272.00	$627.00
TOTAL THIS PAGE						(33)	**$678,014.00**	**$744,629.00**	**$66,615.00**
GRAND TOTAL (All Page A's)						72	**$4,598,147.50**	**$5,024,190.60**	**$426,043.10**

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES (A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	UNITS INVOLVED (D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	REVENUE GENERATED (G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(c)Milk and Dairy Program Fees (1) Dairies and Milk Production:									
(B) Milk Store	$110.00	$121.00	$11.00	21	21	0	$2,310.00	$2,541.00	$231.00
(C)Milk Distributor	$184.00	$202.00	$18.00	17	16	(1)	$3,128.00	$3,232.00	$104.00
16.0213(B)(d)Vector Control Program Fees (2) Poultry Ranch Fees:									
(A) Annual Permit (all) Plus Fee for Poultry Population	$100.00	$110.00	$10.00	38	38	0	$3,800.00	$4,180.00	$380.00
(B) Poultry Ranch (Valley Area Only) Poultry Population Fee(per 1,000 birds)	$6.00	$6.60	$0.60	2,656	2,656	0	$15,936.00	$17,529.60	$1,593.60
(C)Poultry Ranch San Bernardino County Desert Area (per 1,000 birds)	$4.50	$5.00	$0.50	1,567	1,567	0	$7,051.50	$7,835.00	$783.50
(D)Poultry Ranch Environmental Houses (per 1,000 birds)	$6.00	$3.00	($3.00)	1,073	1,073	0	$6,438.00	$3,219.00	($3,219.00)
16.0213(B)(g) Land Use Fees (3) Real Estate Letter	$43.00	$47.00	$4.00	18	24	6	$774.00	$1,128.00	$354.00
16.0213(B)(g) Land Use Fees (5) General Plan Amendment (minor/major)	$148.00	$163.00	$15.00	18	18	0	$2,664.00	$2,934.00	$270.00
16.0213(B)(g) Land Use Fees (10) Department Review of Land Use and Development Projects	$294.00	$323.00	$29.00	5	10	5	$1,470.00	$3,230.00	$1,760.00
16.0213(B)(g) Land Use Fees (12) Major Variance	$339.00	$373.00	$34.00	6	11	5	$2,034.00	$4,103.00	$2,069.00
16.0213(B)(g) Land Use Fees (13) Minor Variance	$158.00	$174.00	$16.00	3	3	0	$474.00	$522.00	$48.00
16.0213(B)(g) Land Use Fees (14) Tentative Tract Review	$624.00	$686.00	$62.00	13	13	0	$8,112.00	$8,918.00	$806.00
16.0213(B)(g) Land Use Fees (15) Minor Subdivision/Tentative Parcel Maps	$171.00	$188.00	$17.00	32	32	0	$5,472.00	$6,016.00	$544.00
16.0213(B)(g) Land Use Fees (17) Land Use Review	$58.00	$64.00	$6.00	50	52	2	$2,900.00	$3,328.00	$428.00
16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction									
(I) Agricultural, Individual, Domestic without Mandatory Seal	$193.00	$212.00	$19.00	161	179	18	$31,073.00	$37,948.00	$6,875.00
(II) Public Water Supply	$407.00	$448.00	$41.00	39	39	0	$15,873.00	$17,472.00	$1,599.00
TOTAL THIS PAGE						35	$109,509.50	$124,135.60	$14,626.10
GRAND TOTAL (All Page A's)						72	$4,598,147.50	$5,024,190.60	$426,043.10

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction									
(III) Community, Domestic, Industrial	$342.00	$376.00	$34.00	23	36	13	$7,866.00	$13,536.00	$5,670.00
(IV) Test Exploratory, Observation, Vadose, Cathodic (includes anode)	$193.00	$212.00	$19.00	469	550	81	$90,517.00	$116,600.00	$26,083.00
(B) Well Reconstruction (modification/destruction)	$193.00	$212.00	$19.00	106	119	13	$20,458.00	$25,228.00	$4,770.00
(C)Pre-approval Fee	$66.00	$73.00	$7.00	68	52	(16)	$4,488.00	$3,796.00	($692.00)
16.0213(B)(h) Water/Waste Water Program Fees (2) Annual Surveilance Fees and Hourly Charges									
(A) State Small Systems	$226.00	$249.00	$23.00	46	46	0	$10,396.00	$11,454.00	$1,058.00
(B) Non-community System (I) Food/Lodging Establishments	$226.00	$249.00	$23.00	62	63	1	$14,012.00	$15,687.00	$1,675.00
(II) Organized Camps/RV Parks	$342.00	$376.00	$34.00	78	78	0	$26,676.00	$29,328.00	$2,652.00
(III) Industrial	$453.00	$498.00	$45.00	38	38	0	$17,214.00	$18,924.00	$1,710.00
(C)Community System	$733.00	$806.00	$73.00	79	76	(3)	$57,907.00	$61,256.00	$3,349.00
16.0213(B)(h) Water/Waste Water Program Fees (3) Well Driller Registration	$34.00	$37.00	$3.00	80	84	4	$2,720.00	$3,108.00	$388.00
16.0213(B)(h) Water/Waste Water Program Fees (5) Liquid Waste Hauling and Disposal									
(A) Each Vehicle	$254.00	$279.00	$25.00	198	214	16	$50,292.00	$59,706.00	$9,414.00
TOTAL THIS PAGE						109	$302,546.00	$358,623.00	$56,077.00
GRAND TOTAL (All Page A's)						72	$4,598,147.50	$5,024,190.60	$426,043.10

2003-2004 REVISED/NEW FEE REQUESTS

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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES (A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	UNITS INVOLVED (D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	REVENUE GENERATED (G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(h) Water/Waste Water Program Fees (10) Sewage Disposal Permits									
(A) Sewage Holding Tank Operating Permit (Annual Permit)	$105.00	$116.00	$11.00	397	399	2	$41,685.00	$46,284.00	$4,599.00
16.0213(B)(h) Water/Waste Water Program Fees (11) Plan Check Form Review Fees									
(A) Sewage Plans, Reports, and Permits (I) Lot Plan and Soil Review	$149.00	$164.00	$15.00	89	148	59	$13,261.00	$24,272.00	$11,011.00
(II) Single Family Dwellings	$132.00	$145.00	$13.00	61	69	8	$8,052.00	$10,005.00	$1,953.00
(III) Commercial Development Percolation Test Report Review	$226.00	$249.00	$23.00	84	65		$18,984.00	$16,185.00	($2,799.00)
(IV) Subdivision Percolation Test Report Review	$226.00	$249.00	$23.00	150	103	(47)	$33,900.00	$25,647.00	($8,253.00)
(VIII) FHA and VA approvals (iii) Sewage Approval Forms	$22.00	$24.00	$2.00	150	139	(11)	$3,300.00	$3,336.00	$36.00
16.0213(B)(I) Housing Program Fees (1) Organized Camps and Boarding Schools									
(A) Small (less than 100 camp capacity)	$229.00	$252.00	$23.00	11	18	7	$2,519.00	$4,536.00	$2,017.00
(B) Medium (100 - 249 camp capacity	$344.00	$378.00	$34.00	68	27	(41)	$23,392.00	$10,206.00	($13,186.00)
(C)Large (250 or more camp capacity	$0.00	$516.00	$516.00	0	27	27	$0.00	$13,932.00	$13,932.00
16.0213(B)(I) Housing Program Fees (2) Massage Clinics	$114.00	$125.00	$11.00	61	70	9	$6,954.00	$8,750.00	$1,796.00
TOTAL THIS PAGE						13	$152,047.00	$163,153.00	$11,106.00
GRAND TOTAL (All Page A's)						72	$4,598,147.50	$5,024,190.60	$426,043.10

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES (A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	UNITS INVOLVED (D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	REVENUE GENERATED (G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(I) Housing Program Fees (3) Mobile home Park, Travel Trailer Park, RV Park, Incidental Camping Area and Tent Camps, or any Combination Thereof:									
(A) Annual Surveillance Inspection (I) 2-99 Sites	$61.00	$67.00	$6.00	172	173	1	$10,492.00	$11,591.00	$1,099.00
(II) 100 - 249 Sites	$122.00	$134.00	$12.00	60	60	0	$7,320.00	$8,040.00	$720.00
(III) 250 + Sites	$166.00	$183.00	$17.00	11	11	0	$1,826.00	$2,013.00	$187.00
(B) Annual Permit	$27.00	$30.00	$3.00	243	244	1	$6,561.00	$7,320.00	$759.00
(D) DEHS Administrative Fee	$93.00	$102.00	$9.00	243	244	1	$22,599.00	$24,888.00	$2,289.00
16.0213(B)(I) Housing Program Fees (8) Apartment, Hotel, Motel, and Rental Dwelling Unit Regulations									
(A) Annual Health Permit (I) annual Base Permit	$122.00	$134.00	$12.00	1,191	1,204	13	$145,302.00	$161,336.00	$16,034.00
Plus Per Each Dwelling Unit	$6.00	$7.00	$1.00	13,000	13,000	0	$78,000.00	$91,000.00	$13,000.00
TOTAL THIS PAGE						16	$272,100.00	$306,188.00	$34,088.00
GRAND TOTAL (All Page A's)						72	$4,598,147.50	$5,024,190.60	$426,043.10

I. GENERAL PROGRAM STATEMENT

California Children's Services (CCS) is a state program that provides case management, diagnosis, and treatment services to individuals up to 21 years of age with severe qualifying medical conditions and whose families are unable to pay for all or part of their care. State law requires the county to maintain a mandated minimum county funding level. In addition to state realignment dollars and the county's mandated contribution, funding also comes from Medi-Cal, private insurance, and patient co-payments. Revenues are based upon individual client eligibility for specific programs such as Medi-Cal, Healthy Families, or CCS alone (people who do not qualify for other programs or cannot afford to pay their Medi-Cal co-share payments.)

The revenue breakdown among federal, state, realignment, and county general fund support depends on the type of services provided under this program. This program provides two type of services:

1) Administrative component – Case management activities which include determining program eligibility, evaluating needs for specific services, determining the appropriate providers, and authorizing/paying for medically necessary care.

   a) Administrative funding is based on staffing standards and caseload mix of CCS clients. In other words, it depends on which Federal, State, or County program in which the children are enrolled. Currently, our caseload is comprised of the following:

      i) Medi-Cal accounts for approximately 84.56%. This federal and state program reimburses the county for 100% of the costs associated with these services.

      ii) Healthy Families accounts for approximately 10%. This federal and state program reimburses the county for 82.5% of the costs. The remaining 17.5% is equally funded by Social Services Realignment (8.75%) and general fund support (8.75%).

      iii) CCS or Non-Medi-Cal caseload accounts for approximately 5.44%. Federal and state funds account for 50% of the costs associated with treating this clientele. The other 50% is equally funded by Social Services Realignment (25%) and general fund support (25%).

   b) Two of the workload indicators presented in this budget reflect the administrative component: Cases managed and claims processed.

2) Medical Therapy component – Provides physical therapy, occupational therapy, and Medical Therapy Conference services. Licensed physical therapists and certified occupational therapists provide evaluation, treatment, consultation services and case management.

   a) The State reimburses the county for 50% of the costs incurred by this program. The remaining 50% is equally funded by realignment and general fund support. In addition, the program is able to bill Medi-Cal for therapy staff hours at the medical reimbursement rate. This means that the physical therapist and occupational therapist time provided to Medi-Cal clients can be almost fully reimbursed by Medi-Cal. Currently, county employees are paid at $32.86 per hour plus benefits and the county is reimbursed at a minimum rate of $34.08 per hour.

   b) It is estimated that approximately 70% of the therapy units (24,500 or 12,250 hours) will be provided during 2003-04 to Medi-Cal clients.

