

# Fiscal Year 2004 Final Budget



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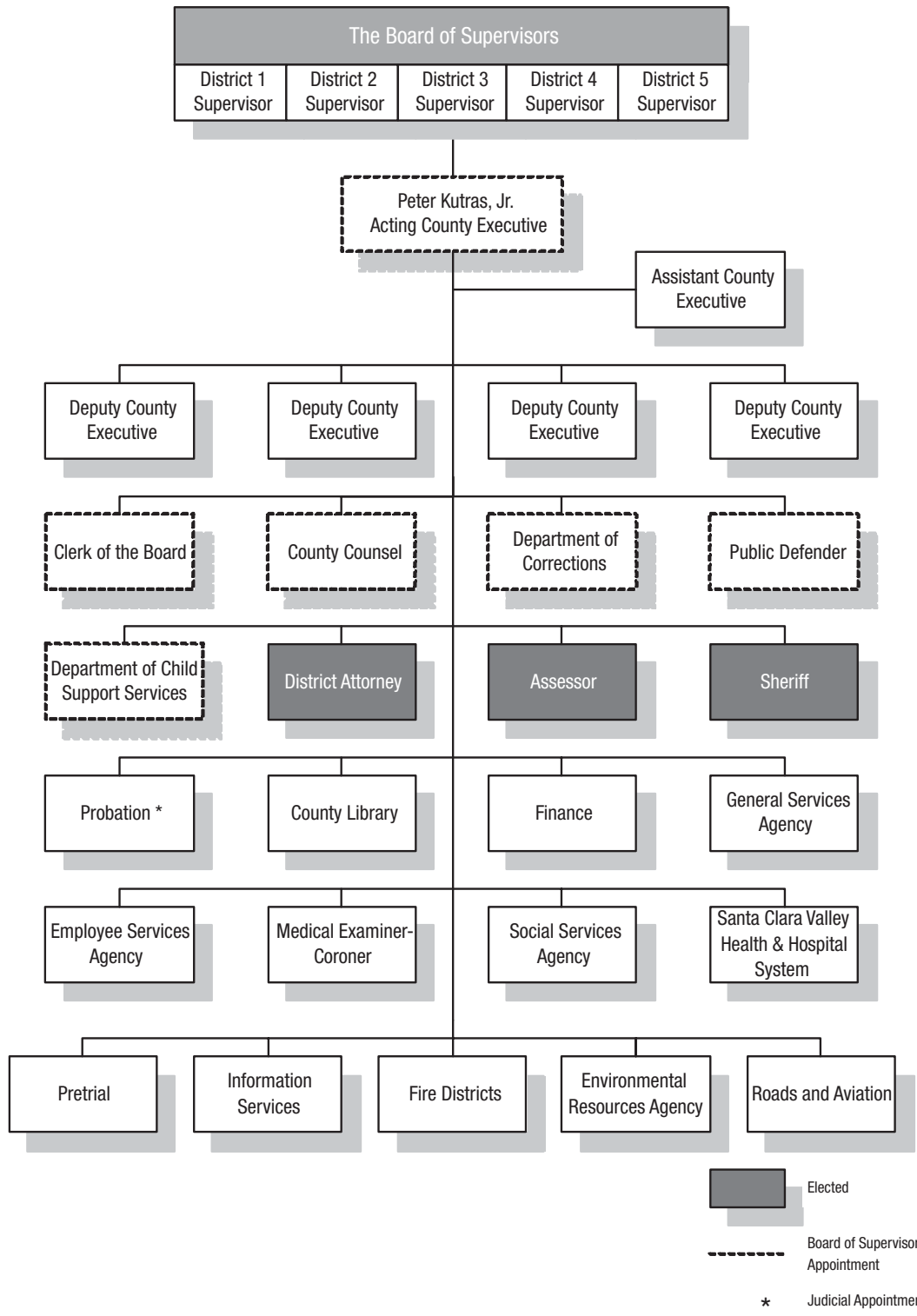
**Special Thanks to:**

Jim Ryan  
Valerie Altham  
Shanea Carvalho  
Cshafficka Nijmeh  
Ben Slone, Finite Matters Ltd.  
ISD and IRC Staff

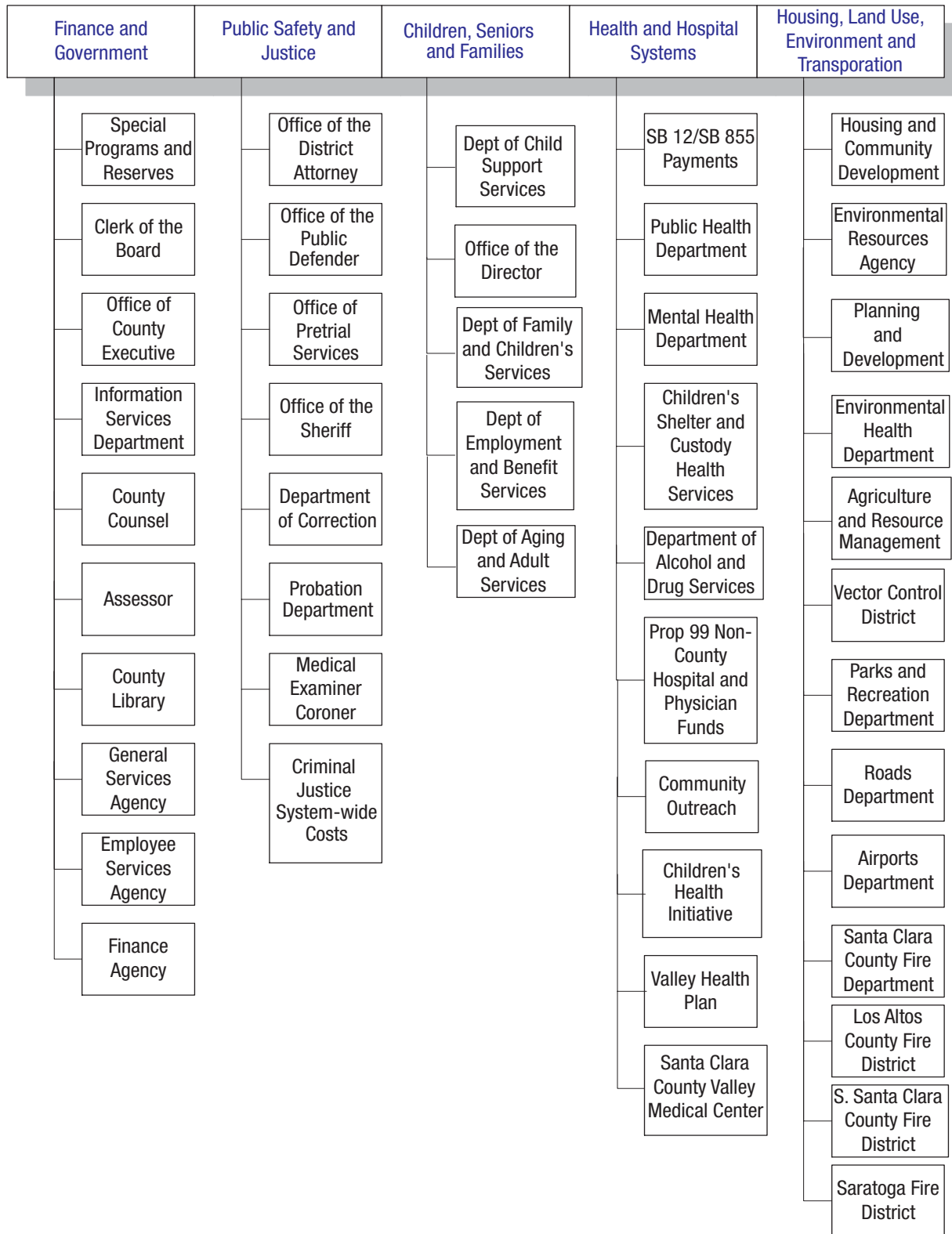
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# COUNTY OF SANTA CLARA



## Board of Supervisors





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# Introduction

Introduction





## Summary of Board Actions at Budget Hearing

The FY 2004 County Executive's Recommended Budget was considered by the Board of Supervisors during the budget hearing held the week of June 16, 2003.

Each year, at the budget hearing, the County Executive's Office of Budget and Analysis provides an updated financial status report, identifying revenue and expenditure assumptions that have changed since the

printing of the Recommended Budget. The following tables summarize the revenue and expenditure adjustments that affected the General Fund. Similar adjustments for all other funds are noted in each Budget Unit under the heading "Changes Approved by the Board."

### Revenue & Expenditure Adjustments Affecting the General Fund

Issue / Item	FY 2004 Ongoing Revenue	FY 2004 Ongoing Expense	FY 2004 One-time Revenue	FY 2004 One-time Expense
<b>New Information Available Since Budget Went To Print</b>				
Aircraft Taxes	\$500,000			
CTRC Moving Costs				\$150,000
Estimated Fund Balance			\$25,000,000	
<b>Revised County Executive Recommendations With Fiscal Implications</b>				
Special Programs				\$200,000
Clerk of the Board				\$180,000
Office of the County Executive			\$106,000	\$106,000
Custody Health Services		\$113,238		
Office of the District Attorney				\$494,384
Public Defender's Office				\$552,187
Department of Correction				(\$327,907)
<b>Correction Of Errors &amp; Omissions</b>				
Glassy Wing Sharpshooter Grant Expenses			\$10,000	\$417,920
7 ISD Positions funded in GF instead of Fund 74	(\$800,000)			
<b>Agreed To Findings Of The Harvey Rose Report</b>				
Recorder Document Fees	\$250,000			
Communication Services	\$40,494			
Revise Calculation of the Teeter Reserve			(\$1,300,000)	
Reduce Categorical Aid Payments		(\$196,525)		
Reduced CYA Fees		(\$200,000)		
Reduce WWP, PSP Fee Revenue	(\$200,000)			
Sheriff's Reimbursements	\$98,167			
<b>Total General Fund</b>	<b>\$688,661</b>	<b>(\$1,083,287)</b>	<b>\$23,816,000</b>	<b>\$1,772,584</b>
<b>Total Impact - Ongoing/one-time</b>		<b>(\$1,771,948)</b>		<b>(\$22,043,416)</b>
<b>Total Resources Available</b>		<b>\$1,771,948</b>		<b>\$22,043,416</b>



## Inventory Items Approved for FY 2004

Item	BU	Description / Proposal	FTE	Ongoing Expense	Ongoing Revenue	Ongoing Net	One-Time
2	293	Restore 0.5 FTE Forensic Pathology Technician (\$31,584) and 0.5 FTE Forensic Pathology Technician Trainee (\$26,712) in the Medical Examiner-Coroner's Office.	1.0	\$58,296	\$0	\$58,296	\$0
3	200	Restore 4 Attorneys and 4 FSO's to DCSS at a cost of \$982,865 offset by reductions in services and supplies and Targeted Attrition.	8.0	\$0	\$0	\$0	\$0
4	418	Restore one Social Worker position in School-Linked Services - Gilroy (\$79,104 in salaries and benefits offset by a reduction in services and supplies).	1.0	\$0	\$0	\$0	\$0
5	418	Restore one bilingual Psychiatric Social Worker in School-Linked Services Cluster 1 at a cost of \$82,860 and delete one Community Worker (\$56,006) assigned to Cluster 1 and funds for services and supplies (\$26,674). Restored Psychiatric Social Worker position to be exempt from hiring freeze.	0.0	\$0	\$0	\$0	\$0
6	410	Lease Thornton Way Facility at 6-month cost of \$9,880 using existing funds for ARIS contracts that remain unspent. Remainder of unspent funds (\$100,120) to be reserved by Public Health for future consideration.	0.0	\$0	\$0	\$0	\$0
7	412	Restore one Rehabilitation Counselor and one Occupational Therapist at a cost of \$176,713 and delete one (vacant) Patient Business Services Clerk, two (vacant) Office Specialists and Object appropriations to equal the same amount.	(1.0)	\$0	\$0	\$0	\$0
8	417	Restore two Rehab Counselor Positions assigned to the Shelter Plus Care Program (SPCP).	2.0	\$0	\$0	\$0	\$190,948
9	130	20/20 Program -- Allocate the unspent balance of FY 2003 funds on a one-time basis for FY 2004.	0.0	\$0	\$0	\$0	\$65,000
10	921	Restore 1.8 FTE Registered Nurses for the Valley Connection Call Center at a cost of \$185,825 and delete the same amount of funding from Medical Supplies.	1.8	\$0	\$0	\$0	\$0
11	204	Restore 4 Attorneys, 1 Legal Clerk, 1 Justice System Clerk and 2 Senior Paralegals for a four-month period (through November 10, 2003) with the allocation of one-time funds of \$245,937 and the requirement that the Public Defender report back to PSJC as indicated in the full proposal.	8.0				\$245,937
<b>FY 2004 Inventory Total</b>			<b>20.8</b>	<b>\$58,296</b>	<b>\$0</b>	<b>\$58,296</b>	<b>\$501,885</b>
Allocation to the Reserve for Economic Uncertainty				\$1,713,652			
Allocation to Reserve for State Budget Impacts							\$21,541,531
<b>Total Resources Allocated</b>				<b>\$1,771,948</b>			<b>\$22,043,416</b>



## Available One-Time Resources and Approved Allocations

In addition to the operating budget, the Administration identifies and allocates one-time resources. An important financial policy of the Board is to limit the allocation of one-time resources to one-time needs. Due to the continuing financial challenges facing the County, the Administration is recommending that \$10 million in one-time funds will be allocated to support ongoing operations. This action is being taken to avoid dismantling service delivery networks.

The major source for one-time resources in FY 2004 will be the amount the contingency reserve exceeds the policy level in FY 2003. With the economy providing few if any signs of recovery, we are currently projecting a very small amount of discretionary fund balance from FY 2003. The Board has, however, acted prudently and increased the contingency reserve to over \$72 million in the current year. With the policy level set at \$33.5 million, over \$38 million can be made available to fund essential one-time needs. Although this will continue to draw down reserves, we have little choice at this time as the Administration does not want to abandon the funding of maintenance and technology projects.

The County Executive's Office of Budget and Analysis regularly analyzes and estimates the fund balance during the course of the year. In a normal year, fund balance estimates make up the majority of the funding for one-time needs. In FY 2004, the Administration has recommended the modification of the Tax Loss Reserve fund to free up an additional \$10 million to support one-time priorities. We are also expecting \$1.3 million in interest earned on unexpended balances in Fund 50 (Capital Fund).

In FY 2004 we will continue to use priority levels with our one-time recommendations. Priority rankings will provide the Board with additional options if State or Federal actions require the consideration of additional bridge financing (the use of one-time funds to support ongoing operations). For each category of one-time expenditure, a priority level has been established to identify the Administration's assessment of relative importance. Requests for one-time expenditures far exceed what has been recommended but additional actions may be necessary if State and/or Federal action dramatically alter our funding streams. The use of priority levels will provide the Board with additional input when making final resource allocation decisions.