The budgeted local cost amount reflects the County's mandated share of costs for serving anticipated caseloads. Should actual caseloads fall short of projections, unused local funds would return to the County's year-end fund balance. Similarly, Realignment funds will be transferred to correspond with actual caseloads at the end of the year.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,915,099	10,716,023	7,718,749	10,723,433
Total Revenue	4,630,286	9,177,982	6,330,708	9,185,392
Local Cost	1,284,813	1,538,041	1,388,041	1,538,041
Budgeted Staffing		154.3		145.0
Workload Indicators				
Cases Managed	-	10,900	10,200	11,000
Claims Processed	-	120,000	130,000	133,900
Therapy Units (old methodology)	-	124,000	-	-
Therapy Units (new methodology)	-	35,000	35,000	36,050

Actual expenses and revenues are significantly lower than budgeted because CCS does not have enough space to hire all of the staff. Negotiations on new space are currently underway but a move is not expected until after the end of the fiscal year. The program continues to experience difficulty filling nursing and physical therapy vacancies.

The Therapy Unit workload indicator has undergone a significant methodology change. As the 2002-03 county budget was being developed, the State was changing its CCS automated system. As a result, the Department could not extrapolate complete data for 2001-02. For the 2003-04 budget, the Department has revised this workload indicator to reflect therapy provided in 30-minute increments. To provide continuity in annual workload indicators, 2002-03 measurements of Therapy Units delivered were recalculated so they could be presented in the same manner as projected 2003-04 workloads.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing is decreasing by 9.3 positions overall due to some minor changes in staffing mix which decreased staffing by 0.2 positions as described below and to reflect long term vacancies occurred upon departure of 9.1 existing staff. Vacancies are expected to increase because greater restrictions upon County hiring processes result in longer periods of vacancy after an employee leaves a position. The other staffing mix changes include the addition of 3.0 Financial Interviewers, 1.0 Physical Therapist, 1.0 Medical Transcriber, and 0.5 of a Fiscal Clerk II. Reductions include 2.0 Therapy Assistants and 2.0 Registered Nurses II. The Registered Nurses classification no longer meets the state's service delivery requirements. Additionally, 1.7 of the reduction is a result of an accounting change. Those positions are in the Public Health budget and are now reflected in this budget as transfers.

PROGRAM CHANGES

Costs for services and supplies are lower due to reduced computers and equipment purchases needed for 2003-04. Budgeted costs have also decreased for EHAP and rent expense due to an accounting change. Transfers represent staff time purchased from Public Health, as mentioned in the Staffing Changes section above and an accounting change for EHAP and rent expense related to GASB 34. State revenue is expected to remain constant into 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 18.6 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	12.8	Slated for Deletion
Vacant Budgeted In Recruitment	5.8	Retain
Total Vacant	18.6	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of the 12.8 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 and #2 to restore all 12.8 vacant budgeted positions. This restoration is being recommended because it is required to comply with state mandated staffing ratios pursuant to AB 948; non-compliance could potentially jeopardize state funding of approximately $7.6 million. Furthermore, these positions provide direct patient care to severely ill children and assist children in enrolling to Federal/State programs such as Medi-Cal. If administrative staffing is reduced, fewer patients could be enrolled in these Federal/State programs, which generally reimburse the vast majority of costs associated with providing health care. As a result, local cost would increase dramatically to provide treatment for these severely ill children.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Medical Therapy	1.3 - **$60,462** $15,116 Local Cost $45,346 Revenue Supported	This program provides direct care for children whose families qualify for no other type of aid and are unable to afford treatment under other means for life threatening or permanently debilitating illnesses. Positions needed are 0.8 Occupational Therapist and 0.5 Pediatric Therapist II.
x	2	CCS Administration	11.5 - **$637,632** $49,228 Local Cost $588,404 Revenue Supported	This program conducts case management activities for eligible children including determining all phases of program eligibility, evaluating needs for specific services, determining the appropriate providers, determining eligibility for Federal/State programs, and authorizing and paying for medically necessary care. Reductions in staffing will cause higher backlogs for children in need of services since children will not be evaluated or referred to providers on a timely basis. It will also reduce the number of children enrolled in other Federal/State programs such as Medi-cal and Healthy Families as the program only has a small window (7 days) to complete the physical and financial evaluation and the paperwork necessary to enrolled children on those Federal/State programs. Reducing administrative staff will greatly increase the local cost of providing services for which federal/state reimbursements would not be received. Positions needed are 5.5 Public Health Nurses (PHN), 3.5 Clerk II, 1.5 Financial Interviewers, 0.5 Physician Consultant, and 0.5 Supervising PHN.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Public Health - California Children's Services
FUND: General AAA CCS

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

Analysis of 2003-04 Budget

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	6,449,976	9,064,394	633,261	-	9,697,655
Services and Supplies	1,053,863	1,417,719	13,496	-	1,431,215
Equipment	9,000	18,000	-	-	18,000
Transfers	205,910	215,910	6,442	-	222,352
Total Appropriation	7,718,749	10,716,023	653,199	-	11,369,222
Revenue					
Current Services	25,334	12,800	-	-	12,800
State, Fed or Gov't Aid	4,917,278	7,626,641	653,199	-	8,279,840
Other Revenue	55	500	-	-	500
Realignment	1,388,041	1,538,041	-	-	1,538,041
Total Revenue	6,330,708	9,177,982	653,199	-	9,831,181
Local Cost	1,388,041	1,538,041	-	-	1,538,041
Budgeted Staffing		154.3			154.3

DEPARTMENT: Public Health - California Children's Services **ACTIVITY: Hospital Care**
FUND: General AAA CCS

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	9,697,655	(630,202)	9,067,453	(698,094)	**8,369,359**	698,094	9,067,453
Services and Supplies	1,431,215	(320,915)	1,110,300	-	**1,110,300**	-	1,110,300
Equipment	18,000	-	18,000	-	**18,000**	-	18,000
Transfers	222,352	305,328	527,680	-	**527,680**	-	527,680
Total Appropriation	11,369,222	(645,789)	10,723,433	(698,094)	**10,025,339**	698,094	10,723,433
					-		-
Revenue					**-**		-
Current Services	12,800	6,600	19,400	-	**19,400**	-	19,400
State, Fed or Gov't Aid	8,279,840	(652,149)	7,627,691	(569,406)	**7,058,285**	569,406	7,627,691
Other Revenue	500	(240)	260	-	**260**	-	260
Realignment	1,538,041	-	1,538,041	(64,344)	**1,473,697**	64,344	1,538,041
Total Revenue	9,831,181	(645,789)	9,185,392	(633,750)	**8,551,642**	633,750	9,185,392
					-		-
Local Cost	1,538,041	-	1,538,041	(64,344)	**1,473,697**	64,344	1,538,041
Budgeted Staffing	154.3	(9.3)	145.0	(12.8)	**132.3**	12.8	145.0

PUBLIC HEALTH

Base Year Adjustments

Salaries and Benefits	186.641	MOU.
	349,954	Retirement.
	96,666	Risk Management Workers Comp.
Total Salaries and Benefits	633,261	
Services and Supplies	13,496	Risk Management Liabilities.
Transfers	6,442	Incremental change in EHAP.
Base Year Appropriation	653,199	
Revenue		
State, Fed or Gov't Aid	653,199	
Total Revenue	653,199	
Local Cost	-	

Recommended Program Funded Adjustments

Salaries and Benefits	(555,182)	Primarily resulting from increased vacancy factor.
	(75,020)	GASB 34 Accounting Change - PHL staff support now budgeted in transfers.
	(630,202)	
Services and Supplies	(20,310)	GASB 34 Accounting Change (EHAP).
	(118,000)	Reduced computer and equipment expenditures that were needed for staffing expansion in 2002-03.
	(200,900)	GASB 34 Accounting Change - Rent now budgeted in transfers.
	18,295	Other minor miscellaneous increases.
	(320,915)	
Transfers	75,018	GASB 34 Accounting Change related to Public Health support staff.
	20,310	GASB 34 Accounting Change (EHAP).
	210,000	GASB 34 Accounting Change - Rent previously budgeted in services and supplies.
	305,328	
Total Appropriation	(645,789)	
Revenue		
Current Services	6,600	
State, Fed or Gov'd Aid	(653,199)	When targets are set, expenses changes are expected to be funded by increased state revenue. This entry backs out those assumptions and is replaced by the detail of what actually happened in the lines below.
	1,050	
	(652,149)	
Other Revenue	(240)	
Total Revenue	(645,789)	
Local Cost	-	

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	21	12.8	698,094	633,750	64,344
Vacant Budgeted In Recruitment - Retain	7	5.8	333,499	248,565	84,934
Total Vacant	28	23.6	1,031,593	882,315	149,278
Recommended Restoration of Vacant Deleted	21	12.8	698,094	633,750	64,344

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Clerk II	00077414	(1.0)	(31,686)	(29,240)	(2,446)
Clerk II	00077415	(0.8)	(22,542)	(20,802)	(1,740)
Clerk II	00077416	(0.8)	(22,542)	(20,802)	(1,740)
Clerk II	00077417	(1.0)	(31,686)	(29,240)	(2,446)
Financial Interviewer	00077439	(0.5)	(19,157)	(17,678)	(1,479)
Financial Interviewer	00077441	(0.5)	(21,491)	(19,832)	(1,659)
Financial Interviewer	00077443	(0.5)	(19,157)	(17,678)	(1,479)
Pediatric Rehab Therapist II	00077444	(0.5)	(31,626)	(23,719)	(7,907)
CCS Physician Consultant	00077411	(0.5)	(58,381)	(53,874)	(4,507)
Occupational Therapy Assistant	00004150	(0.8)	(28,836)	(21,627)	(7,209)
Public Health Nurse II	00013841	(0.5)	(36,505)	(33,687)	(2,818)
Public Health Nurse II	00015631	(1.0)	(80,452)	(74,241)	(6,211)
Public Health Nurse II	00077423	(0.5)	(32,339)	(29,842)	(2,497)
Public Health Nurse II	00077424	(0.5)	(32,339)	(29,842)	(2,497)
Public Health Nurse II	00077425	(0.5)	(32,339)	(29,842)	(2,497)
Public Health Nurse II	00077426	(0.5)	(32,339)	(29,842)	(2,497)
Public Health Nurse II	00077427	(0.5)	(32,339)	(29,842)	(2,497)
Public Health Nurse II	00077428	(0.5)	(32,339)	(29,842)	(2,497)
Public Health Nurse II	00077429	(0.5)	(32,339)	(29,842)	(2,497)
Public Health Nurse II	00077430	(0.5)	(32,339)	(29,842)	(2,497)
Supvg Public Health Nurse	00077431	(0.5)	(35,321)	(32,594)	(2,727)
Subtotal Recommended - **Retain**		(12.8)	(698,094)	(633,750)	(64,344)
Total Slated for Deletion		(12.8)	(698,094)	(633,750)	(64,344)

PUBLIC HEALTH

Vacant Budgeted In Recruitment - **Retain**

Financial Interviewer	00072328	1.0	37,947	35,017	2,930
Financial Interviewer	00077442	0.5	19,157	17,678	1,479
Pediatric Rehab Therapist I	00004725	1.0	81,332	60,999	20,333
Pediatric Rehab Therapist I	00077407	1.0	60,193	45,145	15,048
Pediatric Rehab Therapist I	00077408	1.0	60,193	45,145	15,048
Pediatric Rehab Therapist I	00077409	0.5	30,278	15,230	15,048
Pediatric Rehab Therapist I	00077410	0.8	44,399	29,351	15,048
Total in Recruitment Retain		5.8	333,499	248,565	84,934

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA-CCS

Title: Restoration of California Children's Services Medical Therapy Positions

PRIORITY: Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 60,462	$ 66,508

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Pediatric Therapist II	31,626
0.8	Occupational Therapist	28,836

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 60,462	$ 66,508
REVENUE (specify source)		
State and Federal	30,230	33,252
Realignment	15,116	16,628
Total:	$ 45,346	$ 49,880
LOCAL COST	$ 15,116	$ 16,628

Policy Item #1 of 2 - Restoration of California Children's Services Medical Therapy Positions

Positions are currently vacant because the positions are hard to recruit. Vacancies within CCS fall into one of two component areas: the Administrative component and the Medical Therapy Program (MTP) component. Each of these components is funded differently. The MTP component is the only part of CCS staff that is authorized to provide direct medical care for CCS clients. As soon as a San Bernardino County resident is eligible for CCS services, the CCS program is required to provide those services to that child. These positions are required to meet State staffing guidelines based on current caseload of 10,400 (4/29/03). The State Children Medical Services Division reserves the right not to fund any CCS program that does not meet the State staffing standard. Funding for the vacant budgeted positions within the Medical Therapy Program (MTP) is as follows: 50% State (combination of State and Federal monies) and 50% County (50% net County Cost and 50% realignment). For FY 02/03, the County's share was $1,162,562 however the MTP bills for services rendered to Medi-Cal clients and we estimate revenues approximating $256,916 for these services. As a result, the actual County share of the MTP will be approximately $905,647.