### Process

The County Executive is responsible for recommending the allocation of one-time funds to the Board of Supervisors. Currently, the two major categories of one-time expenses, capital projects and technology projects, are discussed in administrative oversight committees where recommendations are developed and prioritized. These recommendations are also presented and discussed in the Board's Finance & Government Operations Committee. A third category of one-time needs includes other miscellaneous items like furniture and equipment. These items are requested on an individual basis by departments, and their inclusion in the budget is decided on a case-by-case basis. When appropriate, the Administration may also recommend an increase in the contingency reserve. This is one other example of an appropriate one-time expense.

For FY 2004, the Board of Supervisors approved the following allocation of one-time resources.

### Source of One-Time Resources

One-Time Resources	FY 2004 Value
FY 2003 Projected Fund Balance	1,300,000
Interest on Unexpended Balances in Fund 50	1,350,000
Recalculated Tax Loss Reserve	10,000,000
Excess Contingency Reserve	38,600,000
<b>Total Available One-Time Resource</b>	<b>\$51,250,000</b>



## Approved One-Time Allocations

<b>Capital Needs</b>	<b>Priority</b>	<b>FY 2004 Value</b>
Security Master Plan	1	1,000,000
New Water Storage Tank - Muriel Wright Center	1	800,000
Grease Trap Interceptor - Elmwood Kitchen Facility	1	620,000
Berger Drive Building One Remodel	1	550,000
Berger Warehouse Remodel	1	2,000,000
Backlog Life-Cycle Infrastructure Investment Program	1	5,000,000
<b>Total Capital Requirements</b>		<b>\$9,970,000</b>
<b>Technology Needs</b>		
Health Insurance Portability Act - HIPAA	1	1,264,518
Replace OSCAR System - Mental Health	1	1,385,489
CAD System Hardware Upgrade - GSA Communications	2	227,830
Juvenile Records Management System	2	1,162,870
Jail Medical Management System	2	700,000
GIS Program Department Layer Adjustment	3	150,000
GIS Program Repository	3	276,020
E-Government CMA Security Update	3	156,955
GIS Habitat Conservation Plan	3	281,318
Public Health Integrated Health System	3	295,000
<b>Total Technology Requirements</b>		<b>\$5,900,000</b>
<b>Other Miscellaneous One-Time Requirements</b>		
Net Cost of Acquiring Electronic Voting Machines	1	3,171,611
Bridge Financing for Ongoing Operations	1	10,000,000
Fund the Amortization of Unfunded Liability in Retiree Health	1	10,031,450
Fund the Welfare Reform Reserve from One-Time Funds	1	5,000,000
Fund Anti-Terrorism Effort in the District Attorney's Office	2	319,961
Funds to Complete the ASAP Project (New Financial System)	2	1,300,000
One-Time Costs Related to Acquisition of Electronic Voting Machines	2	342,000
One-Time Funds to Support Program Costs in the Department of Correction	2	327,907
Fund the Sheriff's Anti-Terrorism Program	2	547,056
Other Miscellaneous One-Time Needs	2	840,015
<b>Total Miscellaneous Requirements</b>		<b>\$31,880,000</b>
<b>Increase Contingency Reserve</b>		
Increase from Policy Level to \$37 million	1	3,500,000
<b>Total Contingency Reserve Requirements</b>		<b>3,500,000</b>
<b>Total Allocation of All One-Time Resources</b>		<b>\$51,250,000</b>



## Historical Analysis of Fund Balance Allocations for the General Fund

FISCAL YEAR	General Fund Balance As Of June30	Contingency Appropriation	Capital Budget	Computer and Fixed Assets	Reserves Other One Time Needs	Ongoing Costs
2002 Estimate	\$111,400,000	\$58,648,120	\$11,884,000	\$24,770,630	\$5,097,250	\$11,000,000
2001 Actual	\$133,646,748	\$68,146,748	\$36,057,140	\$17,754,696	\$11,688,164	
2000 Actual	\$96,572,592	\$28,100,000	\$41,319,874	\$19,382,745	\$7,769,673	
1999 Actual	\$95,570,000	\$24,100,000	\$33,705,000	\$20,153,000	\$17,612,000	
1998 Actual	\$68,000,000	\$23,742,000	\$18,354,970	\$17,715,030	\$8,188,000	
1997 Actual	\$40,400,000	\$20,000,000	\$8,200,000	\$8,800,000	\$3,400,000	
1996 Actual	\$35,400,000	\$14,000,000	\$9,155,831	\$12,244,169		
1995 Actual	\$23,214,000	\$13,000,000	\$4,214,000	\$3,145,438	\$1,254,562	\$1,600,000
1994 Actual	\$33,347,663	\$15,000,000		\$10,900,000		\$2,100,000
1993 Actual	\$37,100,000	\$12,000,000	\$15,000,000	\$2,685,000		\$7,415,000
1992 Actual	\$25,500,000	\$12,000,000	\$5,263,001	\$7,036,999		\$1,200,000
1991 Actual	\$22,600,000	\$12,500,000	\$4,400,000	\$1,000,000		\$4,700,000
1990 Actual	\$36,400,000	\$15,100,000	\$11,320,000	\$8,980,000		\$1,000,000
1989 Actual	\$28,900,000	\$15,500,000	\$7,000,000	\$6,150,000	\$250,000	
1988 Actual	\$22,750,000	\$12,000,000	\$2,348,000	\$3,152,000	\$250,000	\$5,000,000
1987 Actual	\$18,000,000	\$12,000,000	\$6,000,000			
1986 Actual	\$25,570,000	\$11,900,000	\$10,420,830	\$2,999,170	\$250,000	
1985 Actual	\$29,412,338	\$11,400,000	\$18,012,338			
1984 Actual	\$24,560,000	\$10,000,000	\$14,560,000			
1983 Actual	\$16,783,569	\$10,000,000	\$6,783,569			
1982 Actual	(\$3,665,881)					
1981 Actual	(\$13,883,576)					



## All Fund and General Fund Summaries

The following summaries provide financial information at the highest level of detail. The All Funds summary presents expenditure and revenue totals for the entire Santa Clara County Budget. Expenditures are presented at the object level of detail, which groups expenditures by category, i.e. salaries and benefits or services and supplies. Revenues are presented by revenue sources, i.e., property tax or fines and forfeitures. Expenditure and revenue information is also presented by Agency which organizes the information by functional area. An additional chart featured in this section illustrates the proportions of revenues and expenditures providing a visual presentation of where the county's revenues come from and how they are spent.

Data is also presented for the General Fund. The General Fund is the largest of the county's funds. All revenues and expenditures that are not segregated for specific categorical purposes are budgeted in the General Fund. There are a variety of other fund groups, including Capital Funds, Enterprise Funds (Valley Medical Center), Special Revenue Funds (Roads, Parks and Recreation) and Internal Service Funds (Data Processing, Fleet Management). The General Fund is discussed in detail because the majority of the county's services are funded from this resource. Like the All Funds summary, bar charts are also used to explain General Fund expenditure and revenue totals.

### Countywide Budget Summary (All Funds)

	FY 2003 Appropriations			FY 2004		% Change
	Approved	Adjusted	Actual	Recommended	Approved	
<b>Expenditures by Agency</b>						
Special Programs and Reserves	191,591,119	354,345,045	275,413,308	244,283,075	265,709,509	39%
Legislative and Executive Departments	554,359,856	677,153,069	500,597,424	360,918,231	361,311,497	-35%
General Services Agency	105,904,107	227,881,811	171,580,352	83,239,556	83,441,525	-21%
SCV Health and Hospital System	1,172,294,698	1,233,616,454	1,296,944,043	1,232,824,014	1,235,742,450	5%
Children, Seniors and Families	612,071,840	615,855,290	548,047,374	569,566,436	571,381,802	-7%
Law and Justice Departments	467,951,152	484,580,599	473,481,342	458,409,592	461,364,422	-1%
Environmental Resources Agency	83,721,489	106,444,072	75,839,173	85,254,586	85,728,615	2%
Employee Services Agency	76,166,621	83,854,746	75,908,302	85,161,656	85,452,985	12%
Finance Agency	35,022,699	42,968,555	32,458,062	17,738,879	17,738,288	-49%
Roads and Airports Departments	69,531,031	122,951,756	55,963,053	44,309,356	44,299,222	-36%
Fire Districts	76,451,635	77,891,635	61,390,627	83,130,371	83,127,516	9%
<b>Total Expenditures</b>	<b>3,445,066,247</b>	<b>4,027,543,032</b>	<b>3,567,623,060</b>	<b>3,264,835,752</b>	<b>3,295,297,831</b>	<b>-4%</b>
<b>Expenditures by Object</b>						
Salaries And Employee Benefits	1,368,113,808	1,395,658,258	1,359,099,432	1,432,833,268	1,441,518,154	5%
Services And Supplies	1,778,886,031	1,960,102,874	1,659,144,551	1,589,773,279	1,590,356,965	-11%
Other Charges	54,912,232	57,085,344	43,729,667	59,151,582	59,151,582	8%
Fixed Assets	60,189,908	227,096,119	95,610,413	58,703,226	58,703,226	-2%
Operating/Equity Transfers	280,354,028	478,160,519	593,515,321	273,931,288	273,931,288	-2%
Reserves	97,813,618	107,026,140	3,308,190	66,568,407	87,793,156	-10%
Expenditure Transfers	(195,203,378)	(197,586,222)	(186,784,514)	(216,125,298)	(216,156,541)	11%
<b>Total Expenditures</b>	<b>3,445,066,247</b>	<b>4,027,543,032</b>	<b>3,567,623,060</b>	<b>3,264,835,752</b>	<b>3,295,297,831</b>	<b>-4%</b>





## Countywide Budget Summary (All Funds)

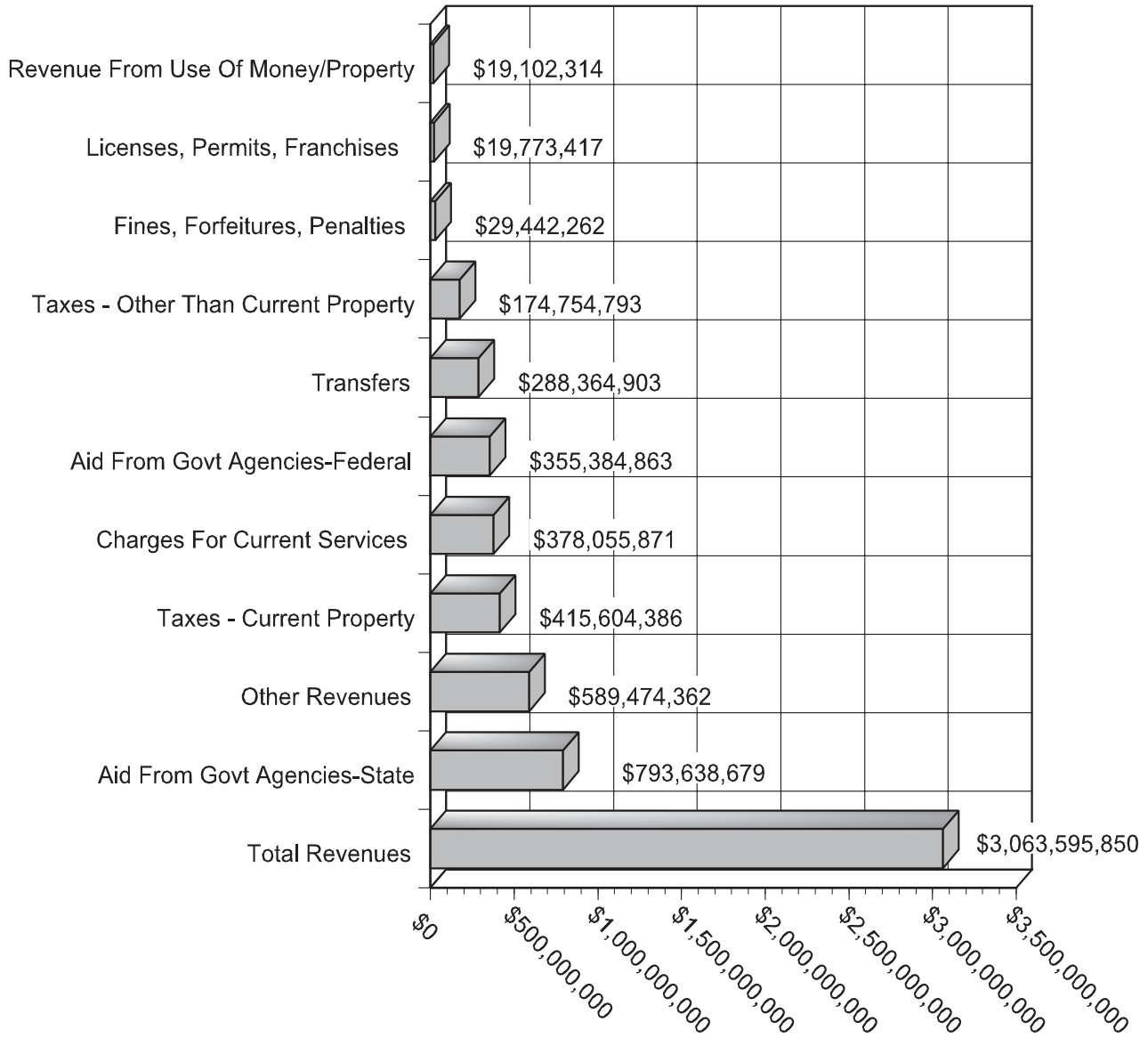
	FY 2003 Appropriations			FY 2004		% Change
	Approved	Adjusted	Actual	Recommended	Approved	
<b>Resources by Type</b>						
Taxes - Current Property	396,373,595	396,607,744	400,871,351	415,604,386	415,604,386	5%
Taxes - Other Than Current Property	207,552,419	185,855,419	163,591,014	174,754,793	174,754,793	-16%
Licenses, Permits, Franchises	18,040,552	18,319,884	18,662,237	19,773,417	19,773,417	10%
Fines, Forfeitures, Penalties	28,371,477	43,516,238	44,062,901	29,442,262	29,442,262	4%
Revenue From Use Of Money/Property	29,912,469	36,404,132	26,505,205	19,102,314	19,102,314	-36%
Aid From Govt Agencies-State	797,530,949	856,861,276	757,475,523	792,055,711	793,638,679	0%
Aid From Govt Agencies-Federal	374,060,178	391,652,911	339,164,125	354,428,027	355,384,863	-5%
Charges For Current Services	359,718,644	367,516,453	378,147,841	375,684,886	378,055,871	5%
Transfers	296,000,920	445,541,096	593,397,028	288,364,903	288,364,903	-3%
Other Revenues	532,858,774	722,877,509	753,614,321	590,643,273	589,474,362	11%
<b>Total Revenues</b>	<b>3,040,419,977</b>	<b>3,465,152,662</b>	<b>3,475,491,546</b>	<b>3,059,853,972</b>	<b>3,063,595,850</b>	<b>1%</b>
<b>Resources by Agency</b>						
Special Programs and Reserves	30,763,551	161,369,033	184,673,138	85,812,127	85,812,127	179%
Legislative and Executive Departments	228,884,778	378,427,880	354,681,209	216,279,139	216,361,628	-5%
General Services Agency	36,174,057	60,593,643	83,031,480	31,519,537	31,494,172	-13%
SCV Health and Hospital System	1,038,541,906	1,092,595,633	1,245,831,466	1,096,093,320	1,096,267,316	6%
Children, Seniors and Families	510,431,339	509,068,959	456,313,725	471,127,937	472,918,145	-7%
Law and Justice Departments	298,045,717	302,782,336	283,058,242	275,865,704	277,621,254	-7%
Environmental Resources Agency	80,606,570	91,006,679	78,273,657	80,514,822	80,524,822	0%
Employee Services Agency	59,485,550	60,002,502	59,826,183	62,529,628	62,434,628	5%
Finance Agency	625,604,088	625,519,033	613,821,745	629,399,186	629,449,186	1%
Roads and Airports Departments	68,199,229	120,103,772	54,050,189	45,268,285	45,268,285	-34%
Fire Districts	63,683,192	63,683,192	61,930,512	65,444,287	65,444,287	3%
<b>Total Revenues</b>	<b>3,040,419,977</b>	<b>3,465,152,662</b>	<b>3,475,491,546</b>	<b>3,059,853,972</b>	<b>3,063,595,850</b>	<b>1%</b>

### Permanenet Authorized Positions - FTE Count

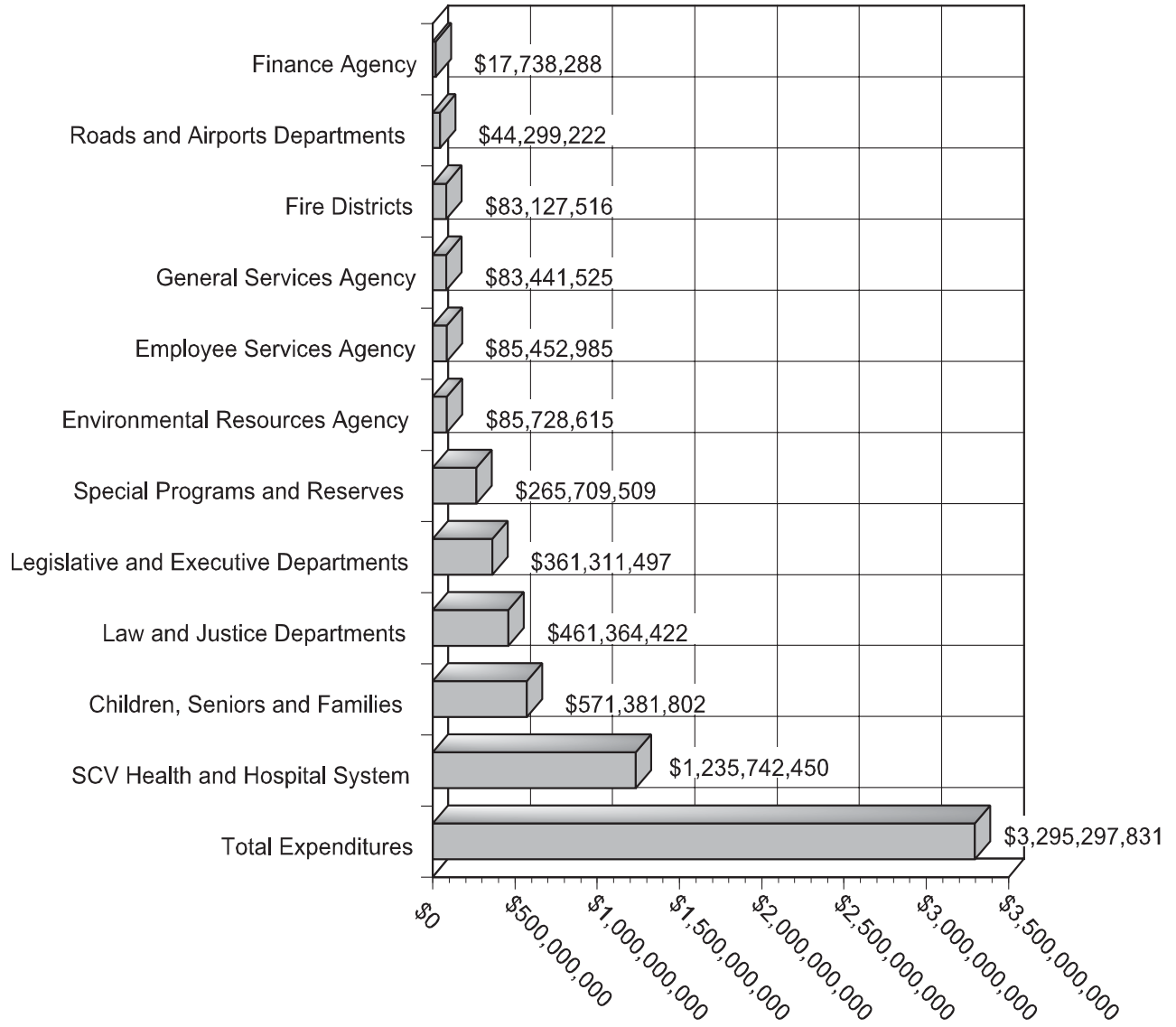
	FY 2003 Positions		FY 2004 Approved	Amount Changed
	Approved	Adjusted		
Legislative and Executive Departments	1,0887.8	1,093.8	1,086.7	0%
General Services Agency	566.5	547.0	501.0	-12%
SCV Health and Hospital System	5,9632.6	6,0387.8	5,923.6	-1%
Children, Seniors and Families	3,330.5	3,192.5	2,967.5	-11%
Law and Justice Departments	3,811.5	3,805.5	3,563.5	-7%
Environmental Resources Agency	501.5	508.0	503.0	0%
Employee Services Agency	193.0	194.0	180.5	-7%
Finance Agency	321.0	331.0	324.0	1%
Roads and Airports Departments	306.0	306.0	297.0	-3%
<b>Total FTEs</b>	<b>16,080.4</b>	<b>16,015.6</b>	<b>15,346.8</b>	<b>-5%</b>



## All Fund Resources



## All Fund Expenditures



## Countywide Budget Summary (General Fund)

	FY 2003 Appropriations			FY 2004		% Change
	Approved	Adjusted	Actual	Recommended	Approved	
<b>Expenditures by Agency</b>						
Special Programs And Reserves	191,591,119	354,345,045	275,413,308	244,283,075	265,709,509	39%
Legislative And Executive Departments	75,364,027	96,335,690	69,193,474	76,616,325	76,950,444	2%
General Services Agency	70,311,237	69,425,950	95,609,677	56,818,756	57,020,832	-19%
SCV Health and Hospital System	435,652,401	458,524,584	425,459,345	439,122,484	441,831,828	1%
Children, Seniors, And Families	612,071,840	615,855,290	548,047,374	569,566,436	571,381,802	-7%
Law And Justice Departments	467,841,152	484,470,599	469,626,934	458,324,092	461,278,922	-1%
Environmental Resources Agency	16,508,612	16,667,785	15,685,365	15,526,882	15,934,396	-3%
Employee Services Agency	11,271,185	12,875,170	10,652,020	10,502,611	10,794,125	-4%
Finance Agency	22,252,768	26,486,054	21,551,255	5,562,625	5,562,034	-75%
<b>Total Expenditures</b>	<b>1,902,864,341</b>	<b>2,134,986,167</b>	<b>1,931,238,752</b>	<b>1,876,323,286</b>	<b>1,906,463,892</b>	<b>0%</b>

<b>Expenditures by Object</b>						
Salaries And Employee Benefits	855,032,953	868,551,919	841,474,884	858,311,291	866,569,378	1%
Services And Supplies	980,962,403	1,015,314,747	903,013,108	1,013,215,313	1,013,904,326	3%
Other Charges	9,245,123	10,362,602	10,185,459	9,120,058	9,120,058	-1%
Fixed Assets	20,321,099	47,924,047	29,497,449	15,286,812	15,286,812	-25%
Operating/Equity Transfers	124,075,007	272,574,832	304,729,966	122,439,314	122,439,314	-1%
Reserves	83,363,405	92,756,927	3,308,190	47,774,827	68,999,576	-17%
Expenditure Transfers	(170,135,649)	(172,498,907)	(160,970,304)	(189,824,329)	(189,855,572)	12%
<b>Total Net Expenditures</b>	<b>1,902,864,341</b>	<b>2,134,986,167</b>	<b>1,931,238,752</b>	<b>1,876,323,286</b>	<b>1,906,463,892</b>	<b>0.19%</b>

<b>Resources by Type</b>						
Taxes - Current Property	308,122,404	308,122,404	314,223,647	323,919,883	323,919,883	5%
Taxes - Other Than Current Property	53,580,219	53,783,219	29,239,918	42,000,653	42,000,653	-22%
Licenses, Permits, Franchises	7,966,890	8,246,222	8,343,414	8,691,265	8,691,265	9%
Fines, Forfeitures, Penalties	19,061,327	32,476,699	36,556,288	20,173,712	20,173,712	6%
Revenue From Use Of Money/Property	18,882,372	18,868,252	9,610,298	8,895,849	8,895,849	-53%
Aid From Govt Agencies-State	735,925,641	760,716,188	710,651,866	744,218,491	745,801,459	1%
Aid From Govt Agencies-Federal	366,243,313	373,999,350	326,746,259	349,654,960	350,611,796	-4%
Charges For Current Services	110,379,267	115,744,787	122,577,067	118,837,569	121,285,413	10%
Transfers	121,504,521	222,269,964	223,096,602	118,963,761	118,963,761	-2%
Other Revenues	49,798,387	53,177,788	57,776,770	59,639,008	58,320,101	17%
<b>Total Revenues</b>	<b>1,791,464,341</b>	<b>1,947,404,873</b>	<b>1,838,822,129</b>	<b>1,794,995,151</b>	<b>1,798,663,892</b>	<b>0.40%</b>

<b>Resources by Agency</b>						
Special Programs And Reserves	30,763,551	161,369,033	184,673,138	85,812,127	85,812,127	179%
Legislative And Executive Departments	14,105,976	22,445,391	8,859,536	20,045,353	20,067,842	42%
General Services Agency	4,397,167	4,488,317	5,351,737	5,500,974	5,541,468	26%
SCV Health and Hospital System	308,536,199	321,691,841	295,684,135	308,966,373	308,966,373	0%
Children, Seniors, And Families	510,431,339	509,068,959	456,313,725	471,127,937	472,918,145	-7%



## Countywide Budget Summary (General Fund)

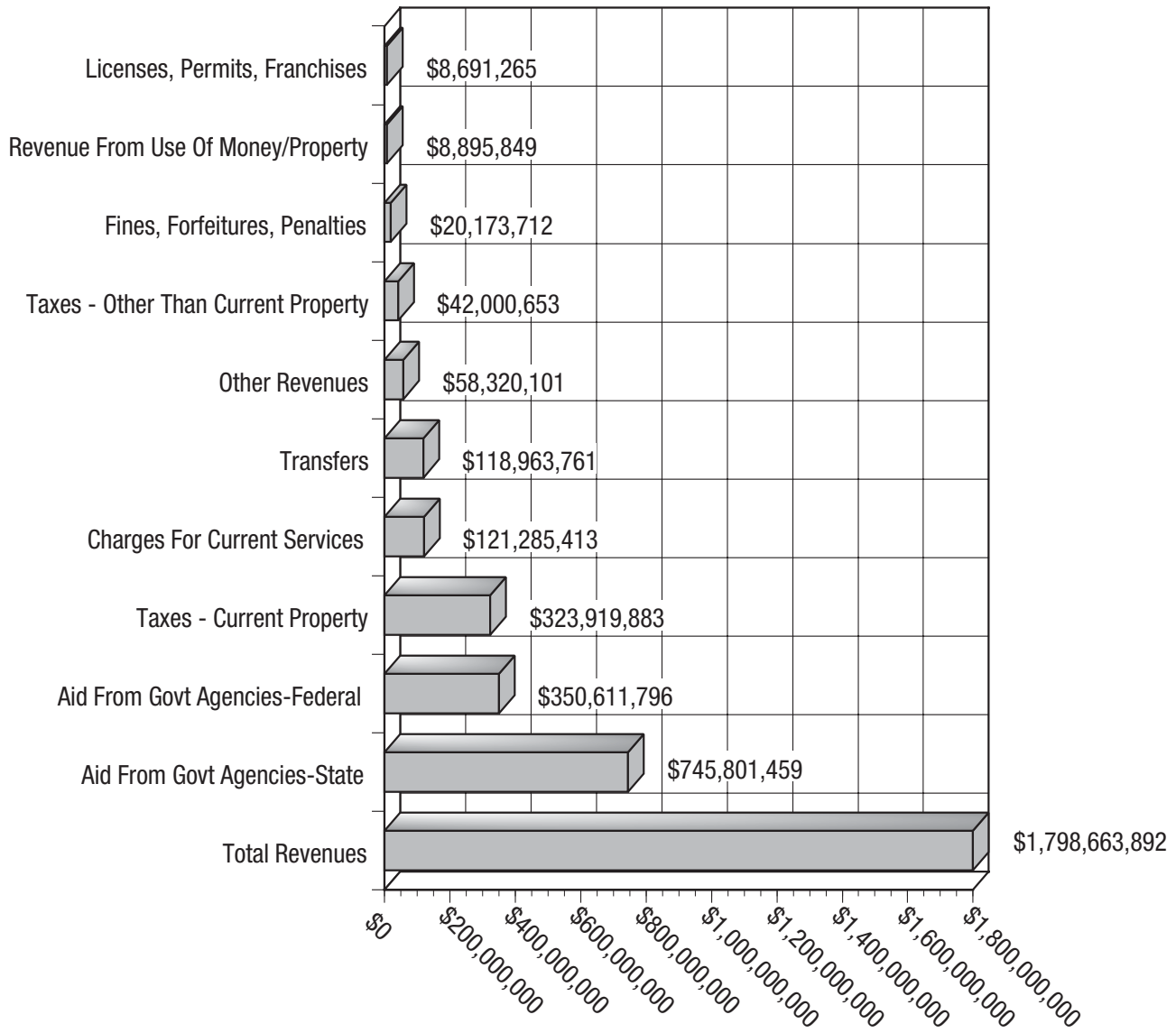
	FY 2003 Appropriations			FY 2004		% Change
	Approved	Adjusted	Actual	Recommended	Approved	
Law And Justice Departments	297,935,717	302,672,336	279,306,376	275,755,704	277,511,254	-7%
Environmental Resources Agency	10,838,438	11,165,595	9,993,268	10,121,147	10,131,147	-7%
Employee Services Agency	372,766	505,268	429,651	503,500	503,500	35%
Finance Agency	614,083,188	613,998,133	598,210,563	617,162,036	617,212,036	1%
<b>Total Revenues</b>	<b>1,791,464,341</b>	<b>1,947,404,873</b>	<b>1,838,822,129</b>	<b>1,794,995,151</b>	<b>1,798,663,892</b>	<b>0.40%</b>