When the State CCS approved our FY 02/03 budget they did so by funding all of the current vacant positions. The understanding was that we needed this level of staffing to meet the minimum State staffing requirements in order to deliver the appropriate level of care for all of CCS clients. There is no other entity to provide care for the CCS population since Medi-Cal pays us to provide the requisite care for all Medi-Cal clients with special health care needs, Healthy Families will do so for theirs and the State pays 50% of case management and care for our caseload that is neither Medi-Cal or Healthy Families.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS **Budget Code:** AAA CCS

Title: Restoration of California Children's Services Administrative Positions

PRIORITY: Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

See Attached

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 637,632	$ 701,395

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.5	Clerk II	108,456
1.5	Financial interviewers	59,805
5.5	Public Health Nurses	375,669
0.5	Physician Consultant	58,381
0.5	Supvg PHN	35,321

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____		
Total:	$ 637,632	$ 701,395
REVENUE (specify source)		
State and Federal	539,176	593,095
Realignment	49,228	54,150
Total:	$ 588,404	$ 647,245
LOCAL COST	$ 49,228	$ 54,150

Policy Item # 2 of 2 - Restoration of California Children's Services Administrative Positions

Positions are currently vacant because of two reasons (1) there is no physical space (currently in process) for them and, (2) some of the positions are hard to recruit e.g. Public Health Nurses. Vacancies within CCS fall into one of two component areas: the Administrative component and the Medical Therapy Program (MTP) component. Each of these components is funded differently. The administrative component of CCS provided intensive case management only, as per State guidelines. As soon as a San Bernardino County resident is eligible for CCS services, the CCS program is required to provide those services to that child. These positions are required to meet State staffing guidelines based on current caseload of 10,400 (4/29/03). The State Children Medical Services Division reserves the right not to fund any CCS program that does not meet the State staffing standard.

A Public Health Nurse (PHN) is required for every 400 cases and to complement every PHN, one Financial Interviewer and 0.5 FTE of a Clerk II position are required. Additionally, 2.25 FTE Pediatricians are required for a caseload 9,001 – 10,500.

Funding for all positions within the CCS administrative budget category is as follows: 84.56% Medi-Cal; the remaining 15.44% is divided equally between the State and the County. As a result 7.72% is San Bernardino County's responsibility. The funding sources for the County's 7.72% share is 50% from realignment and 50% from the General Fund. Additionally, for FY 2003/2004, the CCS program would be reimbursed for all administrative cost for Healthy Families clients with special health care needs that we case manage. The percentage of Healthy Families cases of the CCS caseload is approximately 9%. Actual figures for reimbursement are being negotiated currently between the State CCS and Managed Risk Medical Insurance Board (MRMIB) but it is anticipated that the same formula that is currently used for Medi-Cal would be instituted. When this is realized, the County's share of the total administrative budget for CCS would be less than the current 7.72%.

When the State CCS approved our FY 02/03 budget they did so by funding all of the current vacant positions. The understanding was that we needed this level of staffing to meet the minimum State staffing requirements in order to deliver the appropriate level of care for all of CCS clients. There is no other entity to provide care for the CCS population since Medi-Cal pays us to provide the requisite care for all Medi-Cal clients with special health care needs, Healthy Families will do so for theirs and the State pays 50% of case management and care for our caseload that is neither Medi-Cal or Healthy Families.

BUDGET UNIT: INDIGENT AMBULANCE (AAA EMC)

I. GENERAL PROGRAM STATEMENT

This budget provides financing for those ambulance contractors who transport indigents to the Arrowhead Regional Medical Center, or the closest hospital, under certain life-threatening situations. It also funds transport of indigent tuberculosis patients to Riverside County Hospital for treatment, and up to the extent of available appropriations, pays for the Sheriff's Department transport of indigent inmates (with the remainder paid directly by the Sheriff's Department). The appropriations in this budget unit are maintained at a constant level. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	472,501	472,501	472,501	472,501
Local Cost	472,501	472,501	472,501	472,501

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Public Health - Indigent Ambulance
FUND: General AAA EMC

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	472,501	472,501	-	-	472,501
Total Appropriation	472,501	472,501	-	-	472,501
Local Cost	472,501	472,501	-	-	472,501

GROUP: Human Services System
DEPARTMENT: Public Health - Indigent Ambulance
FUND: General AAA EMC

FUNCTION: Public Assistance
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	472,501	-	472,501	-	**472,501**	-	472,501
Total Appropriation	472,501	-	472,501	-	**472,501**	-	472,501
Local Cost	472,501	-	472,501	-	**472,501**	-	472,501

BUDGET UNIT: CAJON PASS ILLEGAL DUMPING CLEAN-UP (RPH PHL)

I. GENERAL PROGRAM STATEMENT

In December 1998, a fire occurred in Cajon Pass as a result of illegal dumping of an estimated 100,000 tons of solid waste. Approximately 40 haulers and contractors have been identified as the parties responsible for the illegal dumping. This special revenue fund, established and managed by the Department of Public Health, Division of Environmental Health, will be used to account for the settlement contributions of the small haulers and the $750,000 grant from the California Integrated Waste Management Board (CIWMB) and the expenditures associated with the clean-up effort for the illegal dump in Cajon Pass. The State requires a 10% holdback of funds until the project is completed.

The total estimated cost to clean up the site is $2,800,000. As a result of the settlement agreement among those identified as haulers, the county and the CIWMB, the CIWMB will contribute $750,000 and the large haulers will pay the balance of the clean-up cost less the contributions received from the small haulers. CIWMB will cover the cost associated with recycling of green waste and concrete, tipping fees, initial re-vegetation, and other costs as identified in the settlement agreement. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	437,056	103,798	-	111,098
Total Revenue	14,394	81,000	6,500	81,800
Fund Balance		22,798		29,298

Estimated expenses and revenues from the state for re-vegetation will not occur until the work is completed in 2003-04, as such, financial activity for 2002-03 was minimal.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The clean up of the illegally dumped material has been completed. Re-vegetation of the affected area is the only remaining activity. That activity was anticipated to be completed in 2002-03; however, it is now expected to continue into 2003-04. State reimbursement for re-vegetation will occur once this activity is complete.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Public Health - Cajon Pass
FUND: Special Revenue RPH PHL

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	-	103,798	-	-	103,798
Total Appropriation	-	103,798	-	-	103,798
Revenue					
Fines & Forfeitures	6,500	6,000	-	-	6,000
State, Fed or Gov't Aid	-	75,000	-	-	75,000
Total Revenue	6,500	81,000	-	-	81,000
Fund Balance		22,798	-	-	22,798

GROUP: Human Services System
DEPARTMENT: Public Health - Cajon Pass
FUND: Special Revenue RPH PHL

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	103,798	7,300	111,098	-	**111,098**	-	111,098
Total Appropriation	103,798	7,300	111,098	-	**111,098**	-	111,098
Revenue							
Fines & Forfeitures	6,000	800	6,800	-	**6,800**	-	6,800
State, Fed or Gov't Aid	75,000	-	75,000	-	**75,000**	-	75,000
Total Revenue	81,000	800	81,800	-	**81,800**	-	81,800
Fund Balance	22,798	6,500	29,298	-	**29,298**	-	29,298

Recommended Program Funded Adjustments

Services and Supplies	7,300	We anticipate expending all revenues on site rehabilitation. This increase represents a small increase in revenues available for site rehabilitation.
Total Appropriation	7,300	
Revenue		
Fines and Forfeitures	800	Fines and forfeitures from small haulers are expected to increase slightly.
Total Revenue	800	
Fund Balance	6,500	

OVERVIEW OF BUDGET

DEPARTMENT: VETERANS AFFAIRS
DIRECTOR: BILL J. MOSELEY
BUDGET UNIT: AAA VAF

I. GENERAL PROGRAM STATEMENT

According to the Secretary of the U.S. Department of Veterans Affairs, approximately one out of three people in the United States are potential V.A. beneficiaries. In San Bernardino County, this means approximately 575,000 veterans, their dependents and survivors will become recipients of veteran's benefits. Veteran's Affairs provides information and assistance to residents in filing claims for benefits and services to which they may be entitled from federal or state governments. These benefits include medical care, insurance, home loans, pension benefits, disability compensation, education, and vocational rehabilitation.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,013,465	1,108,218	1,103,137	1,130,068
Total Revenue	274,310	264,000	257,018	257,018
Local Cost	739,155	844,218	846,119	873,050
Budgeted Staffing		19.0		17.0
Workload Indicators				
Subvention Claims Filed	5,834	6,000	5,339	5,500
New Annual Monetary Amounts	9,750,000	7,750,000	9,109,368	8,000,000
Average Annual Award	1,671	1,100	1,618	1,400

The variance between 2002-03 Budget and Estimated was due to a savings in salaries & benefits. One employee has been out on short term disability, two positions budgeted at higher levels were replaced with two new employees at lower pay ranges, and another position budgeted at full-time, worked only part-time.

The anticipated $6,982 decrease in 2002-03 estimated revenue is due to an increase in administrative costs charged by the California Counties Veteran Services Officers Fund, which reduced every California County's portion of revenue received.

The increase in the New Annual Monetary Amounts in 2002-03 is due to a change in staffing in 2002-03. the state subvention and Medi-Cal monies veterans receive are generated by the activities performed by the Veterans Services Representatives. In 2001-02 the department generated $9,750,000 in New Annual Monetary Amounts. However, at the end of 2001-02, the department was experiencing personnel problems with two of its Veterans Services Representatives. As a result, projects for New Annual Monetary Amounts were lower for the 2002-03 budget.

Prior to the beginning of the 2002-03 fiscal year, both employees terminated and the department hired two new, top-performing employees. These new employees significantly increased the estimated 2002-03 New Annual Monetary Amounts. However, only $8,000,000 in Annual Monetary Amounts is estimated for 2003-04 due to the elimination of a Clerk II position.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing decreased by 2.0 positions.

Due to reductions made to the department's local cost as part of the 4% and 30% reduction plans, increases in Memorandum Of Understanding (MOU), retirement and workers compensation costs, and new and/or increased costs in Human Services Systems (HSS) administrative and Information Technology Services Department (ITSD), it will be necessary to eliminate 1.0 budgeted Clerk II.

Additionally, 1.0 Veteran Services Representative has been out on leave since December 2002, and is not expected to return to work. Therefore, in 2003-04 the department did not budget for this position and will not fill it if it becomes vacant.