## Permanenet Authorized Positions - FTE Count

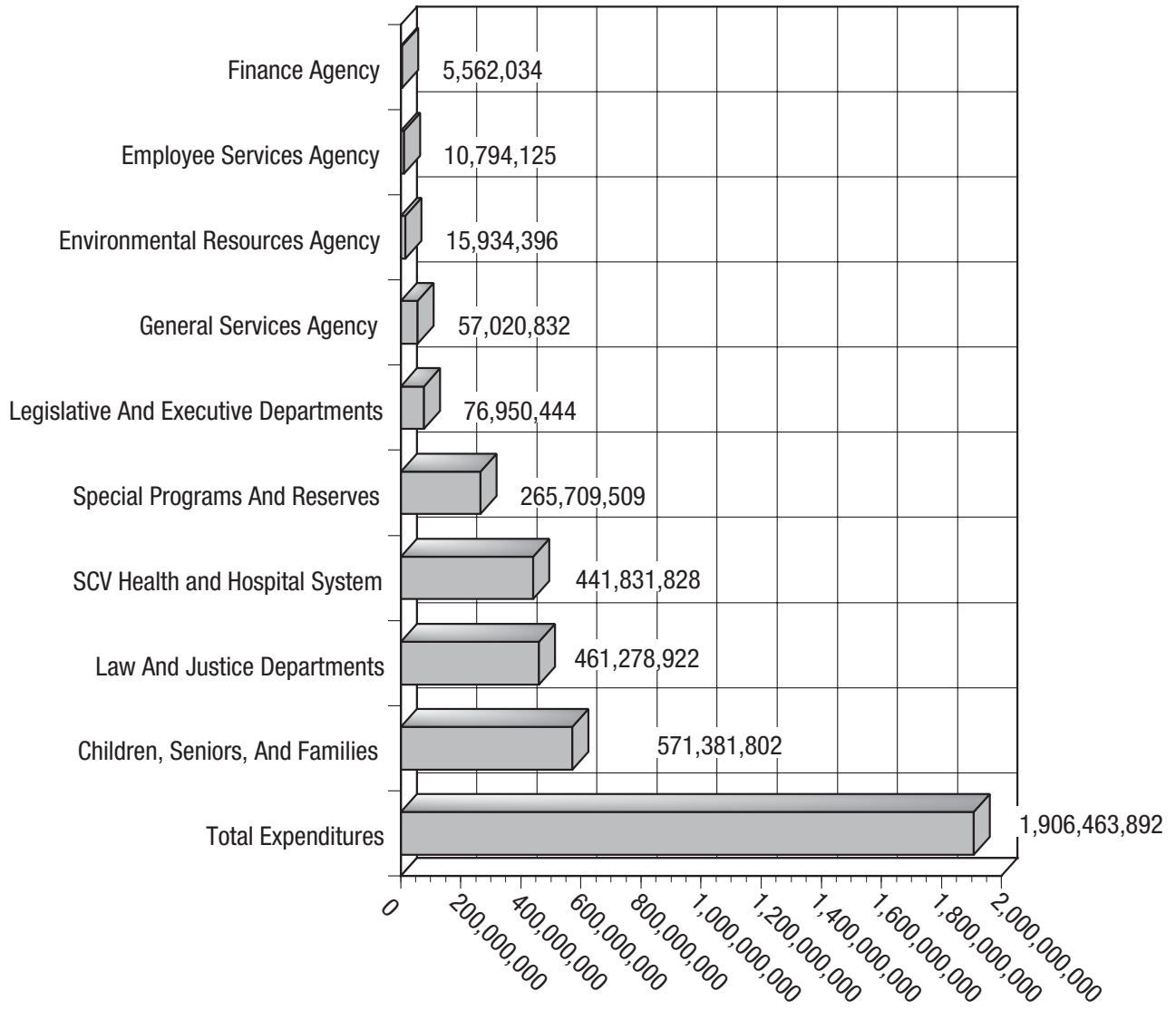
	FY 2003 Positions		FY 2004 Approved	Amount Changed
	Approved	Adjusted		
Legislative And Executive Departments	650.5	647.5	643.0	-1%
General Services Agency	494.5	477.0	433.0	-13%
SCV Health and Hospital System	1,708.7	1,695.2	1,597.8	-6%
Children, Seniors, And Families	3,330.5	3,192.5	2,967.5	-11%
Law And Justice Departments	3,811.5	3,805.5	3,563.5	-7%
Environmental Resources Agency	154.5	154.0	141.0	-9%
Employee Services Agency	142.0	143.0	131.0	-8%
Finance Agency	321.0	331.0	324.0	1%
<b>Total General Fund FTEs</b>	<b>10,613.2</b>	<b>10,445.7</b>	<b>9,800.8</b>	<b>-8%</b>



## General Fund Resources



## General Fund Expenditures







# Budget User's Guide

- ❑ An overview of the Board of Supervisors' budget strategies that guided the FY 2004 budget process
- ❑ A description of the Board policy committees which review the Recommended Budget
- ❑ An explanation of the budget development process
- ❑ A glossary of budget terminology

## FY 2004 Budget Strategy Statement

*The following statement, which guided the FY 2004 Budget process, was jointly released on January 8, 2003 by the Chairperson of the Board of Supervisors, Blanca Alvarado and the County Executive.*

This statement reflects the strategies and priorities of the County of Santa Clara Board of Supervisors. These strategies and priorities will direct the budget process and recommendations contained in the FY 2004 Recommended Budget.

### Introduction

As we begin the FY 2004 Recommended Budget process, the reality of the current statewide and local economic decline is beginning to hit home. What was once considered a moderate downturn has grown into a significant economic event that has the potential to severely impact the residents of Santa Clara County.

During the last month, the Administration was shocked by the Governor's announcement that the State budget deficit had grown from \$20 billion to \$35 billion in a matter of weeks. As the Administration nears completion of its initial projection for the County's General Fund, all indications suggest we could be facing a similar condition of being stunned by the magnitude of our "local" problem.

In October, the Administration released an update to our Five-Year Financial Projections. At that time, the Administration anticipated a shortfall in the \$75 million to \$85 million range. Subsequent revenue collection information including a dramatic drop in Public Safety Sales Tax Collections in December has forced it to

revise our revenue estimates downward. Declining revenue collections will result in a projected deficit that could far exceed \$100 million.

The Administration is in the process of completing its analysis of expenditure and revenue trends, but it has not yet received all of the necessary information from departments regarding revenue estimates. As a result, the Office of Budget and Analysis (OBA) is still reviewing and refining its projections for FY 2004. Even though the Administration is still reviewing each and every data point, staff are not aware of any modification or adjustment that will dramatically impact the magnitude of the projected shortfall.

In October, the Administration anticipated a relatively low rate of revenue growth in the 3% range. Current information indicates that our revenues will actually decline between FY 2003 and FY 2004. The County has not experienced this kind of scenario at any time in the recent past and it comes during a time when expenditures are increasing at an alarming rate. As OBA staff review our expenditure estimates from October, they are very close to the estimates included in the FY 2004 Current Level Budget. The impact of a flat local economy is affecting our revenues in a manner that staff could not have anticipated.

A deficit of this magnitude will require a review of the services the County currently provides and decisions that cannot focus on individual positions, but on whole programs or departments in order to generate the savings needed to balance the budget. At the same time, the County will be forced to rethink our financial policies and consider suspending policies or changing them in order to maintain the framework of the



organization. Every decision will be difficult and will require a higher level of discipline at all levels of the organization to achieve the legally required balanced General Fund budget.

The County is facing a shortfall of this magnitude because of the convergence of many negative factors. They include:

- ❑ A \$30 million increase in the General Fund subsidy to Valley Medical Center. The hospital's initial estimates indicate it will need \$50 million to maintain the current level of services in FY 2004. While sufficient reserves exist to cover this need, it would increase the reliance on one-time funds to support ongoing operations to \$85 million in FY 2004. The Administration believes it is prudent to at least support \$30 million in additional costs at this time.
- ❑ Previously negotiated salary adjustments for all employees have been included in our expenditure projections. No salary reserve has been established to address realignments, reclassifications, or any other unbudgeted salary requirements in FY 2004.
- ❑ Funding the unfunded liability in the Retiree Health Program amortized over 20 years with one-time funds. This action will require an allocation of \$10 million in one-time funds in the FY 2004 Recommended Budget.
- ❑ No change in confidence levels for either workers' compensation or liability insurance. These items are scheduled for discussion with the Finance and Government Operations Committee and the full Board. The Administration supports a change in policy when considering the potential magnitude of the projected deficit.
- ❑ An absolute decline in discretionary revenue collections between FY 2003 and FY 2004.

This estimate does not include any impacts from the State budget that was recently released by the Governor. As is discussed in the budget reduction strategies transmittal, the Administration believes the County must focus our attention on short-term solutions to balance the General Fund in FY 2004. It is important to recognize that a variety of changes will be made to the Governor's proposal and the Board should consider the impacts of the State budget when it is adopted by the Legislature and signed by the Governor.

Based on input from the Board and Administration and recognizing the County is facing a very difficult financial situation, we propose the following strategies and priorities to guide the development of the FY 2004 Recommended Budget:

### Strategies to Balance the FY 2004 General Fund Budget

- ❑ Prudently Modify Current Financial Policies to Generate Available Resources. Consider policies relating to fees and charges, salary savings, funding of liability and workers' compensation insurances, the use of extra help and overtime, and trust fund balances.
- ❑ Consider Flexible Budget Strategies Around One-Time or Temporary Solutions. The use of one-time resources, such as the Contingency Reserve in excess of the Board policy funding level, allows the County to avoid structurally dismantling important services or systems. Consider temporary strategies such as reducing unnecessary travel, further reducing annual capital and technology project expenditures, or increasing fees for County services.
- ❑ Aggressively Pursue Cost Saving Measures that do not Significantly Impact Service Levels. The budget reduction methodology should consider administrative overhead reductions; then identify process improvements, efficiencies or legislative changes; then, as a last resort, consider direct service cuts based upon program effectiveness. Reductions should seek to avoid the loss of State and Federal reimbursements.
- ❑ Attempt to Mirror Cuts in State and Federal Funding. Efforts should be made to make cuts in our budget to mirror those made at the State and Federal level. However, at the local level, our budget should ultimately be a reflection of our priorities and should not be directed solely by State or Federal reductions.
- ❑ Use the Welfare Reform Reserve to offset childcare and career training cutbacks and to fund future caseload growth above currently budgeted levels. Consider a policy for distributing and replenishing ongoing funds in the Welfare Reform Reserve.
- ❑ Further explore potential cost savings in the retirement system including early retirement or increasing the amortization period for eliminating the unfunded liability in the Retiree Health Program.



- ❑ Further explore with employee organizations possible alternative health insurance programs to reduce the cost of this benefit.
- ❑ Develop a policy that creates a temporary ceiling on personnel cost increases including salaries, extra-help, and overtime. Consider limiting realignments and reclassifications to control near term labor contract costs.
- ❑ Focus on existing programs and services, and continue to evaluate their effectiveness. Evaluate service delivery of all programs, and reinforce performance evaluation through performance-based budget goals.
- ❑ Include outcome measurement criteria in all justifications for proposed cuts.
- ❑ Develop process and efficiency improvement goals for department management. Establish a specific cut within reduction targets that results from work process or efficiency improvements in the provision of services. Establish incentives for departments by allowing cost reductions due to efficiency improvements to offset other reductions.
- ❑ Make every effort to minimize reductions in the current level of direct services that enable self-sufficiency and provide protection to seniors, dependent or disabled adults, emancipating foster youth, immigrants, and CalWORKs families. Make every effort to preserve the safety net as much as possible.
- ❑ Resist making cuts to high priority public safety programs that would put our residents' health and safety at risk.
- ❑ Make efforts to continue to direct funding towards prevention and early intervention strategies that have demonstrated effectiveness and reduce long-term costs to the County.
- ❑ Consider efforts to streamline the enforcement process as well as invest in eliminating illegal structures, substandard housing, and blight in the community.
- ❑ Make efforts to minimize reductions in support services to foster parents so that we can maintain the number of foster families in the system.
- ❑ Increase the County's emergency readiness and coordinated response in the areas of public health, healthcare, and public safety services:
  - Seek to maintain positions in Public Health programs that generate Federal participation revenues.
  - Continue to improve communication and coordination between cities and County first responder services through joint training exercises.

#### **Board Priorities to be Considered in the Development of the FY 2004 Budget**

- ❑ **Protect Ongoing Reserves.** Make every effort to maintain the Reserve for Economic Uncertainty at its current balance of \$3.1 million. Replenish reserves at the first opportunity in order to maintain a strong financial foundation, protect our high credit rating, and keep borrowing costs low.
- ❑ **Minimize Layoffs.** Further undertake strategies to eliminate vacant positions, minimize layoffs, and maintain coded positions that are funded by fees or reimbursements. When layoffs are inevitable, affected employees should be given the opportunity to retain County employment by filling vacant codes.
- ❑ **Strive for Equity.** Ensure that there is greater vertical equity---from line staff to executive managers---as budget reduction proposals are developed. The effects of closing the budget deficit should be spread across all departments and through all levels of the organization so that no one department or level is unfairly affected.
- ❑ Invest in the creation and preservation of affordable, livable communities:
  - Develop an operating plan and allocation criteria for delegated redevelopment funds dedicated to the support and construction of affordable housing.
  - Continue the stewardship of Measure A/B to strive for the timely completion of transportation projects within available resources.
  - Continue to assess the impact of current growth and future development on unincorporated areas, and comprehensively improve

County land use policies to protect and support open space, hillsides, and agricultural resources.

- ❑ Continue to advocate for legislative efforts to simplify programs like CalWORKs.

## The Board's Committee Structure

### The Relationship to the Budget Process

The Board of Supervisors has adopted a committee structure that has a strong linkage to the budget process. At the current time there are five Board Committees. Each Board member is the Chair of one committee and the Vice-Chair of a second committee. Each committee has been designed to focus on a major functional area of County Government. The Board's stated goal is to have the committee system provide a venue for a comprehensive review of major policy and budgetary issues.

Committee	Chairperson	Vice-Chairperson
Finance and Government Operations Committee	McHugh	Beall
Public Safety and Justice Committee	Alvarado	Kniss
Children, Seniors and Families Committee	Beall	Gage
Health and Hospital Committee	Kniss	Alvarado
Housing, Land Use, Environment and Transportation Committee	Gage	McHugh

The following committees will be reviewing the budget recommended by the County Executive.

### Finance and Government Operations

The Finance and Government Operations Committee (FGOC) provides oversight and direction to the County Executive in the areas of Finance, Budget, Technology and Capital Projects.

The FGOC maintains the strongest linkage to the budget process, and is tasked with reviewing the budget process and working toward the most efficient and effective process possible.

The FGOC also focuses on identifying cost saving recommendations through the use of the Board's management auditor, the Harvey Rose Corporation. The Harvey Rose Corporation conducts an annual

review of the Recommended Budget Document to assure its accuracy and to identify areas where savings or additional revenues can be found.

Finally, the FGOC will review the budgets of some direct reports to the Board including the Board Offices, the County Executive, the Clerk of the Board and the County Counsel.

### Public Safety and Justice

This committee is responsible for oversight of the complicated criminal justice system. A key area of focus is preserving the non-custodial treatment options brought about by the implementation of the voter-approved referendum mandating drug treatment instead of incarceration for non-violent drug crimes. Another key area is the statutory relationship between the Department of Correction and the Office of the Sheriff. This committee also provides a venue for discussion of matters related to the court system. The Public Safety and Justice committee reviews budget recommendations relating to the criminal justice departments.

### Children, Seniors and Families

This committee is focused on a wide variety of issues in the Social Services and Child Support enforcement arena. The current focus of the committee is on reorganization in the face of budget reductions. The Department of Child Support Services and the Department of Family and Children's Services are both undergoing organizational changes at this time. The Committee splits its time between family and children's issues, including the continued development of multi-disciplinary initiatives like school-linked services and other social services issues relating to Aging and Adult Services, Employment and Benefit Services. This committee is also working through many of the welfare reform and safety-net issues that will have a major impact on clients being "timed out" from receiving Federal assistance.

**Health and Hospital**

The work of the Health and Hospital Committee is focused on the operation of a comprehensive health care system that provides prevention, education, and treatment; monitoring the ongoing health status of our County, and maintaining a health care safety net for our community’s most vulnerable residents. This committee reviews the budget recommendations of the following county departments:

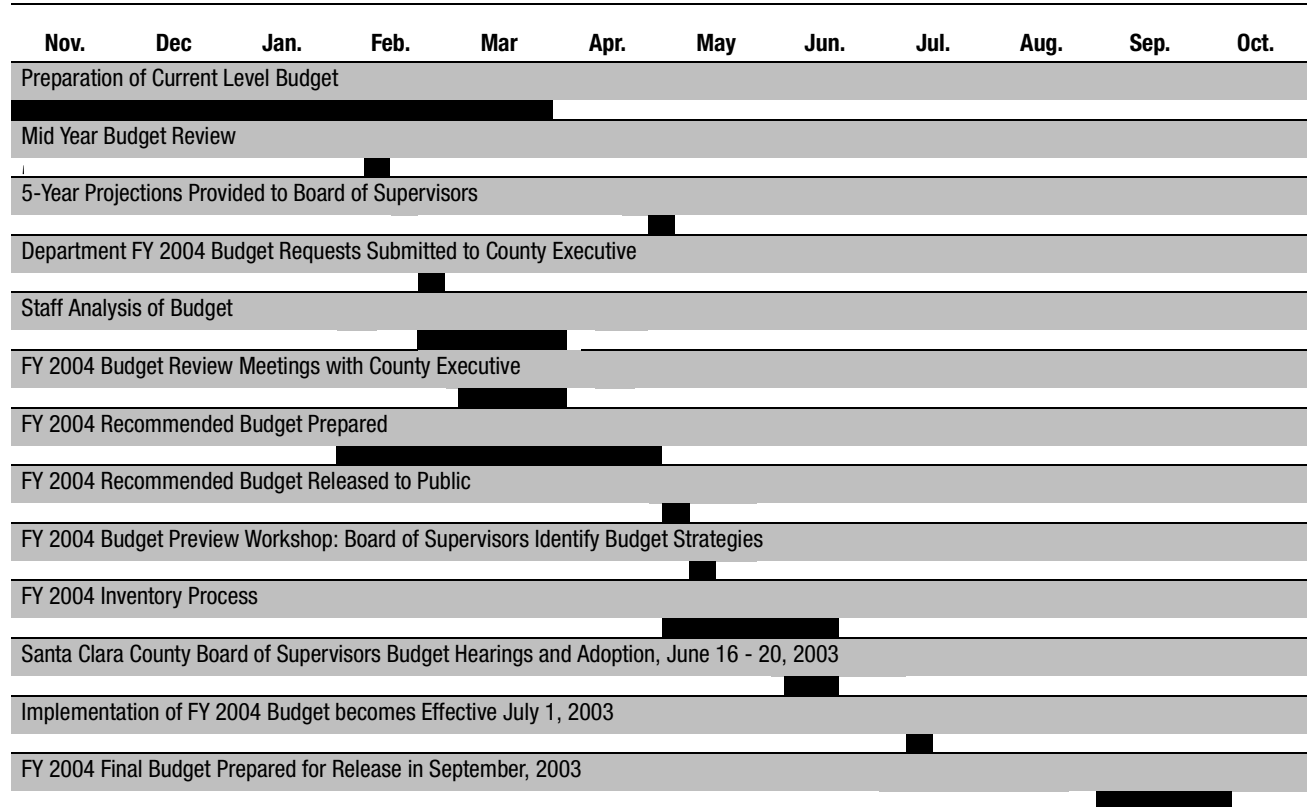
- Public Health Department
- Mental Health Department
- Alcohol and Drug Services
- Children’s Shelter and Custody Health Services
- Community Outreach Services
- Valley Health Plan

- Santa Clara Valley Medical Center
  - Hospital
  - Clinics
  - Emergency Medical Services

**Housing, Land Use, Environment and Transportation**

This committee is focused on long-range, strategic planning in the area of land use, environment and transportation planning. In addition, this committee will review general transportation issues, including those related to the Roads and Airport Department, perform oversight for the Measure B tax revenue strategic plan and review transportation programs and fiscal policies. This committee also oversees issues related to the Housing Trust Fund and reviews the impact of budget recommendations for the Environmental Resources Agency.

**Fiscal Year 2004 Budget Timeline**



A budget is a planning document, created to provide agreement over how funds will be spent in support of mandated and desired programs. Counties are required by state law to balance revenues and expenditures each year. The balanced budget takes place with the adoption each June of a budget for the subsequent fiscal year. Fiscal Year 2004 runs from July 1, 2003 to June 30, 2004. The Board of Supervisors may modify the budget year-round.

The budget process is divided into four phases which delineate specific activities:

- Current Modified Budget (CMB)
- Current Level Budget (CLB)
- Recommended Budget (REC)
- Final or Approved Budget (APP)

In each Budget Unit Section is a report called “**Major Changes to the Budget.**” Below are paragraphs describing where you can find information related to the stages of the budget.

**Current Modified Budget (CMB):**

The CMB phase provides a process by which the adjustments are made to the budget amounts with which departments start the fiscal year. Through approval of salary ordinance amendments and budget modifications, the Board authorizes these changes, and a cumulative total is kept over the course of the year. CMB actions are totaled in the section titled “Board-Approved Adjustments During FY 2003.”

**Current Level Budget (CLB):**

The CLB provides the baseline for the new budget year by identifying the cost of providing the approved current level of service at next year’s cost. The County Executive’s Office of Budget and Analysis works with the departments to establish an accurate figure reflecting known increases or decreases based on the following, which are described in “Costs to Maintain Program Services for FY 2003:”

- Salary and Benefit Adjustment:** changes in number of positions and in salary and benefit costs

- Internal Service Fund Adjustment:** changes in the rates charged for intragovernmental services, which were provided to departments in the previous year, or if services are no longer being provided
- Other Adjustments:** changes in revenue projections, and removal of one-time costs from the prior year

**Recommended Budget (REC):**

Once the base budget costs become clear, the Administration can look at projected expenditures and revenues, and determine what will be necessary to develop a balanced budget. Recommendations are then developed, based on department requests and responses to necessary reductions. The Recommended Budget provides the County Executive’s recommendations for funding levels for each department, which maximize the value of expenditures, reflect stated priorities, and result in a balance between revenue and expenditures. REC actions are described in the Recommended Budget detail in the section titled, “Recommend Changes for FY 2004.”

The *total* budget in each cost center recommended for FY 2004 is at the bottom of each of the cost center pages.

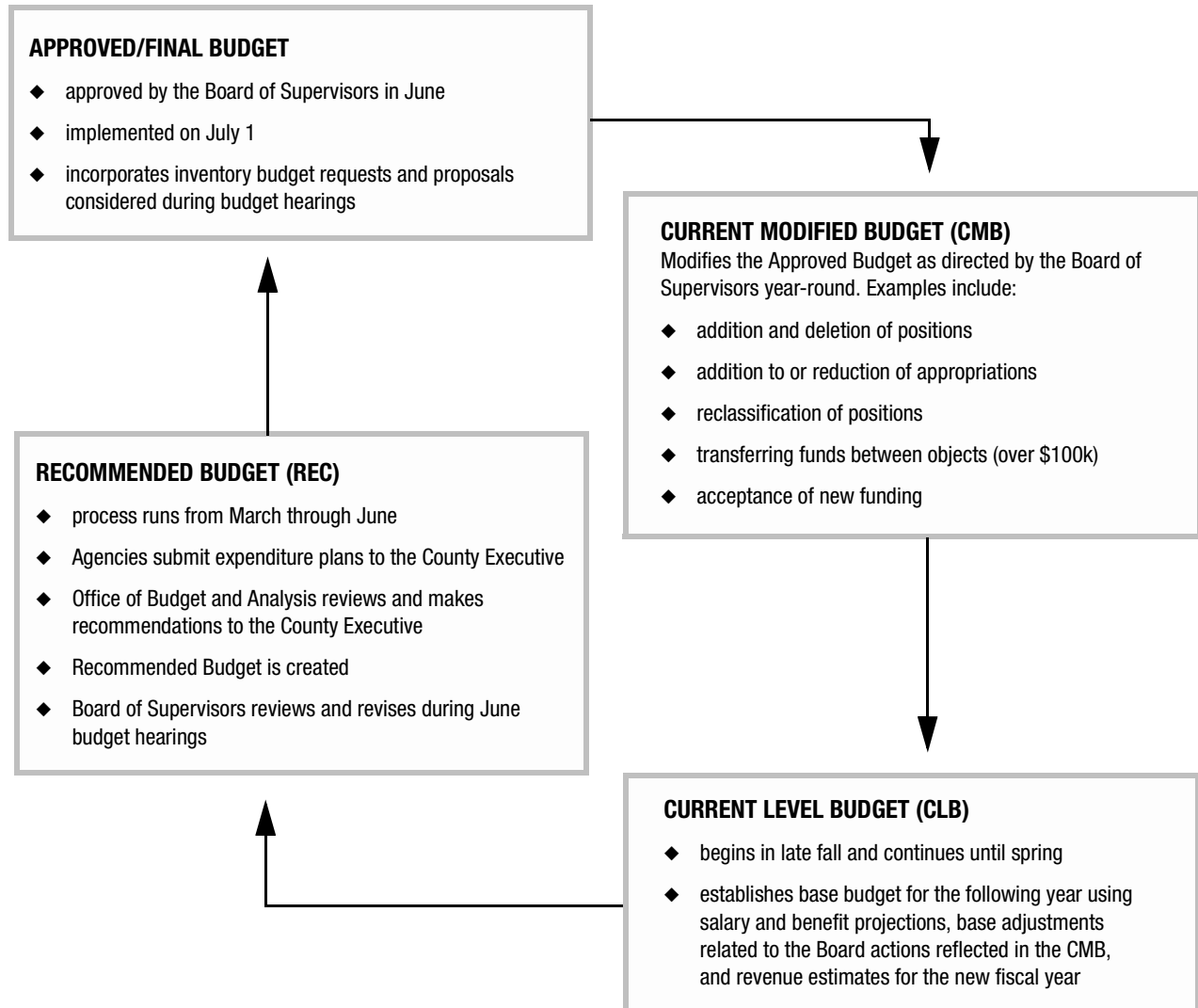
**Final or Approved Budget:**

The Board, through its committees and in public session, will review the County Executive’s recommendations, making revisions as they see fit. An inventory of additional budget requests and proposals, sponsored by the five Board Committees or by individual Board members, is developed in May and early June for review and consideration during the budget hearings. At the conclusion of the public budget hearings in June, the Board will adopt an Approved Budget which sets the funding levels for County departments for the following year. These approved budget amounts are published in a separate document, the Final Budget.

The figure on the next page illustrates the relationship and overlapping nature of the budget phases.



## Santa Clara County Budget Cycle:



## Glossary

### Addbacks

See "Inventory."

### Actual Expenditures

Money spent during a specified period of time. Budget projections are based on actual expenditures from the previous year and current year estimated expenditures.

### Agency

An organizational entity which administers several departments performing operations within the same general functional area. Agency is the highest level of organization in the County system.

**Appropriation**

The legal authorization, expressed by budget unit, fund, and object, granted by the Board of Supervisors to fund county services and to incur obligated monies for specific purposes. An appropriation is limited to the fiscal year, and must be expended within it, or encumbered for future expenditures to a specific vendor. Appropriation modifications require a 4/5 vote of the Board of Supervisors.

**Authorized Positions**

Positions approved by the Board of Supervisors.

**Board Committees**

There are five Board Committees focusing on the major policy and budgetary issues of the five major functional areas of County Government: (1) Finance & Government Operations, (2) Public Safety & Justice, (3) Children, Seniors & Families, (4) Health & Hospital, and (5) Housing, Land Use, Environment & Transportation.

**Booking Fee**

Fees charged to law enforcement jurisdictions within the County, authorized by SB 2557, 1990, which help offset the staff costs associated with booking arrestees into county jails.

**Budget**

The planning and controlling document for the County's financial operations, containing estimates of proposed expenditures and revenues for a given period of time, usually one year.

**Budget Document**

The written statement of the budget used to present the comprehensive financial program for the County. The budget document normally refers to the County Executive's printed Recommended Budget.