PROGRAM CHANGES

As previously mentioned, reductions made to the department's local cost as part of the 4% and 30% reduction plans, increases in MOU, retirement and workers compensation costs, and new and/or increased costs in HSS administrative and IT support have made it necessary to reduce the department's costs in other areas. Therefore, the Ontario office will be relocated to a County-owned facility.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Veterans Affairs
FUND: General AAA VAF

FUNCTION: Public Assistance
ACTIVITY: Veterans Services

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	890,062	934,395	37,241	-	971,636
Services and Supplies	151,397	108,116	(5,499)	-	102,617
Central Computer	12,000	13,023	(2,490)	-	10,533
Other Charges	1,100	1,800	-	-	1,800
Equipment	4,400	5,000	-	-	5,000
Transfers	44,178	45,884	(420)	-	45,464
Total Appropriation	1,103,137	1,108,218	28,832	-	1,137,050
Revenue					
State, Fed or Gov't Aid	257,018	264,000	-	-	264,000
Total Revenue	257,018	264,000	-	-	264,000
Local Cost	846,119	844,218	28,832	-	873,050
Budgeted Staffing		19.0	(1.0)	-	18.0

GROUP: Human Services System
DEPARTMENT: Veterans Affairs
FUND: General AAA VAF

FUNCTION: Public Assistance
ACTIVITY: Veterans Services

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	971,636	(32,808)	938,828	-	938,828	-	938,828
Services and Supplies	102,617	10,159	112,776	-	112,776	-	112,776
Central Computer	10,533	-	10,533	-	10,533	-	10,533
Other Charges	1,800	(1,000)	800	-	800	-	800
Equipment	5,000	1,000	6,000	-	6,000	-	6,000
Transfers	45,464	15,667	61,131	-	61,131	-	61,131
Total Appropriation	1,137,050	(6,982)	1,130,068	-	1,130,068	-	1,130,068
Revenue							
State, Fed or Gov't Aid	264,000	(6,982)	257,018	-	257,018	-	257,018
Total Revenue	264,000	(6,982)	257,018	-	257,018	-	257,018
Local Cost		-	873,050	-	873,050	-	873,050
Budgeted Staffing	18.0	(1.0)	17.0		17.0		17.0

Base Year Adjustments

Salaries and Benefits	(33,769)	4% Spend Down Plan - delete 1.0 Clerk II.
	23,739	MOU.
	46,187	Retirement.
	1,084	Risk Management Worker's Comp.
	37,241	
Services and Supplies	(6,997)	30% Cost Reduction Plan.
	1,498	Risk Management Liabilities.
	(5,499)	
Central Computer	(2,490)	
Transfers	(420)	Increment change in EHAP.
Total Appropriation	28,832	
Total Revenue	-	
Local Cost	28,832	

Recommended Program Funded Adjustments

Salaries and Benefits	(32,808)	Defund 1.0 Veteran Services Representative.
Services and Supplies	10,159	Miscellaneous increases to services and supplies.
Transfers	15,667	Increased HSS Admin. Support charges, HR charges, and the additional ITSD service charge. Eliminated Ontario lease ($15,649).
Total Appropriation	(6,982)	
Total Revenue	(6,982)	Anticipated decrease in revenue due to increased state administrative costs charged.
Local Cost	-	

OVERVIEW OF BUDGET

BUDGET UNIT: REALIGNMENT (AAC, AAD, AAE)

	2003-04					
	Estimated Beginning Fund Balance	Budgeted Revenue	Budgeted Departmental Usage	Budgeted 10% Transfers	Estimated Ending Fund Balance	Estimated Change in Fund Balance
Mental Health	25,433,662	55,201,458	67,192,114	(5,337,670)	8,105,336	(17,328,326)
Social Services	16,447,227	59,742,774	78,837,115	5,337,670	2,690,556	(13,756,671)
Health	34,730,659	55,690,960	54,768,121		35,653,498	922,839
Total	76,611,548	170,635,192	200,797,350	-	46,449,390	(30,162,158)

I. GENERAL PROGRAM STATEMENT

This budget is being presented for the first time in the budget book. At the end of the 2001-02 year it was converted from a trust fund to a restricted general fund. The format for this section varies from other budget units to help with presentation of information. The Realignment budgets do not directly spend funds or provide service. They are strictly financing budgets with the actual expenditures occurring within the operating budget units of the departments that receive Realignment revenue.

In 1991 the state shifted responsibility for a number of mental health, social services, and health programs to counties. This shift, known as Realignment, resulted in the creation of two dedicated funding streams to pay for the shifted services: a ½ cent Sales Tax and a change in the depreciation schedule for vehicles which resulted in a 24.33% increase in Vehicle License Fee (VLF) revenues. Each of the three service areas identified were required to have their own separate accounts established and each of those service areas receive a different share of statewide Realignment revenues.

Within the mental health area, the programs for which the county is now responsible for are: community-based mental health programs, State Hospital services for county patients, and Institutions for Mental Disease. Within the social services area, the programs for which the county is now responsible for are: the county revenue stabilization program and the county justice subvention program. Within the health area, the programs for which the county is now responsible for are: AB8 county health services, local health services, medically indigent services, and the county medical services program.

In addition to these program responsibility shifts, a number of programs had changes made to their cost sharing ratios. Social services had a number of programs involved in sharing ratio changes (numbers are shown in percentages in the order of state/county shares of cost): foster care from 95/5 to 40/60, child welfare services from 76/24 to 70/30, In Home Supportive Services (IHSS) from 97/3 to 65/35, county services block grant from 84/16 to 70/30, adoption assistance from 100/0 to 75/25, Greater Avenues for Independence from 100/0 to 70/30, CalWorks from 89/11 to 95/5, and administration from 50/50 to 70/30. Within health, the California Children's Services program cost share shifted from 75% state/25% county to 50/50.

The Realignment program has some flaws in its design that adversely impact County of San Bernardino revenues. First is San Bernardino's status as an "under equity county," meaning that the county receives a lesser share of revenue relative to other counties based on population and estimated poverty population. Revenue distributions among counties were determined by expenditures in the programs that were transferred just prior to the adoption of Realignment. San Bernardino County was under equity in those programs. Realignment did attempt to address the inequity issue, but the effort fell short and the county continues to be under equity to date. The problem of being under equity is that it exacerbates itself over time. As growth occurs in the revenue streams, that incremental new funding is distributed on existing sharing arrangements between the counties. The counties that are already over equity get a higher percentage of the new revenue while those that are under equity get less.

In addition to the under equity issue is the fact that the demand for the services we are providing and the revenue streams funding them are both sensitive to the economy. When the economy is doing well, demand for services is reduced and revenues are high. When the economy does poorly, demand for services is high, but revenues under perform. During the recent good years, the realignment funds recovered from earlier difficulties and built up an available fund balance. Beginning in the 2002-03 year, those fund balances began to be depleted as revenues shrank, demand for services increased, and expenses increased.

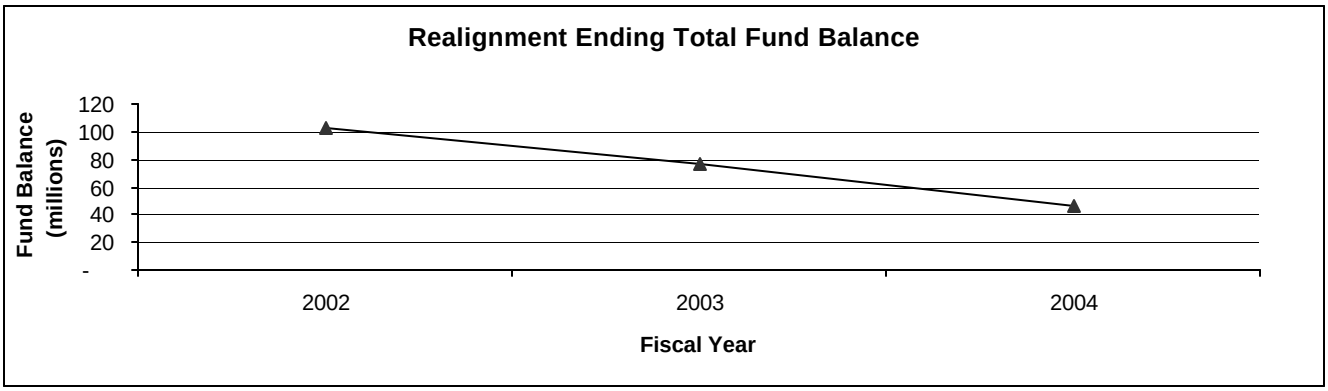
The state anticipated that some of the problems with Realignment could result in litigation or unfunded mandate claims. As a result the legislation contained three poison pill provisions that would make certain provisions of Realignment inoperative. The three poison pills that could nullify Realignment, or portions of it, are: (1) a county successfully filing an unfunded mandate claim with respect to realigned programs, (2) constitutional challenges regarding Realignment's treatment of VLF revenues (which are constitutionally protected as local government revenue) or a finding that exclusion of Realignment revenue from Proposition 98 education funding calculations in unconstitutional, and (3) an appellate court determination that 1982 legislation shifting responsibility for medically indigent adults to counties is reimbursable as an unfunded mandate.

The realignment legislation does allow for some flexibility in usage of funds at the county level. Upon action by the Board of Supervisors, a county can transfer 10% of a given years revenue from one fund to another. San Bernardino County has used the provision repeatedly over the years to help support either the health or social services programs. In the chart above there is a budgeted transfer for the 2003-04 year noted in the "Budgeted 10% Transfers" column. Any such transfer would have to come before the Board of Supervisors for approval before taking place.

II. BUDGET HISTORY

Total - All Realignment Funds				
	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	72,906,036	102,089,307	102,089,307	76,611,548
Revenue	165,126,275	178,755,312	166,531,844	170,635,192
Departmental Usage	135,943,004	184,385,696	192,009,603	200,797,350
Ending Fund Balance	102,089,307	96,458,923	76,611,548	46,449,390
Change in Fund Balance	29,183,271	(5,630,384)	(25,477,759)	(30,162,158)

Available Fund Balance, as seen in the graph below, in the Realignment funds peaked at the end of the 2001-02 year as the county benefited from a large growth distribution attributable to the 2000-01 increase in sales taxes and vehicle license fees. Departmental Usage increases and revenue stagnation have resulted in an increasing use of one-time funds to pay for ongoing costs. Based on current projections, both Mental Health and Health will run out of available fund balance as a financing source in the 2004-05 fiscal year.



Of note in this graph is that the fund balance ending 2003-04 at the far right is 76% Health fund balance; the other two funds are nearly out of cash to begin the 2004-05 budget cycle.

In 2002-03, estimated revenues are projected to under perform budget due to declining sales tax revenues resulting in no sales tax growth distribution from 2001-02 and a reduced base revenue amount for 2002-03. Base revenue is calculated by adding prior year base and prior year growth. Since there was actually a shortfall in 2001-02, the 2002-03 base is reduced. VLF growth has also slowed significantly, dropping from a peak of $9.7 million in 2000 to an estimated $1.4 million in 2002-03.

The decline in sales tax revenues is an important factor in the stability of the realignment funds going forward. Caseload and cost increases for programs within social services get the first priority when distributing sales tax growth revenue because they are mandated programs for which service must be provided. Since sales tax is down, there is no growth money to pay for the increasing cost of these programs. It is anticipated that in 2004-05 the increased costs in some of the social services programs will require additional county general fund financing.

III. HIGHLIGHTS OF CHANGES WITHIN THE INDIVIDUAL REALIGNMENT FUNDS

Within the sections below, trends within the individual realignment fund categories of Mental Health, Social Services, and Health will be reviewed. These realignment budgets provide financing and not direct service. As such, the focus will be on broad expense and revenue trends. For more detailed information regarding departmental usage of realignment funds as it relates to programs and service delivery, please consult the appropriate departmental budget unit.

MENTAL HEALTH

Mental Health	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	32,301,976	47,202,385	47,202,385	25,433,662
Revenue	53,845,346	54,496,540	54,532,402	55,201,458
Departmental Usage	33,744,678	62,912,489	71,032,161	67,192,114
10% Transfers	(5,200,259)	(5,265,378)	(5,268,964)	(5,337,670)
Ending Fund Balance	47,202,385	33,521,058	25,433,662	8,105,336
Change in Fund Balance	14,900,409	(13,681,327)	(21,768,723)	(17,328,326)

The Mental Health Realignment fund revenue is composed approximately 2/3 sales tax and 1/3 vehicle license fee. Continued strength in VLF has helped offset some of the declines in sales tax within the Mental Health fund, however, program cuts by the State and significantly increasing costs of salaries and benefits have resulted in climbing departmental use of realignment funds. The actual departmental use shown in the chart above for 2001-02 is skewed lower by about $11.0 million due to a one-time recognition of revenue within Behavioral Health as a result of GASB accounting rule changes at the end of 2001-02. Given that adjustment projected realignment use by Behavioral Health has still climbed substantially and can not be continued at this pace. In 2004-05, Behavioral Health will be faced with significant budget cuts or will require additional general fund financing to bring ongoing expenditures in line with ongoing revenues.

Breakdown of Departmental Usage of Mental Health Realignment	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Behavioral Health	33,519,394	62,636,215	70,716,893	66,873,463
Health Care Costs	225,284	276,274	315,268	318,651
Total Departmental Usage	33,744,678	62,912,489	71,032,161	67,192,114

SOCIAL SERVICES

Social Services	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	23,095,211	27,287,820	27,287,820	16,447,227
Revenue	56,768,765	67,288,306	56,897,880	59,742,774
Departmental Usage	57,776,415	69,725,246	73,007,437	78,837,115
10% Transfers	5,200,259	5,265,378	5,268,964	5,337,670
Ending Fund Balance	27,287,820	30,116,258	16,447,227	2,690,556
Change in Fund Balance	4,192,609	2,828,438	(10,840,593)	(13,756,671)

Revenues for Social Services are primarily (96%) sales tax with minimal VLF. As a result of this dependence on sales tax, the social services revenues have been particularly hard hit by the poor performance of statewide sales tax collection. This unstable revenue source combined with rising demand for services and significant cost increases has caused a quick decline in the Social Services Realignment fund balance. It is probable that in the 2004-05 year the social services programs will require substantial additional general fund support.