**Budget Hearings**

Board of Supervisors' final deliberations on the Recommended County Budget and the Inventory List. Usually held in the latter part of June.

**Budget Unit**

An organizational unit which may contain one or more index codes (cost centers), to establish the various appropriations which make up the County budget.

**Budget Workshop**

Board of Supervisors' initial informal deliberations on the Recommended County Budget. Usually held in the May.

**Capital Improvement Fund**

A separate accounting entity (*see "Fund"*) used for capital expenditures and revenues, for buildings, construction, and land acquisition.

**Capital Project(s)**

The name for major construction projects, the acquisition of land, and the investment in major fixed assets in the County. An example is the construction of the New Patio Area outside the Isaac Newton Senter Auditorium.

**Categorical Aids**

Generally defined as social service programs designed to provide assistance to individuals who are without means. The funds that flow into these programs are "categorical", or restricted to the purpose defined by the program. Examples include Temporary Assistance to Needy Families (TANF) and Food Stamps.

**Criminal Justice Information Control (CJIC)**

A system which provides personal histories and tracks cases pending in the criminal justice system. It is utilized by all criminal justice agencies doing business in or with the County, including police agencies, the Department of Correction and the Courts.

**Comprehensive Performance Management (CPM)**

A system of managing services based on measurable results. CPM has allowed Santa Clara County to achieve its goals of improving service outcomes and providing a higher level of accountability to the public. It was developed using principles of performance-based budgeting and total quality management, and customizing them to the needs of Santa Clara County.

**Contingency**

An amount of money appropriated and set aside to provide for unforeseen expenditures.

**Contingency Reserve**

The major unobligated reserve, required by Board policy to be set to at least 2% of General Fund revenues, net of pass-throughs. This General Fund reserve is reappropriated each year with one-time revenues.





**Cost Center**

The basic organizational unit of the budget, with a designated manager who is responsible for the unit's expenditures and activities. *Also referred to as an Index Code.*

**CSFC**

The Children, Seniors and Families Committee, one of five Board Committees. *See "Board Committees"*

**Current Level Budget (CLB)**

A budget which reflects the upcoming fiscal year's costs of operating the same program that exists in the current year. Negotiated salary and benefits increases are projected, and services and supplies are adjusted for price index changes.

**Current Modified Budget (CMB)**

This version of the budget is "modified" by changes which have been made to the current approved budget by the Board of Supervisors. The current modified budget includes one-time appropriations of both expenditures and revenues not expected to continue in the next fiscal year.

**Enterprise Fund**

A fund established to pay for the operation and maintenance of facilities and services which are predominantly self-supporting by charges to the users of the services (i.e., Santa Clara Valley Medical Center).

**Federal Aid**

Approximately 15% of the County budget and 25% of the General Fund budget is financed by revenue from the federal government. These monies largely support welfare, employment, health services, housing, and community-based human services programs.

**FGOC**

The Finance and Government Operations Committee, one of five Board Committees. *See "Board Committees"*

**Final Budget**

Legal financing and expenditure document for a fiscal year, effective July 1, approved by the Board of Supervisors prior to August 30th of the budget year.

**Fiscal Year**

The twelve-month period from July 1 through June 30.

**Fixed Assets (Object 4)**

Land, structures and improvements, and equipment. Any item of equipment (except office furniture) which costs over \$5,000 and is owned or is to be purchased out-right by the County, is a fixed asset budgeted under Object 4.

**Full-Time Equivalent (FTE)**

The manner in which position counts are described in the Budget. Equivalent to a position funded for 40 hours per week. One FTE can be one full-time position or any combination of several part-time positions whose funding totals one full-time position.

**Fund**

An independent fiscal and accounting entity with a self-balancing set of accounts. Revenue from the countywide property tax as well as other sources are deposited in the general fund for the support of a wide variety of activities. Other revenues are deposited in special funds which support appropriations for specific purposes. Examples are the Road fund and the Library fund. These funds exist to segregate money that is legally required to be kept separate from the General Fund.

**Fund Balance**

The excess of assets and estimated revenues of a fund over its liabilities, reserves, and appropriations. The portion of this balance free and unencumbered for financing the next year's budget is called the "available fund balance" or "carry over fund balance."

**General Fund**

The main operating fund of the County accounting for expenditures and revenues for countywide activities and programs.

**HHC**

The Health and Hospital Committee, one of five Board Committees. *See "Board Committees"*

**HLUET**

The Housing, Land Use, Environment, and Transportation Committee, one of five Board Committees. *See "Board Committees"*

**Index Code**

*See "Cost Center."*



**Internal Service Fund (ISF)**

A fund established to account for services rendered by a department primarily to other departments of the County. That department's operations are financed by the charges made for such services (i.e., Data Processing).

**Inventory**

Additional budget requests and proposals, sponsored by the five Board Committees or by individual Board members, developed in May and early June for review and consideration during the budget hearings. Inventory items are also referred to as "addbacks."

**Maintenance Of Effort (MOE) Requirements**

Stipulations attached to new funding sources which require the local agency receiving the funds to maintain the same level of local funding as it did before the new funds were available.

**Managed Care**

A general term for health care systems with designated health care providers who serve a defined client population, operating on a fixed payment per capita basis. Cost control is achieved by assigning clients to a primary provider who controls access to specialty services.

**Mandates**

Programs and services that the County is required by state or federal law to provide, such as courts, jails, welfare, and health care to indigents.

**Motor Vehicle License Fees (MVLFF)**

Annual registration fees imposed on vehicles at a rate equal to two percent of the vehicle's market value and distributed to cities and counties.

**Net County Cost**

The cost to the General Fund reflecting total expenditures less expenditure reimbursements and revenues. When plans are developed by departments to meet their budget reduction targets, they are evaluated based on their impact on net County cost. See "Reduction Targets"

**Object**

A broad classification of expenditures, as defined by the state, for which the County is legally required to establish appropriations. The eight objects are: 1)

Salaries and Employee Benefits; 2) Services and Supplies; 3) Other Charges; 4) Fixed Assets; 5) Expenditure Transfers; 6) Reserves; 7) Expenditure Reimbursements; 9) Revenue.

**One-time**

Refers to revenues or expenditures which are expected to occur in only one budget year, but not in the following fiscal year e.g. in FY 2004 but not in FY 2005.

**Ongoing**

Refers to revenues or expenditures which are expected to recur from one fiscal year to the next e.g. in FY 2004, FY 2005, and succeeding years.

**Organizational Flattening**

Budget reductions achieved by position deletions applied selectively to management, resulting in an organization with relatively fewer managers and/or layers of management. *Compare "Vertically Appropriate Reductions"*

**Other Charges (Object 3)**

Accounts generally related to bond interest and redemption, contributions to other agencies, and other miscellaneous charges. Object 3 includes certain expense categories related to clients or served populations (i.e., support costs for juvenile court wards, welfare recipients, jail inmates).

**Overmatch**

County General Fund monies allocated to a department for services that exceed regulated matching fund requirements and reimbursements by state or federal governments.

**Performance-Based Budget (PBB)**

A budget which enables policy makers to examine data about whether the funded services and products are accomplishing the desired policy outcomes. Data is still in the development stages for many of the performance measures. After several years of pilot departments presenting versions of Performance-based budgeting in Santa Clara County, all County departments present their budget in PBB format. Further refinement, particularly with regard to measurement development and presentation, will continue.



### Performance Measures

A statistically expressed measure of results produced by an organizational unit, designed to measure the effectiveness of programs in reaching their service outcomes.

### Positions

Total number of filled and unfilled permanent positions allocated to a department.

### Projected County Deficit

The estimated gap between Current Level Budget expenditures and County General Fund revenues projected for the upcoming budget year.

### Proposed Budget

A legal budget approved by the Board of Supervisors as an interim working document for the current fiscal year (beginning July 1) until the adoption of a final approved budget. During the proposed budget period, state law prohibits expenditures for new programs or fixed assets, or the addition of new positions to the salary ordinance.

### Proposition 172 (Public Safety Sales Tax)

Proposition 172 was approved by the voters in November of 1993. This initiative extended the Public Safety Sales Tax, a half cent sales tax which is dedicated to public safety services, including but not limited to, district attorneys, sheriff services, and corrections.

### PSJC

The Public Safety and Justice Committee, one of five Board Committees. See "Board Committees"

### Realignment

A state-local restructuring plan implemented as part of the FY 1992 state budget agreement. The state turned over increased fiscal and program responsibility to counties for selected health and welfare programs. In return, counties receive a dedicated portion of vehicle license fees and sales tax revenues to fund these programs.

### Reduction Targets

Budget reductions needed to reduce or eliminate the projected County deficit. These targets are developed by the County Executive and used by department heads to incorporate plans for expenditure reductions or revenue increases in their budget requests. "Across-the-

board" targets are percentage reductions applied equally to all departments. "Selective" reduction targets are developed taking revenue-raising, cost-avoidance, or other factors into account, resulting in percentage reductions that vary across departments.

### Reserve for Economic Uncertainty

A reserve first established in FY 1998 that tends to grow during good economic times and become depleted following down-turns in the business cycle. It is budgeted in Special Programs (See BU 119) and is financed with ongoing General Fund revenues.

### Salaries And Employee Benefits (Object 1)

All expenditures for employee-related costs. Includes costs attributable to personal services of full-time, part-time, temporary, and extra-help employees, including overtime and various types of premium pay, and the costs for health and life insurance, retirement, retiree health costs, workers' compensation and social security programs.

### Salary Ordinance

A legal document approved by the Board of Supervisors at the beginning of each fiscal year containing all the authorized permanent positions by budget unit, classification title, number of class codes, and salary range. Any changes requested by departments during the fiscal year require a salary ordinance amendment approved by the Board.

### Salary Savings

A negative appropriation which is budgeted in subobject 1184 to account for the value of salaries which can be expected to be unspent due to vacancies, underfilling positions, and turnover of employees. Salary savings are included in the recommended and final budgets.

### Services And Supplies (Object 2)

Appropriations in the budget for services and supplies. Includes a wide variety of expense categories (see subobject, below) required to support the purposes of a given program (i.e., telephone, paper, liability insurance, travel, contract services, rent).

### Special District

An independent unit of local government generally organized to perform a single function. An example is the Fire Districts.

**State Aid**

Approximately 30% of the County budget and 40% of the General Fund budget is financed by revenue from the state. These monies largely support social services, public safety, and health care programs.

**Subobject**

A detailed description by category of expenditure type within an object; also called an “account” or “line item”. The specific names of most subobjects are designated by the state (i.e., “Small Tools and Instruments”).

**Trial Court Funding**

The Trial Court Funding Act of 1997 effectively separated the budgetary and administrative functions of the trial courts from the County, and made the State responsible for the funding of trial court operations. counties’ fiscal responsibility is limited to a Maintenance of Effort obligation which is defined in the legislation.

**Unallocated Revenues**

Revenues which are for general purposes. Also known as discretionary, unrestricted, or local-purpose revenues.

**Vertically Appropriate Reductions**

Budget reductions achieved by position deletions with percentage reductions applied equally to executive managers, managers and supervisors, and line staff. Compare “Organizational Flattening”

**Welfare Reform Reserve**

A reserve established in FY 1998 to provide a safety net for poor families that have lost their eligibility to receive cash benefits. It is budgeted in SSA Categorical Aids Payments (*See BU 119*) and is financed with one-time and/or ongoing General Fund revenues.



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# Section 1: Finance & Government Operations

Section 1: Finance & Government Operations



# Finance and Government Operations

## Mission

The mission of Finance and Government Operations in the County of Santa Clara is to provide responsive and accountable government with demonstrated effectiveness and efficiency while fostering open communication with its residents.



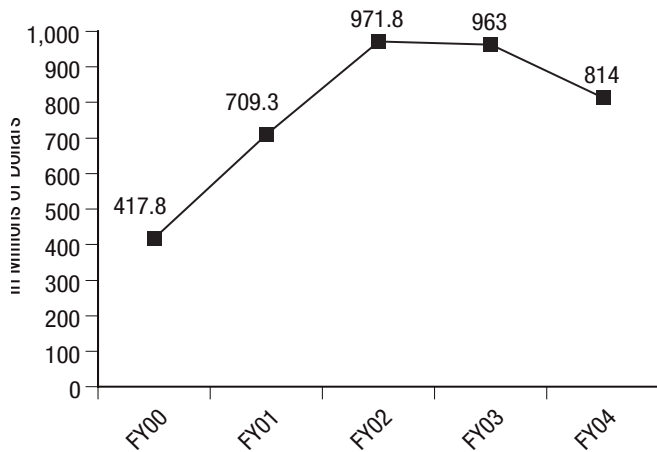
## Departments

- ➔ In Home Support Services Program Costs
- ➔ Contingency Reserve
- ➔ Special Programs
- ➔ Supervisorial District # 1
- ➔ Supervisorial District # 2
- ➔ Supervisorial District # 3
- ➔ Supervisorial District # 4
- ➔ Supervisorial District # 5
- ➔ Clerk of the Board
- ➔ Office of the County Executive
- ➔ Office of the Assessor
- ➔ Measure B Transportation Improvement Program
- ➔ Office of the County Counsel
- ➔ Registrar of Voters
- ➔ Information Services Department
- ➔ County Library
- ➔ General Services Agency
  - Procurement Department
  - Intragovernmental Services
  - Communications
  - Facilities Department
- ➔ Employee Services Agency
  - Human Resources, Labor Relations, and Equal Opportunity & Employee Development
  - Risk Management Department
- ➔ Finance Agency
  - Controller-Treasurer/Debt Service
  - Tax Collector
  - County Clerk/Recorder
  - Department of Revenue

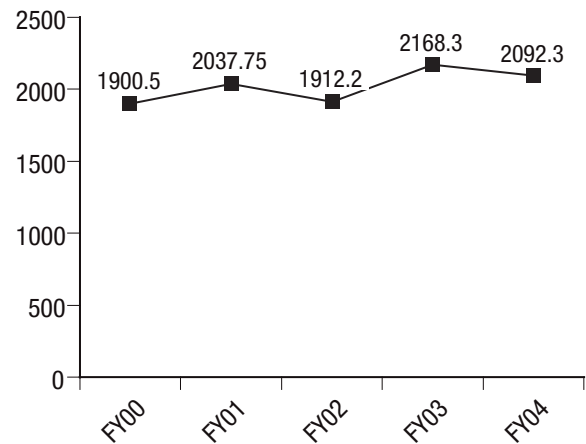
# Finance and Government Operations

- Special Programs and Reserves  
Budget Units 0119, 0910
- The Board of Supervisors  
Budget Units 0101, 0102, 0103, 0104, 0105
- County Executive  
Budget Units 0107, 0113, 0168
- Information Services Department  
Budget Unit 0145
- Clerk of the Board  
Budget Unit 0106
- County Counsel  
Budget Unit 0120
- Registrar of Voters  
Budget Unit 0140

- Assessor  
Budget Unit 0115
- County Library  
Budget Unit 0610
- General Services Agency  
Budget Units 0135, 0190, 0263, 0118
- Finance Agency  
Budget Units 0110, 0112, 0114, 0148, 0810
- Employee Services Agency  
Budget Units 0130, 0132
- Measure B Transportation Improvement Program  
Budget Unit 0117



**Expenditure Trend**



**Staffing Trend**



## Expenditures by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0116	In Home Support Services Program Costs	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338
0119	OBA Special Programs	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12
0910	Appropriations-Contingencies	58,648,120	71,247,389		37,000,000	37,000,000	-37
0101	Supervisory District 1	866,046	855,729	803,956	802,319	802,319	-7
0102	Supervisory District 2	866,046	855,353	817,323	802,319	802,319	-7
0103	Supervisory District 3	866,046	854,950	802,165	802,319	802,319	-7
0104	Supervisory District 4	866,046	855,963	846,819	802,319	802,319	-7
0105	Supervisory District 5	866,046	855,053	770,578	802,319	802,319	-7
0106	Clerk Of The Board	5,691,139	5,862,792	5,629,308	5,067,007	5,269,386	-7
0107	County Executive	10,534,825	11,516,179	9,413,701	10,017,786	10,017,510	-5
0113	LAFCO	351,129	351,129	213,918	387,986	387,983	10
0115	Assessor	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10
0117	Measure B Trans Improvement Pgm	412,183,219	504,854,119	366,484,352	219,194,147	219,194,142	-47
0120	County Counsel	5,153,431	5,518,759	4,886,355	4,655,887	4,788,955	-7
0140	Registrar Of Voters	8,523,299	9,219,808	7,970,349	12,979,696	12,979,464	52
0145	Information Services Department	45,457,655	49,834,418	45,299,679	41,713,062	41,712,698	-8
0168	Office of Affordable Housing	6,462,810	14,562,910	7,388,365	6,118,981	6,118,956	-5
0610	County Library	27,875,399	28,298,823	26,542,966	26,099,951	26,159,441	-6
0118	Purchasing	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21
0135	GSA Intragovernmental Services	34,105,021	38,676,064	33,917,821	32,211,371	32,211,208	-6
0190	GSA Communications	8,895,785	9,621,109	11,853,210	9,591,384	9,591,209	8
0263	Facilities Department	60,478,404	177,016,608	123,523,959	39,516,122	39,718,808	-34
0130	HR, LR, and EOED	27,969,210	31,495,112	28,432,830	31,062,752	31,152,451	11
0132	Department of Risk Management	48,197,411	52,359,634	47,475,472	54,098,902	54,300,532	13
0110	Controller Treasurer	(6,985,625)	(5,907,439)	(8,335,492)	(22,756,837)	(22,756,982)	226
0112	Tax Collector	7,628,597	9,325,541	7,520,814	7,504,436	7,504,338	-2
0114	County Clerk/Recorder	9,409,918	9,496,633	9,454,109	10,416,251	10,416,129	11
0148	Department Of Revenue	5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7
0810	Controller-County Debt Service	19,705,105	24,791,775	18,733,970	17,681,781	17,681,781	-10
	<b>Total Expenditures</b>	<b>963,044,402</b>	<b>1,386,203,226</b>	<b>1,055,957,448</b>	<b>791,341,397</b>	<b>813,653,804</b>	<b>-10%</b>



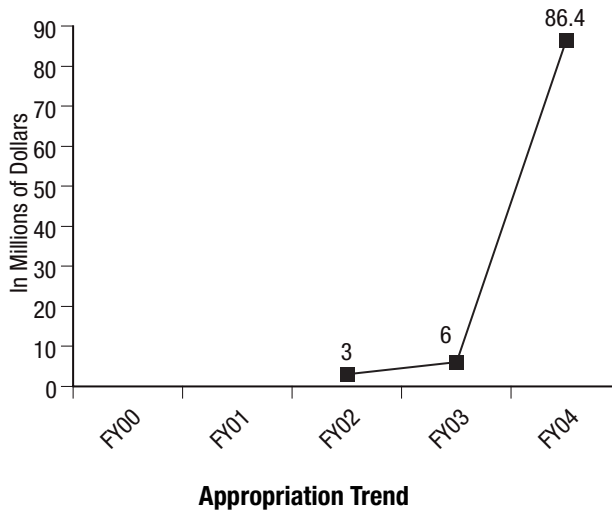


## Revenues by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0116	In Home Support Services Program Costs	4,290,293	4,290,293	3,606,517	63,668,939	63,668,939	1,384
0119	OBA Special Programs	26,473,258	156,960,575	181,066,621	22,143,188	22,143,188	-16
0910	Appropriations- Contingencies		118,165				
0106	Clerk Of The Board	127,471	42,253	264,127	38,500	60,989	-52
0107	County Executive	994,383	1,692,878	646,796	5,599,000	5,599,000	463
0113	LAFCO	228,665	228,665	255,379	222,020	222,020	-3
0115	Assessor	8,943,742	17,230,510	3,958,783	10,643,239	10,643,239	19
0117	Measure B Trans Improvement Pgm	152,360,000	279,047,250	269,968,967	133,728,220	133,728,220	-12
0120	County Counsel	1,255,255	1,322,555	1,223,959	1,057,030	1,057,030	-16
0140	Registrar Of Voters	2,595,125	1,656,080	2,480,610	2,612,584	2,612,584	1
0145	Information Services Department	31,617,544	31,273,536	29,812,135	31,736,137	31,736,137	
0168	Office of Affordable Housing	5,735,365	20,513,501	19,639,805	4,922,506	4,922,506	-14
0610	County Library	25,027,228	25,420,652	26,429,177	25,719,903	25,779,903	3
0118	Purchasing	130,000	209,150	186,117	75,000	75,000	-42
0135	GSA Intragovernmental Services	18,583,715	18,514,471	16,115,250	17,570,347	17,504,488	-6
0190	GSA Communications	1,265,814	1,257,814	2,099,408	1,283,902	1,324,396	5
0263	Facilities Department	16,194,528	40,612,208	64,630,705	12,590,288	12,590,288	-22
0130	HR, LR, and EOED	15,993,567	16,126,069	16,044,801	20,501,138	20,501,138	28
0132	Department of Risk Management	43,491,983	43,876,433	43,781,382	42,028,490	41,933,490	-4
0110	Controller Treasurer	248,914,443	248,370,034	223,738,217	225,816,823	225,816,823	-9
0112	Tax Collector	328,726,824	329,060,278	333,309,995	350,868,510	350,868,510	7
0114	County Clerk/Recorder	27,914,574	28,040,474	35,298,968	34,179,908	34,429,908	23
0148	Department Of Revenue	7,957,886	7,957,886	7,672,901	8,357,518	8,157,518	3
0810	Controller-County Debt Service	12,090,361	12,090,361	13,801,664	10,176,427	10,176,427	-16
	<b>Total Revenues</b>	<b>980,912,024</b>	<b>1,285,912,091</b>	<b>1,296,033,755</b>	<b>1,025,539,617</b>	<b>1,025,551,741</b>	<b>-16%</b>



## In Home Support Services Program Costs



### Description of Major Services

#### In-Home Supportive Services (IHSS)

In Santa Clara County, the Social Services Agency determines consumer eligibility and the number of service hours that each person can receive for domestic and personal care services. The consumer population includes those eligible aged, blind, and disabled persons who require assistance to remain safely in their homes. The staff who determine eligibility are budgeted in the Department of Aging and Adult Services in the Social Services Agency.

The primary contractor for IHSS is the Council on Aging (COA), which operates the Contract Mode on behalf of the County, whereby an eligible person receives services from an employee of the COA, and the Independent Provider Mode on behalf of the *Public Authority*, whereby an eligible person receives services from a person who works for them as an independent contractor.

The COA presently employs approximately 100 full and part-time staff who are dispatched Monday through Friday, between the hours of 8 am and 5 pm. Nearly 1,100 IHSS recipients are served via the Contract Mode.

Approximately 6,500 consumers receive services from 6,287 Independent Providers.

#### The Public Authority

The Public Authority provides a registry to match IHSS consumers with independent home care providers, screens care providers, offers access to training for both consumers and providers, acts as the employer of record for independent home care providers for collective bargaining purposes, and administers benefits to independent providers, such as medical, dental and vision coverage.

The Public Authority as an employer of record officially began in Santa Clara County in April 1999. Since that time, Independent Provider (IP) wages have increased from \$6.25/hour to the current rate of \$10.50/hour. In

addition, benefits have been provided to the IPs, beginning with Valley Health Plan benefits in September 2000, and adding dental and vision benefits in October 2001. Benefits are available to all IPs who are authorized to work at least 35 hours/month. The health benefits are administered on an open enrollment basis, and the number of eligibles varies each month. The table below shows the latest information related to benefit costs.

### Benefits Provided to Independent Providers

Benefit Provided	# Eligible in May 2003	Monthly Premium Cost
Valley Health Plan	1,810	\$317,003
Pacific Union Dental	2,413	\$57,598
Vision Service Plan	2,413	\$16,867
Total Monthly Cost		\$391,468
Projected Annual Cost, without Reimbursement		\$4,697,616
<b>Estimated Net Cost of Benefits</b>		<b>\$1,174,404</b>

The Public Authority costs were budgeted in the Special Programs (BU 119) prior to FY 2004. Due to the rising costs of the IHSS program, the costs for the Public Authority, along with the Contract Mode and the Independent Provider mode, have been moved to this new budget unit so that the true cost of the program might be more easily understood.

IHSS caseload growth has continued with a notable increase in intake referrals. Between 1998 and 2002, caseload has grown 75%. Continued caseload growth is anticipated due to the increasing aging population and the strong desire of individuals to remain in their home environment for as long as possible.

Despite the increasing general fund cost of the program, the IHSS program receives a high rate of federal reimbursement. Nearly seventy-three percent of total expenditures and nearly sixty-eight percent of all cases are now federally-eligible. State contributions are capped for Public Authority and for benefit costs, with the County picking up the unreimbursed share of cost for benefits.

## County Executive's Recommendation

Maintain the Current Level Budget for FY 2004.

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### In Home Support Services — Budget Unit 0116 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1002	IHSS Program	6,010,419	6,010,419	5,041,506	7,981,087	7,981,087	33
1003	IHSS Independent Provider Mode				72,044,035	72,044,035	
1004	IHSS Contract Mode				6,407,520	6,407,520	
	<b>Total Expenditures</b>	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338%



### In Home Support Services — Budget Unit 0116 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338
<b>Total Expenditures</b>	<b>6,010,419</b>	<b>6,010,419</b>	<b>5,041,506</b>	<b>86,432,642</b>	<b>86,432,642</b>	<b>1,338</b>

### In Home Support Services — Budget Unit 0116 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338
<b>Fund Sub Total Expenditures</b>	<b>6,010,419</b>	<b>6,010,419</b>	<b>5,041,506</b>	<b>86,432,642</b>	<b>86,432,642</b>	<b>1,338</b>
<b>All Funds Total Expenditures</b>	<b>6,010,419</b>	<b>6,010,419</b>	<b>5,041,506</b>	<b>86,432,642</b>	<b>86,432,642</b>	<b>1,338</b>

### In Home Support Services — Budget Unit 0116 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1002	IHSS Program	4,290,293	4,290,293	3,606,517	5,810,255	5,810,255	35
1003	IHSS Independent Provider Mode				53,235,911	53,235,911	0
1004	IHSS Contract Mode				4,622,773	4,622,773	0
	<b>Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384%</b>

### In Home Support Services — Budget Unit 0116 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-State	2,162,548	2,162,548	1,587,391	30,885,959	30,885,959	1,328
Aid From Govt Agencies-Federal	2,044,745	2,044,745	1,847,746	32,699,980	32,699,980	1,499
Other Revenues	83,000	83,000	171,380	83,000	83,000	0
<b>Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384</b>



## In Home Support Services — Budget Unit 0116

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies- State	2,162,548	2,162,548	1,587,391	30,885,959	30,885,959	1,328
Aid From Govt Agencies- Federal	2,044,745	2,044,745	1,847,746	32,699,980	32,699,980	1,499
Other Revenues	83,000	83,000	171,380	83,000	83,000	0
<b>Fund Sub Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384</b>
<b>All Funds Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384</b>



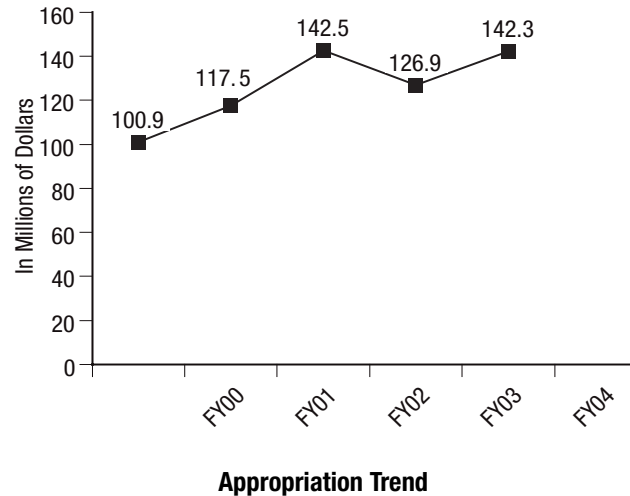
# Special Programs and Reserves

## Overview

Special Programs is a unique component of the Santa Clara County General Fund budget. This budget unit was designed to accommodate programs that cut across departmental lines or to segregate programs that need to be managed centrally. In addition, the Special Programs budget is often used as the source to fund minor unanticipated expenses that arise during the course of the fiscal year. Over the years the Special Programs budget has included a wide variety of appropriations that are managed by the Office of Budget and Analysis.

In addition to the major appropriations discussed below, there are a wide variety of other programs funded in the Special Programs budget, including \$5 million to operate the Criminal Justice Information Control System. This system is the backbone of the criminal justice system and is used by every agency in the criminal justice system.

There are no positions funded in the Special Programs budget, only program expenditures, fixed assets and reserves.



## County Executive's Recommendation

### General Fund Subsidy to SCVMC

- ☐ Reduce the General Fund subsidy to Santa Clara Valley Medical Center (SCVMC).

### FY 2004 General Fund Subsidy to SCVMC

Components of Subsidy	\$ in Millions
VLF Revenue Pass-Through	51.0
Tobacco Settlement Revenue Pass-Through	12.0
Unreimbursed County Services	4.5
General Fund Grant	40.9
<b>Subtotal General Fund Subsidy</b>	<b>108.4</b>
Technology Project for HIPAA (One-time)	1.3
<b>Total General Fund Subsidy</b>	<b>109.7</b>

**Total Ongoing Savings: (\$24,385,486)**

- ☐ Transfer \$1,264,518 from the General Fund to the SCVMC Enterprise Fund to continue implementation of the data systems changes required by the Healthcare Insurance Portability and Accountancy Act (HIPAA).