Cost increases within social services are a result of climbing caseloads and increased expenditure. Expenditure increases include salary and benefit increases for employees as well as salary and benefit increases for IHSS workers.

Breakdown of Departmental Usage of Social Services Realignment	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Social Services Programs*	50,208,391	61,903,994	65,336,185	71,015,863
California Childrens Services	1,284,813	1,538,041	1,388,041	1,538,041
Probation	4,484,211	4,484,211	4,484,211	4,484,211
County General Fund	1,799,000	1,799,000	1,799,000	1,799,000
Total Departmental Usage	57,776,415	69,725,246	73,007,437	78,837,115

*Soc. Svcs. Programs include: IHSS, Foster Care, Seriously Emotionally Disturbed, and Administrative Claim Matches

HEALTH

Health	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	17,508,849	27,599,102	27,599,102	34,730,659
Revenue	54,512,164	56,970,466	55,101,562	55,690,960
Departmental Usage	44,421,911	51,747,961	47,970,005	54,768,121
10% Transfers	-	-	-	-
Ending Fund Balance	27,599,102	32,821,607	34,730,659	35,653,498
Change in Fund Balance	10,090,253	5,222,505	7,131,557	922,839

Health Realignment is funded approximately 1/3 sales tax and 2/3 VLF. As a result it had greater revenue stability over the last two years as the other funds have been troubled by the downturn in sales tax. Within Health, departmental expenses have been brought into line with ongoing revenues by not providing realignment increases to pay for rising salary and benefit costs. By holding realignment to ARMC and Public Health flat, they have effectively experienced a budget cut due to inflation and the rising costs associated with salaries and benefits. The slight increase in 2003-04 for Public Health reflects of backfill of lost SB90 revenue from the state and is not a true increase.

REALIGNMENT

The other programs funded from Health realignment are Medically Indigent Adult (MIA) Payments and Health Care Costs. The MIA budget funds payments to non-county hospitals for treatment of MIA patients. The Health Care Costs budget unit helps pay for the ARMC Lease Payment and the increase in budget for this unit represents greater realignment support for this expense.

The Health Realignment Fund is currently in the best fiscal shape of the three realignment funds. This is primarily the result of the lack of direct impact of state budget cuts on Health overall. Going forward this is not anticipated to continue and given the size of some of the potential cuts to the hospital it is foreseeable that this fund too will experience a significantly declining fund balance in the near future.

Breakdown of Departmental Usage of Health Realignment

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Arrowhead Regional Medical Cntr	28,884,540	28,000,000	28,000,000	28,000,000
Medically Indigent Adult Payments	-	2,550,000	1,587,046	2,550,000
Public Health	10,992,823	13,574,089	13,458,179	13,908,689
Health Care Costs	4,544,548	7,623,872	4,924,780	10,309,432
Total Departmental Usage	44,421,911	51,747,961	47,970,005	54,768,121

Budgetary Note: Financial information presented in this Realignment budget section is consistent with state reporting requirements for the Realignment funds. The state's reporting requirements are not consistent with the county's implementation of GASB 34 as it relates to revenue accrual. As such, within the county's accounting system, an adjustment will be made to show the correct revenues in accordance with the county's accrual procedures. This is a revenue timing issue only as a result of delays by the state in distributing growth revenue.

OVERVIEW OF BUDGET

DEPARTMENT: IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
ADMINISTRATOR: DAVID AROCHO
BUDGET UNIT: RHH 498

I. GENERAL PROGRAM STATEMENT

The In-Home Supportive Services (IHSS) Program was created in 1973 to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Section 12302.25 of the Welfare and Institutions Code mandate that each County, on or before January 1, 2003, must act as, or establish an employer of record for the IHSS providers for collective bargaining purposes. The IHSS Public Authority was established to comply with that mandate.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	52,494	1,824,576	1,054,255	6,738,893
Total Revenue	1,337,592	1,824,576	1,054,255	6,738,893
Fund Balance				-
Budgeted Staffing		14.0		16.0

Estimated 2002-03 expenses are approximately $770,321 under budget. Cost savings were realized in leased facility cost and full staffing was not achieved until March 2003.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Net increase in 2.0 budgeted positions. Added 2.0 IHSS Assistants due to workload needs.

PROGRAM CHANGES

An Emergency Respite Service program is being added to assist IHSS clients whose IHSS care-provider becomes suddenly unavailable. The cost and description (24 Hour Emergency Service) of this service was not correctly stated in the 2002-03 budget. The anticipated cost and description is accurately stated in the 2003-04 budget.

OTHER CHANGES

On January 14, 2003 the IHSS Board of Directors approved an MOU between the IHSS employees union and the Public Authority, which provided for 1) a wage increase and, 2) an annual amount not to exceed $1 million in local share to fund health care benefits for eligible providers. The Board of Supervisors approved the appropriations and revenues in Item 65 on January 14, 2003.

Total appropriations and revenue budgeted for health care benefits in 2003-04 are $4,545,455. Federal and State reimbursement will cover approximately 78% of total expenditures ($3,545,455) for health care benefits. The remaining 22% ($1,000,000) is local share. The local share will be funded with Social Services Sales Tax (Realignment).

The Public Authority will pay health care benefits. Claims for state/federal reimbursement (approximately 78%) are filed quarterly with the state and will reimbursed through this budget unit. The remaining local share will be provided through operating transfers from the HSS Administrative budget.

IV. VACANT POSITION IMPACT

None.

V. POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: IHSS Public Authority
FUND: Special Revenue RHH 498

FUNCTION: IHSS
ACTIVITY: Public Authority

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	421,151	649,924	-	-	649,924
Services and Supplies	606,038	1,124,652	-	-	1,124,652
Transfers	-	-	-	-	-
Other Charges	-	-	-	-	-
Equipment	27,066	50,000	-	-	50,000
Total Appropriation	1,054,255	1,824,576	-	-	1,824,576
Revenue					
State, Fed or Gov't Aid	822,319	1,423,169	-	-	1,423,169
Other Revenue	231,936	401,407	-	-	401,407
Total Revenue	1,054,255	1,824,576	-	-	1,824,576
Local Cost	-	-	-	-	-
Budgeted Staffing		14.0			14.0

GROUP: Human Services System
DEPARTMENT: IHSS Public Authority
FUND: Special Revenue RHH 498

FUNCTION: IHSS
ACTIVITY: Public Authority

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	649,924	140,991	790,915	-	790,915	-	790,915
Services and Supplies	1,124,652	105,724	1,230,376	-	1,230,376	-	1,230,376
Transfers	-	143,287	143,287	-	143,287	-	143,287
Other Charges	-	4,545,455	4,545,455	-	4,545,455	-	4,545,455
Equipment	50,000	(21,140)	28,860	-	28,860	-	28,860
Total Appropriation	1,824,576	4,914,317	6,738,893	-	6,738,893	-	6,738,893
Revenue							
State, Fed or Gov't Aid	1,423,169	3,833,168	5,256,337	-	5,256,337	-	5,256,337
Other Revenue	401,407	1,081,149	1,482,556	-	1,482,556	-	1,482,556
Total Revenue	1,824,576	4,914,317	6,738,893	-	6,738,893	-	6,738,893
Fund Balance	-	-	-	-	-	-	-
Budgeted Staffing	14.0	2.0	16.0		16.0		16.0

IHSS PUBLIC AUTHORITY

Recommended Program Funded Adjustments

Salaries and Benefits	140,991	Added 2.0 IHSS Assistants, wage increases.
Services and Supplies	(107,634)	Decrease in inventoriable equipment.
	17,500	Increase in telephone line costs due to operations reaching full capacity.
	14,350	Increase in staff travel.
	(17,010)	Vehicle purchase that was moved to appropriate object code (4040).
	(54,100)	Decrease in computer software expense due to ability to negotiate a more favorable contract for the registry softwa
	43,417	Increase in postage due to the full implementation of the registry which will require a much higher volume of correspondence than that required in 2002-03.
	(42,285)	Decrease in space costs due to negotiation of a more favorable lease agreement than anticipated in 2002-03.
	42,200	Increase in background checks due to additional costs anticipated for conducting California Department of Justice Criminal Background Investigation (CBI) on prospective providers to be listed on the Public Authority registry; It is expected that 20% of the provider pool will be listed on the registry, at a cost of approximately $47.00 per CBI.
	194,400	Increase in Emergency Respite services due to a restructuring of the 24hr emergency service
	67,275	Increase in provider/client training due to adjustments in response to state funding commitment for training; approximately 5% of providers and 5% of clients will receive training.
	21,222	Increased due to increased need for fiscal support from Aging and Adult Services staff
	(73,611)	Misc decreases in other services and supplies.
	105,724	
Transfers	143,287	Increase due to Human Resource and Administrative Support charges budgeted in transfers out.
Other Charges	4,545,455	IHSS provider medical benefits.
Equipment	(21,140)	Decreased due to the fact that the majority of equipment purchases will have been completed in the 2002-03.
Total Appropriation	4,914,317	
Revenue		
State, Fed or Gov't Aid	4,914,317	
Total Revenue	4,914,317	
Fund Balance	-	

COUNTY OF SAN BERNARDINO ECONOMIC AND COMMUNITY DEVELOPMENT CORPORATION
OVERVIEW OF BUDGET

DEPARTMENT: **Economic Community Development**
ASSISTANT COUNTY ADMINISTRATOR: **THOMAS R. LAURIN**
BUDGET UNIT: **SFI 499**

I. GENERAL PROGRAM STATEMENT

In September 1987 the Board of Supervisors formed the County of San Bernardino Economic and Community Development Corporation to provide additional methods of financing the acquisition of property, for and on behalf of private enterprise, to promote and enhance economic development and increase opportunities for useful employment. Another primary purpose was added in July 1998, to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing. The annual Economic and Community Development Corporation budget provides for professional services related to the issuance of bonds, promotion of the financing program, and other program related costs

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	28	18,785	35	18,850
Total Revenue	147	12,600	100	12,600
Fund Balance		6,185		6,250

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue is less than budgeted because no bonds were issued due to the low market interest rates.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development
FUND: Special Revenue SFI 499

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	35	18,785	-	-	18,785
Total Appropriation	35	18,785	-	-	18,785
Revenue					
Use of Money & Prop	100	100	-	-	100
Current Services	-	12,500	-	-	12,500
Total Revenue	100	12,600	-	-	12,600
Fund Balance		6,185	-	-	6,185

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development
FUND: Special Revenue SFI 499

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	18,785	65	18,850	-	**18,850**	-	18,850
Total Appropriation	18,785	65	18,850	-	**18,850**	-	18,850
Revenue							
Use of Money & Prop	100	-	100	-	**100**	-	100
Current Services	12,500	-	12,500	-	**12,500**	-	12,500
Total Revenue	12,600	-	12,600	-	**12,600**	-	12,600
Fund Balance	6,185	65	6,250	-	**6,250**	-	6,250

Recommended Program Funded Adjustments

Services and Supplies	65	Fund balance adjustment
Total Appropriation	65	
Revenue		
Use of Money & Prop	-	
Current Services	-	
Total Revenue	-	
Fund Balance	65	

COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY (CoIDA)
OVERVIEW OF BUDGET

DEPARTMENT: **Economic Community Development**
ASSISTANT COUNTY ADMINISTRATOR: **THOMAS R. LAURIN**
BUDGET UNIT: **SPG 510**

I. GENERAL PROGRAM STATEMENT

In March 1981 the Board of Supervisors created the San Bernardino County Industrial Development Authority (CoIDA) to issue tax-exempt industrial development bonds, for the furtherance of economic development and creation of new jobs within the County. The annual CoIDA budget provides for professional services related to the issuance of bonds, promotion of the financing program, and other program related costs.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	121	40,487	1,000	40,337
Total Revenue	1,816	1,200	850	1,200
Fund Balance		39,287		39,137

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue is less than budgeted because no bonds were issued due to the low market interest rates.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development
FUND: Special Revenue SPG 510

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	1,000	40,487	-	-	40,487
Total Appropriation	1,000	40,487	-	-	40,487
Revenue					
Use of Money & Prop	850	1,200	-	-	1,200
Current Services	-	-	-	-	-
Total Revenue	850	1,200	-	-	1,200
Fund Balance		39,287	-	-	39,287

GROUP: Economic Development/Public Services **FUNCTION: Public Assistance**
DEPARTMENT: Economic and Community Development **ACTIVITY: Other Assistance**
FUND: Special Revenue SPG 510

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	40,487	(150)	40,337	-	**40,337**	-	40,337
Total Appropriation	40,487	(150)	40,337	-	**40,337**	-	40,337
Revenue							
Use of Money & Prop	1,200	-	1,200	-	**1,200**	-	1,200
Current Services	-	-	-	-	**-**	-	-
Total Revenue	1,200	-	1,200	-	**1,200**	-	1,200
Fund Balance	39,287	(150)	39,137	-	**39,137**	-	39,137

Recommended Program Funded Adjustments

Supplies	(150)	Fund balance adjustment.
Total Appropriation	(150)	
Total Revenue	-	
Fund Balance	(150)	

OVERVIEW OF BUDGET

DEPARTMENT: REDEVELOPMENT AGENCY
REDEVELOPMENT ADMINISTRATOR: JOHN NOWAK

The Redevelopment Agency of the County of San Bernardino was established in 1980 under the California Community Redevelopment Act. Although a study was made at that time to assess the feasibility of establishing one or more redevelopment project areas, no projects were created. However, the proposal to build a speedway on a portion of the site once occupied by the Kaiser Steel Plant near Fontana stimulated new interest in redevelopment. As a result of that interest, in 1995 the entire former Kaiser site and other blighted industrial property in its vicinity were incorporated into a project called the San Sevaine Redevelopment Project. The major objectives of the project are to encourage private sector investment in the development and redevelopment of the area by removing impediments to growth, eliminating and/or preventing the spread of blight and deterioration, and correcting infrastructure deficiencies.

In 1993 the Victor Valley Redevelopment Project was established for the purpose of providing economic development to the former George Air Force Base. The Project Area was a joint project of the Cities of Adelanto, Hesperia, Victorville, the Town of Apple Valley, and the County of San Bernardino. The Project is under the direction of the Victor Valley Economic Development Authority (VVEDA) and is administered by the City of Victorville. The county receives a portion of the tax increment generated within the unincorporated area of the project, which is accounted for in two new budget units created for 2003-04.

The following are the budget units that the Redevelopment Agency oversees:

	2003-04			
	Appropriation	Revenue	Fund Balance	Staffing
Operating Fund	5,847,251	1,586,200	4,261,051	2.9
Housing Fund	4,900,887	632,900	4,267,987	-
Debt Service Fund	4,601,251	3,664,296	936,955	-
RDA Capital Projects	7,256,559	73,350	7,183,209	-
RDA Housing Projects	252,251	4,350	247,901	
VVEDA	830,219	174,415	655,804	
VVEDA Housing	252,685	43,604	209,081	-
TOTAL	23,941,103	6,179,115	17,761,988	2.9

BUDGET UNIT: OPERATING FUND (SPF RDA)

I. GENERAL PROGRAM STATEMENT

This operating fund was created to account for the Redevelopment Agency's administrative functions, including staffing requirements.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	(654,012)	5,203,818	771,899	5,847,251
Total Financing Sources	134,455	1,665,118	1,494,250	1,586,200
Fund Balance		3,538,700		4,261,051
Budgeted Staffing		2.1		2.9

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing has a net increase of 0.9 positions. A part time contract position (0.1) was deleted. As discussed during the RDA Board workshop on February 25, 2003, 1.0 Redevelopment Analyst position was added.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

DEPARTMENT: Redevelopment Agency - Operating Fund **ACTIVITY: Other General**
FUND: Special Revenue SPF RDA

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	209,775	183,454	9,101	42,617	235,172
Services and Supplies	207,286	4,691,649	(26)	-	4,691,623
Central Computer	1,438	1,438	(880)	-	558
Other Charges	20,000	20,000	-	-	20,000
Transfers	333,400	348,400	-	-	348,400
Total Exp Authority	771,899	5,244,941	8,195	42,617	5,295,753
Reimbursements	-	(41,123)	-	-	(41,123)
Total Appropriation	771,899	5,203,818	8,195	42,617	5,254,630
Revenue					
Use of Money & Prop	109,450	140,000	-	-	140,000
Total Revenue	109,450	140,000	-	-	140,000
Operating Transfers In	1,384,800	1,525,118	8,195	42,617	1,575,930
Total Financing Sources	1,494,250	1,665,118	8,195	42,617	1,715,930
Fund Balance		3,538,700	-	-	3,538,700
Budgeted Staffing		2.1		(0.1)	2.0

GROUP: Economic Development/public Services
DEPARTMENT: Redevelopment Agency - Operating Fund
FUND: Special Revenue SPF RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	235,172	28,793	263,965	-	**263,965**	-	263,965
Services and Supplies	4,691,623	777,625	5,469,248	-	**5,469,248**	-	5,469,248
Central Computer	558	-	558	-	**558**	-	558
Other Changes	20,000	-	20,000		**20,000**		20,000
Transfers	348,400	49,936	398,336	-	**398,336**	-	398,336
Total Exp Authority	5,295,753	856,354	6,152,107	-	**6,152,107**	-	6,152,107
Reimbursements	(41,123)	(263,733)	(304,856)	-	**(304,856)**	-	(304,856)
Total Appropriation	5,254,630	592,621	5,847,251	-	**5,847,251** -	-	5,847,251 -
Revenue					**-**		-
Use of Money & Prop	140,000	(62,000)	78,000	-	**78,000**	-	78,000
Total Revenue	140,000	(62,000)	78,000	-	**78,000**	-	78,000
Operating Transfer In	1,575,930	(67,730)	1,508,200	-	**1,508,200**	-	1,508,200
Total Financing Sources	1,715,930	(129,730)	1,586,200	-	**1,586,200** -	-	1,586,200 -
Fund Balance	3,538,700	722,351	4,261,051	-	**4,261,051** -	-	4,261,051 -
Budgeted Staffing	2.0	0.9	2.9		**2.9**		2.9

REDEVELOPMENT AGENCY

Base Year Adjustments

	Salaries and Benefits	3,294	MOU increases.
		5,807	Retirement increases.
		9,101	
	Services and Supplies	(26)	Decrease in EHAP charges.
	Central Computer	(880)	Decrease in ISD charges.
Total	Base Year Appropriation	8,195	
Total	Base Year Sources	8,195	Increase in revenue to cover base year adjustments.
Total	Base year Fund Balance	-	

Mid-Year Adjustments

	Salaries and Benefits	132,252	Add 0.9 contract RDA Administrator position-Board approved March 25, 2003.
		(89,635)	Delete (1.0) Redevelopment Program Manager position.
		42,617	
Total	Mid-Year Appropriation	42,617	
Total	Mid-Year Sources	42,617	Increase in revenue to cover mid-year adjustments.
Total	Mid-Year Fund Balance	-	

Recommended Program Funded Adjustments

Salaries and Benefits	(38,848)	Delete (0.1) Contract Redevelopment Coordinator position.
	67,243	Add 1.0 RDA Analyst position.
	398	Misc changes in salaries and benefits.
	28,793	
Services and Supplies	401,828	Increase in other professional services based on additional fund balance.
	77,300	Increase in other professional services based on professional services required for various projects.
	300,000	Professional services for special redevelopment studies.
	(11,300)	Rent expense moved to transfers-out.
	(365)	EHAP moved to transfers-out.
	10,162	Net change to all other expenditures in this category.
	777,625	
Transfers	50,000	General plan update support.
	365	EHAP moved from services and supplies.
	11,055	Rent expense moved from services and supplies.
	(11,484)	Decreased cost of ED/PSG administrative support and economic subgroup services.
	49,936	
Reimbursements	(304,856)	Reimbursement for RDA administrative expenses from Housing Fund ($265,190), VVEDA ($19,833), VVEDA Housing ($19,833) .
	41,123	Reduction in reimbursement of non San Sevaine RDA costs from ED/PSG-Admin.
	(263,733)	
Total Appropriation	592,621	
Revenue	(62,000)	Decrease in interest revenue.
Operating Transfers-In	(67,730)	Decrease in other financing sources from the debt service fund due to increase in bond pmt, and base year and mid-year adjustments.
Total Financing Sources	(129,730)	
Fund Balance	722,351	

BUDGET UNIT: HOUSING FUND (SPH RDA)

I. GENERAL PROGRAM STATEMENT

The Housing Fund was established to segregate 20% of the gross tax increment revenues generated by the project. The revenues are used to conserve and/or expand the supply of affordable housing to low and moderate-income households. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	(898,596)	4,192,159	1,050	4,900,887
Total Sources	110,323	585,472	662,350	632,900
Fund Balance		3,606,687		4,267,987

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue in 2002-03 exceeds budget as a result of additional interest income and the distributed tax increment being greater than the amount budgeted.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - Housing Fund
FUND: Special Revenue SPH RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services & Supplies	1,050	4,192,159	-	-	4,192,159
Transfers	-	-	-	-	-
Total Exp Authority	1,050	4,192,159	-	-	4,192,159
Reimbursements	-	-	-	-	-
Total Appropriation	1,050	4,192,159	-	-	4,192,159
Revenue					
Use of Money & Prop	102,450	42,000	-	-	42,000
Total Revenue	102,450	42,000	-	-	42,000
Operating Transfers In	559,900	543,472	-	-	543,472
Total Sources	662,350	585,472	-	-	585,472
Fund Balance		3,606,687	-	-	3,606,687

GROUP: Economic Development/public Services
DEPARTMENT: Redevelopment Agency - Housing Fund
FUND: Special Revenue SPH RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	4,192,159	443,538	4,635,697	-	**4,635,697**	-	4,635,697
Transfers	-	265,190	265,190	-	**265,190**	-	265,190
Total Exp Authority	4,192,159	708,728	4,900,887	-	**4,900,887**	-	4,900,887
Reimbursements	-	-	-	-	**-**	-	-
Total Appropriation	4,192,159	708,728	4,900,887	-	**4,900,887**	-	4,900,887
Revenue					**-**		-
Use of Money & Prop	42,000	33,200	75,200	-	**75,200**	-	75,200
Total Revenue	42,000	33,200	75,200	-	**75,200**	-	75,200
Operating Transfer In	543,472	14,228	557,700	-	**557,700**	-	557,700
Total Sources	585,472	47,428	632,900	-	**632,900**	-	632,900
Fund Balance	3,606,687	661,300	4,267,987	-	**4,267,987**	-	4,267,987
Budgeted Staffing	3.0	(0.1)	2.9		**2.9**		2.9

Recommended Program Funded Adjustments

Services and Supplies	443,538	Additional amount available for low & moderate housing due to increased fund balance.
Transfers	265,190	Transfer to RDA Operating Fund for salary and administrative costs.
Total Appropriation	708,728	
Revenue		
Operating Transfers In	14,228	Increased other financing sources from the debt service fund due to additional tax increment.
Use of Money	33,200	Increase in anticipated interest earnings due to a higher cash balance.
Total Sources	47,428	
Fund Balance	661,300	

BUDGET UNIT: DEBT SERVICE FUND (DBR RDA)

I. GENERAL PROGRAM STATEMENT

This debt service fund was established to account for the accumulation of net tax increment revenue and the payment of long-term debt from general tax increment collection. On January 25, 2000, the Board approved issuance of approximately $20 million in tax allocation bonds. The proceeds from the sale of these bonds are used to finance infrastructure improvements within the San Sevaine Project Area and a senior apartment development. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	3,542,312	4,617,327	3,397,908	4,601,251
Total Revenue	3,571,139	3,662,500	3,380,036	3,664,296
Fund Balance		954,827		936,955

Estimated expenditures for 2002-03 are $1,219,419 less than budgeted due to the debt service reserve of $936,955 not being expensed during the year; the actual tax allocation bond payment being less than budgeted, due to interest on the reserve held by the trustee; and operating transfers-out being less than budgeted due to the estimated tax increment revenue being less than budgeted.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - Debt Service
FUND: Debt Service DBR RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Debt Service	1,432,632	1,591,200	-	-	1,591,200
Debt Service Reserve	-	936,955	-	-	936,955
Total Appropriation	1,432,632	2,528,155	-	-	2,528,155
Operating Transfers Out	1,965,276	2,089,172	-	-	2,089,172
Total Requirements	3,397,908	4,617,327	-	-	4,617,327
Revenue					
Use of Money & Prop	3,344,484	35,000	-	-	35,000
Taxes	35,552	3,627,500	-	-	3,627,500
Total Revenue	3,380,036	3,662,500	-	-	3,662,500
Fund Balance		954,827	-	-	954,827

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - Debt Service
FUND: Debt Service DBR RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Debt Service	1,591,200	(5,060)	1,586,140	-	**1,586,140**	-	1,586,140
Debt Service Reserve	936,955	12,230	949,185	-	**949,185**	-	949,185
Total Appropriation	2,528,155	7,170	2,535,325	-	**2,535,325**	-	2,535,325
Operating Transfers Out	2,089,172	(23,246)	2,065,926	-	**2,065,926**	-	2,065,926
Total Requirements	4,617,327	(16,076)	4,601,251	-	**4,601,251**	-	4,601,251
Revenue							
Use of Money & Prop	35,000	(14,400)	20,600	-	**20,600**	-	20,600
Taxes	3,627,500	16,196	3,643,696	-	**3,643,696**	-	3,643,696
Total Revenue	3,662,500	1,796	3,664,296	-	**3,664,296**	-	3,664,296
Fund Balance	954,827	(17,872)	936,955	-	**936,955**	-	936,955

Recommended Program Funded Adjustments

Debt Service	10,000	Increased principal payments on tax allocation bonds.
	(15,060)	Decreased interest payments on tax allocation bonds.
	(5,060)	
Debt Service Reserve	12,230	Tax allocation bond payment will increase in 2004-05.
Oper. Transfers Out	(23,246)	Transfers to the operating fund and the Housing fund decreased.
Total Requirements	(16,076)	
Revenue		
Use of Money	(14,400)	Decrease in interest revenue.
Taxes	16,196	Increase in tax increment revenue anticipated in 2003-04.
Total Revenue	1,796	
Fund Balance	(17,872)	

BUDGET UNIT: RDA CAPITAL PROJECTS (SPD RDA)
(formerly named Infrastructure Improvements)

I. GENERAL PROGRAM STATEMENT

This capital projects fund was established to provide separate accountability for infrastructure improvements financed from tax allocation bond proceeds. A complete list of these infrastructure improvements is included in the project's Redevelopment Plan. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,886,865	7,389,625	120,620	7,256,559
Total Revenue	386,458	300,000	214,204	73,350
Fund Balance		7,089,625		7,183,209

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The Redevelopment Agency Board of Directors approved funding to include a fire station and street improvements in the unincorporated area near Fontana, on February 25, 2003.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - RDA Capital Projects
FUND: Infrastructure Imp Fund SPD RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supples	120,620	7,389,625	-	-	7,389,625
Transfers	-	-	-	-	-
Total Appropriation	120,620	7,389,625	-	-	7,389,625
Revenue					
Use of Money & Prop	210,455	300,000	-	-	300,000
Other Revenue	3,749	-	-	-	-
Total Revenue	214,204	300,000	-	-	300,000
Fund Balance		7,089,625	-	-	7,089,625

GROUP: Economic Development/public Services
DEPARTMENT: Redevelopment Agency - RDA Capital Projects
FUND: Infrastructure Imp Fund SPD RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	7,389,625	(7,389,625)	-	-	**-**	-	-
Transfers	-	7,256,559	7,256,559	-	**7,256,559**	-	7,256,559
Total Appropriation	7,389,625	(133,066)	7,256,559	-	**7,256,559**	-	7,256,559
Revenue							
Use of Money & Prop	300,000	(226,650)	73,350	-	**73,350**	-	73,350
Other Revenue	-	-	-	-	**-**	-	-
Total Revenue	300,000	(226,650)	73,350	-	**73,350**	-	73,350
Fund Balance	7,089,625	93,584	7,183,209	-	**7,183,209**	-	7,183,209

Recommended Program Funded Adjustments

Services and Supplies	(7,389,625)	Project payments that are due to other funds was moved to transfers due to GASB #34.
Transfers	7,389,625	Project payments that are due to other funds moved from services and supplies due to GASB #34.
	(133,066)	Decrease in project expenditures.
	7,256,559	
Total Appropriation	(133,066)	
Revenue		
Use of Money & Prop	(226,650)	Decrease in interest revenue due to lower interest rates and decreased cash balance.
Total Revenue	(226,650)	
Fund Balance	93,584	

BUDGET UNIT: RDA HOUSING PROJECTS (SPE RDA)
(formerly named Senior Housing Project)

I. GENERAL PROGRAM STATEMENT

This capital projects fund was originally created to provide separate accountability for the construction of a 67-unit senior housing project. This project is complete.

This capital projects fund has been renamed to RDA Housing Projects and will be used to track the expenditures of future RDA housing projects. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Requested 2003-04
Total Appropriation	-	270,789	-	252,251
Total Revenue	42,253	30,000	7,112	4,350
Fund Balance		240,789		247,901

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The 67-unit senior apartments constructed on Redwood Avenue were completed in October 2002.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - RDA Housing Projects
FUND: Capital SPE RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A 2002-03 Year-End Estimates	B 2002-03 Final Budget	C Base Year Adjustments	D Mid-Year Adjustments	B+C+D E Board Approved Base Budget
Appropriation					
Services and Supplies	-	270,789	-	-	270,789
Total Appropriation	-	270,789	-	-	270,789
Revenue					
Use of Money & Prop	7,112	30,000	-	-	30,000
Total Revenue	7,112	30,000	-	-	30,000
Fund Balance		240,789	-	-	240,789

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - RDA Housing Projects
FUND: Capital SPE RDA

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	270,789	(18,538)	252,251	-	**252,251**	-	252,251
Total Appropriation	270,789	(18,538)	252,251	-	**252,251**	-	252,251
Revenue							
Use of Money & Prop	30,000	(25,650)	4,350	-	**4,350**	-	4,350
Total Revenue	30,000	(25,650)	4,350	-	**4,350**	-	4,350
#VALUE!	240,789	7,112	247,901	-	**247,901**	-	247,901

Recommended Program Funded Adjustments

Services and Supplies	(18,538)	Decrease based upon a lower fund balance.
Total Appropriation	(18,538)	
Revenue		
Use of Money & Prop	(25,650)	Decrease in interest revenue.
Total Revenue	(25,650)	
Fund Balance	7,112	

BUDGET UNIT: VICTOR VALLEY ECONOMIC DEVELOPMENT AUTHORITY (VVEDA) (MPV 644)

I. GENERAL PROGRAM STATEMENT

This budget unit is being established to account for the county's administrative and operational costs related to the reuse of the former George Air Force Base. While the City of Victorville administers the program under a joint powers agreement, the county receives a portion of the tax increment generated in the redevelopment area, which must be expended on programs within the unincorporated portion of the project area. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	-	-	830,219
Total Revenue	-	-	-	174,415
Fund Balance		-		655,804

The estimated fund balance as of June 30, 2003 of $655,804 is the estimated net tax increment from Victor Valley Economic Development Authority (VVEDA) as of June 30, 2003.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Based upon the recommendation of the external auditor who performed the 2001-02 RDA audit, this fund will be accounted for as part of the RDA. In addition, 20% of the funds available have been transferred to the new VVEDA-Housing fund to account for the tax increment that must used for affordable housing.

IV. VACANCY POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - VVEDA
FUND: Special Revenue MPV 644

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	-	-	-	-	-
Other Charges	-	-	-	-	-
Transfers	-	-	-	-	-
Total Appropriation	-	-	-	-	-
Revenue					
Use of Money & Prop	-	-	-	-	-
Other Gov't Aid	-	-	-	-	-
Total Revenue	-	-	-	-	-
Fund Balance		-	-	-	-

GROUP: Economic Development/Public Works
DEPARTMENT: Redevelopment Agency - VVEDA
FUND: Special Revenue MPV 644

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	-	799,986	799,986	-	**799,986**	-	799,986
Other Charges	-	10,400	10,400	-	**10,400**	-	10,400
Transfers	-	19,833	19,833	-	**19,833**	-	19,833
Total Appropriation	-	830,219	830,219	-	**830,219**	-	830,219
Revenue							
Use of Money & Prop	-	11,215	11,215	-	**11,215**	-	11,215
Other Gov't Aid	-	163,200	163,200	-	**163,200**	-	163,200
Total Revenue	-	174,415	174,415	-	**174,415**	-	174,415
Fund Balance		655,804	655,804	-	**655,804**	-	655,804

Recommended Program Funded Adjustments

Services and Supplies	799,986	Increase in professional services based on additional fund balance.
Other Charges	10,400	Administrative costs paid to the City of Victorville for overseeing VVEDA,
Transfers	19,833	Transfer to RDA operating fund for salary and administrative costs.
Total Appropriation	830,219	
Revenue		
Use of Money & Prop	11,215	Estimated interest revenue.
State, Fed or Gov't Aid	163,200	VVEDA estimated tax increment.
Total Revenue	174,415	
Fund Balance	655,804	

BUDGET UNIT: VICTOR VALLEY ECONOMIC DEVELOPMENT AUTHORITY-HOUSING (VVEDA-Housing) (MPW 644)

I. GENERAL PROGRAM STATEMENT

This budget unit is being established to account for the county's administrative and operational costs related to housing set aside fund generated through the redevelopment of the George Air Force Base. While the City of Victorville administers the general program under a joint powers agreement, the county receives a portion of the tax increment generated in the redevelopment area, of which 20% is set aside for affordable housing. These funds may be expended in any unincorporated county area. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	-	-	252,685
Total Revenue	-	-	-	43,604
Fund Balance		-		209,081

The estimated fund balance as of June 30, 2003 of $209,081 is the estimated net tax increment from Victor Valley Economic Development Authority (VVEDA) for housing as of June 30, 2003.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Based upon the recommendation of the external auditor who performed the 2001-02 RDA audit, this fund was set up to account for the VVEDA tax increment that must be used for affordable housing. This fund will be accounted for as part of the RDA.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - VVEDA Housing
FUND: Special Revenue MPW 644

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Services and Supplies	-	-	-	-	-
Other Charges	-	-	-	-	-
Transfers	-	-	-	-	-
Total Appropriation	-	-	-	-	-
Revenue					
Use of Money & Prop	-	-	-	-	-
Other Gov't Aid	-	-	-	-	-
Total Revenue	-	-	-	-	-
Operating Transfer In	-	-	-	-	-
Total Sources	-	-	-	-	-
Fund Balance		-	-	-	-

GROUP: Economic Development/Public Works
DEPARTMENT: Redevelopment Agency - VVEDA Housing
FUND: Special Revenue MPW 644

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	-	230,252	230,252	-	**230,252**	-	230,252
Other Charges	-	2,600	2,600	-	**2,600**	-	2,600
Transfers	-	19,833	19,833	-	**19,833**	-	19,833
Total Appropriation	-	252,685	252,685	-	**252,685**	-	252,685
Revenue							
Use of Money & Prop	-	2,804	2,804	-	**2,804**	-	2,804
Other Gov't Aid	-	40,800	40,800	-	**40,800**	-	40,800
Total Revenue	-	43,604	43,604	-	**43,604**	-	43,604
Operating Transfer In	-	-	-	-	**-**	-	-
Total Sources	-	43,604	43,604	-	**43,604**	-	43,604
Fund Balance		209,081	209,081	-	**209,081**	-	209,081

Recommended Program Funded Adjustments

Services and Supplies	230,252	Increase in professional services based on fund balance.
Other Charges	2,600	Administrative costs paid to the City of Victorville for overseeing VVEDA,
Transfers	19,833	Transfer to RDA operating fund for salary and administrative costs.
Total Appropriation	252,685	
Revenue		
Use of Money & Prop	2,804	Estimated interest revenue.
Other Gov't Aid	40,800	VVEDA housing estimated tax increment.
Total Revenue	43,604	
Fund Balance	209,081	

COUNTY FIRE

POLICY DESCRIPTION FORM

Department/Group: County Fire Department **Budget Code:** SKX-106
Title: Request for Fire Seasonal Supplemental Appropriation

PRIORITY: Rank 1 of 2 **FUNDING:** Full Year ☐ Other ☐ 6 Months
ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

The San Bernardino County Fire Department is requesting a Supplemental Appropriation of $1,317,000 for the 2003 Fire Season to allow additional staffing at eight (8) fire stations and the fire dozer that directly serve the San Bernardino Mountain communities.

Due to the unprecedented tree mortality in our local mountains and the extreme fire danger, this office is requesting supplemental funding for staffing at specific fire stations during the 2003 fire season period. These stations are in the areas of greatest risk to our communities and will be of extreme value for initial attack suppression and support structure protection activities. If this staffing plan is approved, these resources will greatly enhance our ability to control any fire, support mutual aid activities between local government agencies, and leave adequate resources in place when state and federal resources are committed on other incidents.

Fire season typically runs from May into December, although these months can fluxuate based on fuel moisture and weather patterns for all types of fuels. This request is for six months, beginning July 1 and ending on December 31, 2003, and utilizes existing personnel, equipment and supplies. Attached is a memorandum, which outlines the fire stations requiring additional staffing and related cost.

If this proposed supplemental funding and staffing plan is approved, all positions would be filled using either overtime personnel, our existing PCF personnel, which will allow for down staffing during weather related periods. Also, this would enable fire suppression support across the mountain to County Fire areas and other Fire Districts without abandoning local community fire protection, ambulance, and emergency medical services. These additionally staffed resources would be kept in county and not available for out of county response. This increased staffing is for the protection of our communities, our residents and our visitors to our local mountain.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 1,317,000	$ 0

CLASSIFICATIONS

Budgeted Staff	Title	Amount
various	Overtime staff and existing PCF	$1,317,000

Services & Supplies	0	0
Other (specify)	0	0
Equipment	0	0

FIXED ASSETS

Item	Amount		
		0	0
Reimbursements (specify)		0	0
	Total:	$ 1,317,000	$ 0
REVENUE (specify source)			
	Total:	$ 0	$ 0
	LOCAL COST	$ 1,317,000	$ 0

INTEROFFICE MEMO

DATE: **MAY 5, 2003** **PHONE: 387-5649**

FROM: **PETER R. HILLS** **MAIL CODE: 0450**
Fire Chief/Fire Warden
San Bernardino County Fire Department

TO: **JOHN GOSS**
Assistant Administrative Officer

SUBJECT: Request for Fire Season Supplemental Appropriation

Request

The San Bernardino County Fire Department is requesting a Supplemental Appropriation of $1,317,000 for the 2003 Fire Season to allow additional staffing at eight (8) fire stations and the fire dozer that directly serve the San Bernardino Mountain communities.

Background

Due to the unprecedented tree mortality in our local mountains and the extreme fire danger, this office is requesting supplemental funding for staffing at specific fire stations during the 2003 fire season period. These stations are in the areas of greatest risk to our communities and will be of extreme value for initial attack suppression and support structure protection activities. If this staffing plan is approved, these resources will greatly enhance our ability to control any fire, support mutual aid activities between local government agencies, and leave adequate resources in place when state and federal resources are committed on other incidents.

Fire season typically runs from May into December, although these months can fluxuate based on fuel moisture and weather patterns for all types of fuels. This request is for six months, beginning July 1 and ending on December 31, 2003, and utilizes existing personnel, equipment and supplies. Listed below are the fire stations requiring additional staffing and related cost.

Fawnskin (Station 49)
Within the Bear Valley, only three other local government fire engines are staffed. The fulfilling of this request would provide a fourth staffed fire engine in the valley. The local fire chiefs are requesting six engines on initial dispatch for all fires due to the mountain's fire risk. Current staffing for this station is one company officer (captain or engineer) plus a limited term firefighter. This station covers an engine or ambulance, based on the call type, and relies on paid call firefighters to cover additional apparatus. The paid call company is unable to guarantee station coverage or additional engine responses during weekday hours. Our request is to daily staff the fire engine with a captain, engineer and limited term firefighter while maintaining ambulance staffing of a firefighter/paramedic and a limited term firefighter. This will increase daily staffing from two to five, for a net increase of three daily.

6 Month Cost **$330,000**

Lucerne Valley (Station 111)
The fulfilling of this request would provide a fifth engine to assist the Big Bear Valley and be of great value to fires originating in the northern part of the mountains. We have experienced many fires in this area that do threaten the communities of Baldwin Lake and Fawnskin. The local fire chiefs are requesting six engines on initial dispatched for all fires due to the mountain's fire risk. Current staffing for this station is one captain, one firefighter/paramedic and a limited term firefighter. This station covers the engine with the captain while a firefighter/ paramedic and a limited term firefighter cover the ambulance. The paid call company is unable to guarantee station coverage or additional engine staffing. Our request is to staff the fire engine with a captain, engineer and limited term firefighter, while maintaining ambulance staffing of a firefighter/paramedic and a limited term firefighter. This will increase daily staffing from three to five, for a net increase of two daily.

6 Month Cost **$189,000**

Angelus Oaks (Station 15) & Forest Falls (Station 128)
On the eastern side of the San Bernardino Mountains there are two communities that have no fulltime staffing. Responses into these areas come from the paid call stations and are supported by fulltime crews from Mentone, Redlands and Yucaipa, which equates to a 20+ minute response. The paid call companies have difficulty with weekday coverage due to the community population working off the mountain, thus leaving this area very vulnerable. Our request is to hard cover the fire engine at

these stations for 10 hours a day with three PCF's. This will increase each stations daily staffing from zero to three for 10 hours per day, for a net increase of three for 10 hours daily.

6 Month Cost **$110,000**

Lake Arrowhead (Station 92)

The Lake Arrowhead area has been the hardest hit community on the mountain from the bark beetle tree mortality. The trees continue to die in this area at a rapid rate and any fire in this area will spread at rates that most firefighters have never experienced before. Fires not controlled within minutes will turn into major disasters and most likely affect homes and loss of lives. Our request is to staff an additional fire engine with a captain, engineer and a limited term firefighter, thus providing four engines for initial attack suppression efforts and the ability to provide mutual aid to Crest Forest and Running Springs Fire Departments without depleting resources in Lake Arrowhead. This will increase daily staffing from three to six, for a net increase of three daily.

6 Month Cost **$350,000**

Green Valley Lake (Station 129)

The community of Green Valley Lake has a PCF station and is one of the first fire engines into the backcountry, north of Green Valley Lake and Fawnskin. This community is fairly isolated and routinely asks for assistance from Arrowbear and Running Springs on all fires. Responses from these adjoining communities are approximately a 15+ minutes response. The paid call company has difficulty with weekday coverage due to community population working off the mountain, thus leaving this area very vulnerable. Our request is to hard cover the fire engine at this station for 10 hours a day with three PCF's. This will increase daily staffing from zero to three for 10 hours per day, for a net increase of three for 10 hours daily.

6 Month Cost **$ 55,000**

Wrightwood (Station 101)

Wrightwood has seen its share of fires during the past 5 years; these include the Narrows, Turtle, Blue Cut and Louisiana Fires. Wrightwood only has one staffed station for its community and must rely on support from the Phelan and Pinion Hills fire stations, which have a response time of 10+ minutes. Request for more than three local government engines must come from Hesperia, Victorville and Apple

Valley. This leaves this community vulnerable during initial attack fires and puts homes and property at risk. Current staffing for this station is one captain, one engineer/paramedic and a limited term firefighter. This station covers the engine with the captain while the engineer/paramedic and limited term firefighter cover the ambulance. The paid call company is unable to guarantee station coverage or additional engine staffing. Our request is to staff the fire engine with a captain, engineer and limited term firefighter while maintaining ambulance staffing of a firefighter/paramedic and a limited term firefighter. This will increase daily staffing from three to five, for a net increase of three daily.

6 Month Cost **$178,000**

Lytle Creek (Station 20)

The community of Lytle Creek has a PCF station and is one of the first fire engines into the surrounding canyons and is threatened every year by wildland fires. This community is fairly isolated and routinely asks for assistance from Devore, Fontana and Rialto on all fires. Responses from these adjoining communities are approximately a 12+ minutes response. The paid call company has difficulty with weekday coverage due to community population working off the mountain, thus leaving this area very vulnerable. Our request is to hard cover the fire engine at this station for 10 hours a day with three PCF's. This will increase daily staffing from zero to three for 10 hours per day, for a net increase of three for 10 hours daily.

6 Month Cost **$ 55,000**

Dozer Staffing

In 2000/01 budget year, the County General fund had provided the County Fire Department $500,000 for providing county-wide unban-interface wildland fire protection. This original concept consisted of a fire dozer program, handcrew program and a fire/sheriff helicopter enhancement program but all money was later shifted to solely support the dozer program. We have operated this program through fiscal year 2002/03 and will be unable to continue as a dedicated program due to loss of funding. For the 2003 fire season, County Fire's dozer will be reduced to a "Call When Needed" status. This will delay emergency responses for the dozer to fires. Our request is to fund an operator assigned to the dozer program for six months. This will increase daily staffing from zero to one 4/10 work schedule, for a net increase of one.

6 Month Cost **$50,000**

Summary

If this proposed supplemental funding and staffing plan is approved, all positions would be filled using either overtime personnel, our existing PCF personnel, which will allow for down staffing during weather related periods. Also, this would enable fire suppression support across the mountain to County Fire areas and other Fire Districts without abandoning local community fire protection, ambulance, and emergency medical services. These additionally staffed resources would be kept in county and not available for out of county response. This increased staffing is for the protection of our communities, our residents and our visitors to our local mountains.

Total Request for Supplemental Appropriation $1,317,000

COUNTY FIRE

POLICY DESCRIPTION FORM

Department/Group: County Fire Department **Budget Code:** SKX-106

Title: Baker Fire Station - Construction and staffing for a new fire station

PRIORITY: Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: **Clearly explain the impact on services (attach additional pages if required)**

County Fire currently provides fire, rescue, and EMS service to the Baker vicinity. Service is provided by the use of two apparatus, 2 paid-call firefighter (PCF) daily staffing, which is augmented with 3-4 Cornell prison inmate daily staffing. The Baker fire staff is part of a regional response system, which serves the unfunded areas surrounding the community of Baker, and includes areas along the I15, I40, and Hwy 127 traffic corridors. Baker fire staff is generally the first-in responders to approximately 3,800 square miles of service area.

There is no fire station in Baker, PCF staff respond from a rented motel/apartment during their shift, and the apparatus is housed in a maintenance building at the Baker Community Services District. Due to the lack of a facility and staffing needed to adequately support fire services in the Baker area, the department is requesting consideration to approve funding in connection with the construction and operation of a new 8,000 square foot fire station facility. Total project construction costs are $1,750,000 and consist of construction ($1,104,000), contractor costs ($308,520), contingencies ($127,127), and design/miscellaneous fees ($210,353).

Due to firefighter safety issues, limited staff, and marginally trained staff (inmate labor), the department is requesting consideration to approve 15 budgeted staffing with annual salary/benefits funding of approximately $1,200,000, plus $200,000 in operations and maintenance.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	$ 0	$ 1,200,000

CLASSIFICATIONS

Budgeted Staff	Title	Amount
2.0	Fire Captain	
3.0	Fire Engineer	
3.0	Firefighter/paramedic	
7.0	Conversion of existing PCF's to regular firefighters and engineer positions	

Services & Supplies		
Other (specify) Fire station annual operating expenses	$0	$200,000
Equipment	$0	$0

FIXED ASSETS

Item	Amount		
8,000 square foot fire station	$1,750,000	$1,750,000	$0
Reimbursements (specify)		$0	$0
	Total:	$ 1,750,000	$ 1,400,000
REVENUE (specify source)			
	Total:	$ 0	$ 0
	LOCAL COST	$ 1,750,000	$ 1,400,000