**Total One-time Cost: \$1,264,518**

### Reduce Reserves

- ☐ Eliminate the Reserve for Economic Uncertainty.

**Total Ongoing Savings: (\$5,143,705)**

- ☐ Eliminate the Substance Abuse and Crime Prevention Act of 2000 (Proposition 36) Reserve.

**Total Ongoing Savings: (\$600,000)**



## Additional Reductions

- Eliminate funding for the Service Quality Annual Report.

**Total Ongoing Savings: (\$49,908)**

- Reduce funding for Outside Legal Expenses.

**Total Ongoing Savings: (\$63,392)**

- Eliminate the transfer of General Fund monies to the Roads Department for maintenance of fire trails.

**Total Ongoing Savings: (\$35,000)**

- Reduce the transfer of General Fund monies to the Department of Environmental Health.

**Total Ongoing Savings: (\$67,700)**

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

### Study of Health Care Services Provided to Inmates

- Allocate \$200,000 in one-time funds to cover the cost of a study of health services provided to adult inmates in Santa Clara County.

**Total One-time Cost: \$200,000**

## Changes Approved by the Board of Supervisors

The Board of Supervisors approved the budget as recommended, including the County Executive's revisions:

- Increase the Reserve for Economic Uncertainty by placing all unallocated ongoing funds in this reserve.

**Total Ongoing Cost: \$1,713,652**

- Establish a reserve funded with all unallocated one-time funds, to provide flexibility in addressing anticipated State budget impacts.

**Total One-time Cost: \$21,541,531**

- Distribute the reserve for Cost of Living Adjustments for Community-Based Organizations to departmental budgets where contracts with these organizations are funded and managed.

**Total Ongoing Savings: (\$2,014,412)**

Offset by increases in departmental budgets for an overall net zero impact on the General Fund

- Community-Based Organization cost of living adjustment provides for an increase in funding for the Mother's Milk Bank by 3.5% increase on a base of \$48,137.

**Total Ongoing Cost: \$1,685**



### OBA Special Programs — Budget Unit 0119 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1001	Special Programs	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12
	<b>Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12%

### OBA Special Programs — Budget Unit 0119 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	6,486,621	7,654,154	7,037,947	5,676,707	5,878,392	-9
Fixed Assets	0	6,077,842	1,773,829	0	0	-
Operating/Equity Transfers	111,482,007	257,611,536	258,251,836	113,159,314	113,159,314	2
Reserves	8,963,952	5,743,705	3,308,190	2,014,412	23,239,161	159
<b>Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12

### OBA Special Programs — Budget Unit 0119 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	6,486,621	7,654,154	7,037,947	5,676,707	5,878,392	-9
Fixed Assets	0	6,077,842	1,773,829	0	0	-
Operating/Equity Transfers	111,482,007	257,611,536	258,251,836	113,159,314	113,159,314	2
Reserves	8,963,952	5,743,705	3,308,190	2,014,412	23,239,161	159
<b>Fund Sub Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12
<b>All Funds Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12

### OBA Special Programs — Budget Unit 0119 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1001	Special Programs	26,473,258	156,960,575	181,066,621	22,143,188	22,143,188	-16
	<b>Total Revenues</b>	26,473,258	156,960,575	181,066,621	22,143,188	22,143,188	-16%





## OBA Special Programs — Budget Unit 0119

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	0	12,150,000	15,695,851	0	0	–
Revenue From Use Of Money/Property	107,800	93,680	47,560	21,448	21,448	-80
Aid From Govt Agencies-State	21,003,000	37,480,840	37,708,257	21,003,000	21,003,000	0
Aid From Govt Agencies-Federal	0	0	6,000	0	0	–
Transfers	4,121,701	104,159,079	127,110,004	0	0	-100
Other Revenues	1,240,757	3,076,976	498,949	1,118,740	1,118,740	-10
<b>Total Revenues</b>	<b>26,473,258</b>	<b>156,960,575</b>	<b>181,066,621</b>	<b>22,143,188</b>	<b>22,143,188</b>	<b>-16</b>

## OBA Special Programs — Budget Unit 0119

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	0	12,150,000	15,695,851	0	0	–
Revenue From Use Of Money/Property	107,800	93,680	47,560	21,448	21,448	-80
Aid From Govt Agencies- State	21,003,000	37,480,840	37,708,257	21,003,000	21,003,000	0
Aid From Govt Agencies- Federal	0	0	6,000	0	0	–
Transfers	4,121,701	104,159,079	127,110,004	0	0	-100
Other Revenues	1,240,757	3,076,976	498,949	1,118,740	1,118,740	-10
<b>Fund Sub Total Revenues</b>	<b>26,473,258</b>	<b>156,960,575</b>	<b>181,066,621</b>	<b>22,143,188</b>	<b>22,143,188</b>	<b>-16</b>
<b>All Funds Total Revenues</b>	<b>26,473,258</b>	<b>156,960,575</b>	<b>181,066,621</b>	<b>22,143,188</b>	<b>22,143,188</b>	<b>-16</b>



# Appropriations for Contingencies

## Overview

### Contingency Appropriation

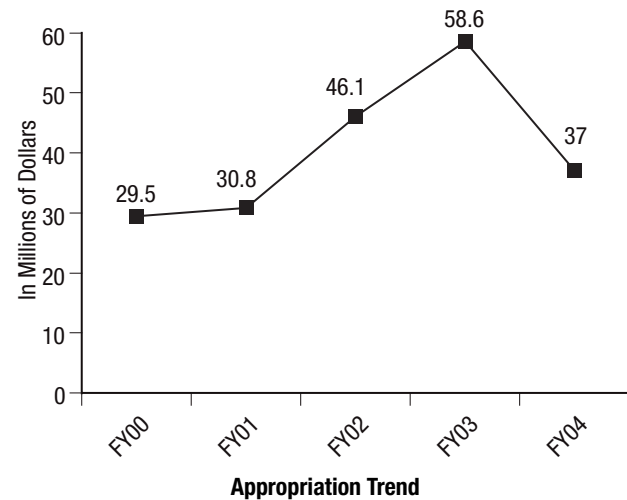
The Contingency Appropriation is the major unobligated reserve budgeted in the General Fund. This reserve is reappropriated every year from the General Fund balance.

The funding of the Contingency Appropriation is guided by Board Policy. In 1981 after the impact of Proposition 13, the Board established a policy of setting the Contingency Appropriation at 2% of General Fund revenues. In 1991, the policy was revised to 1.7% of General Fund revenues net of pass-through revenues. Pass-through revenues include accounts like CalWORKS and Foster Care.

During the FY 1999 Budget Hearings, the Board of Supervisors revised their policy and directed the contingency reserve be set at 2% of General Fund revenues, net of pass-throughs by January 1, 2000.

### Salary Reserve

This budget traditionally includes a salary reserve which is adjusted each year in anticipation of various negotiated salary and benefit increases, Countywide realignments and reclassifications, and the fiscal impact of staffing changes approved by the Board subsequent to the production of this document.



## County Executive's Recommendation

### Contingency Appropriation

This budget includes a Contingency Reserve set at \$37,000,000, \$3.5 million above the policy level (2% of general fund revenues net of pass throughs). The Board has acted prudently over the past twelve months setting the contingency reserve at \$58 million in the FY 2003 Adopted budget and increasing it to \$73 million during the Mid-Year Budget process. A lack of discretionary fund balance resulting for the weak local economy has left the Administration with few options to fund important one-time needs including capital

projects and technology needs. Although the contingency reserve has been reduced, it still is being recommended at \$37 million, \$3.5 million over the policy level.

### Salary Reserve

No salary reserve has been created for the FY 2004 budget. As in FY 2003, departments will be required to absorb the first-year costs of realignments and reclassification approved during FY 2004.

## Changes Approved by the Board

The Board of Supervisors adopted the FY 2004 budget as recommended by the County Executive.

### Appropriations-Contingencies — Budget Unit 0910 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1010	Appropriations Contingencies	58,648,120	71,247,389		37,000,000	37,000,000	-37
	<b>Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37%

### Appropriations-Contingencies — Budget Unit 0910 Expenditures by Object

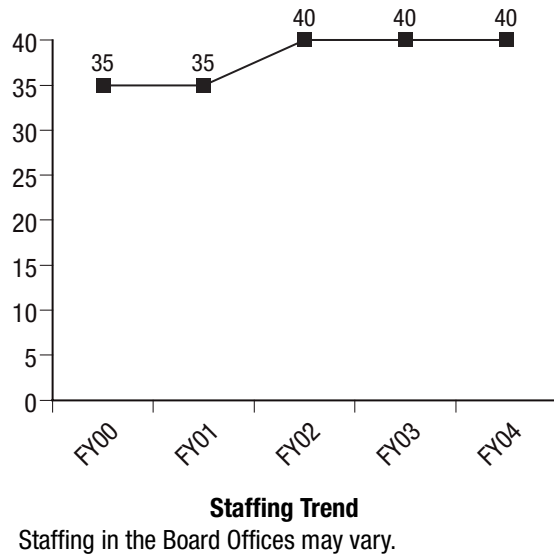
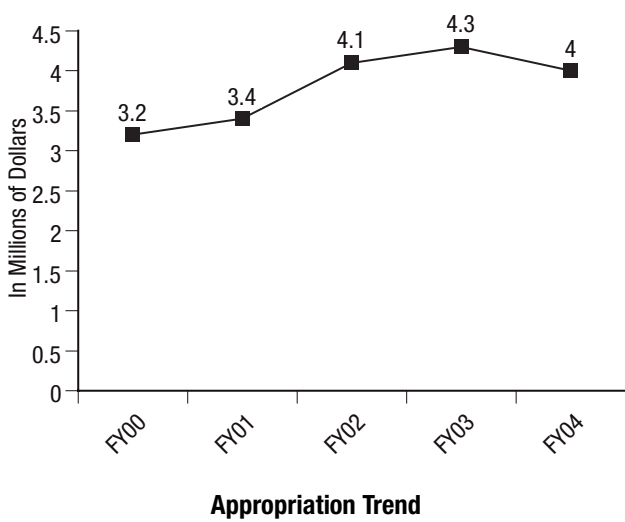
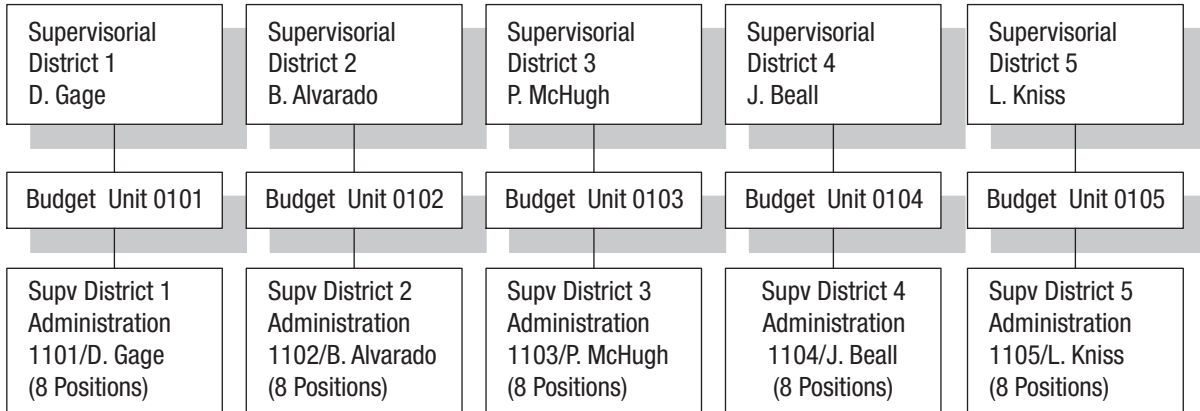
Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Reserves	58,648,120	71,247,389	0	37,000,000	37,000,000	-37
<b>Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37

### Appropriations-Contingencies — Budget Unit 0910 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Reserves	58,648,120	71,247,389	0	37,000,000	37,000,000	-37
<b>Fund Sub Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37
<b>All Funds Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37



# Board of Supervisors



## Mission

The County of Santa Clara Board of Supervisors is committed to developing new, more effective governance, planning for the needs of a changing population, and providing quality services so that we can be a healthy, safe and prosperous community.



## Goals

- Examine, effectively balance, and remain accountable to the priorities of the community, and allocate available funding accordingly.
- Strengthen the County's financial position by increasing our reserves, reducing unfunded liabilities, and funding preventative capital maintenance.
- Increase resources to prevention and early intervention strategies as an alternative to reactive remedies.
- Maintain a local safety net for our community's most vulnerable residents.
- Uphold our commitment to County employees by investing in training, development, technology, and a safe work environment so that our workforce can contribute successfully to the mission and goals of the County.

## County Executive's Recommendation

**Recommendation:** Reduce ongoing appropriations for salaries and benefits in each Board Office by \$133,302.

**Total Ongoing Savings: (\$666,510)**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Supervisory District 1 — Budget Unit 0101 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1101	Supervisory District 1	866,046	855,729	803,956	802,319	802,319	-7
	<b>Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7%

### Supervisory District 1 — Budget Unit 0101 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 775,176	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,997	28,780	53,251	53,251	22
<b>Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7

### Supervisory District 1 — Budget Unit 0101 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 775,176	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,997	28,780	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7
<b>All Funds Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7

### Supervisory District 2 — Budget Unit 0102 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1102	Supervisory District 2	866,046	855,353	817,323	802,319	802,319	-7
	<b>Total Expenditures</b>	866,046	855,353	817,323	802,319	802,319	-7%

### Supervisory District 2 — Budget Unit 0102 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,751	\$ 683,475	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,602	133,848	53,251	53,251	22
<b>Total Expenditures</b>	866,046	855,353	817,323	802,319	802,319	-7



**Supervisorial District 2 — Budget Unit 0102  
Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,751	\$ 683,475	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,602	133,848	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	<b>866,046</b>	<b>855,353</b>	<b>817,323</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>866,046</b>	<b>855,353</b>	<b>817,323</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>

**Supervisorial District 3 — Budget Unit 0103  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1103	Supervisorial District 3	866,046	854,950	802,165	802,319	802,319	-7
	<b>Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7%</b>

**Supervisorial District 3 — Budget Unit 0103  
Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 739,993	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,218	62,172	53,251	53,251	22
<b>Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>

**Supervisorial District 3 — Budget Unit 0103  
Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 739,993	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,218	62,172	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>



### Supervisory District 4 — Budget Unit 0104 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1104	Supervisory District 4	866,046	855,963	846,819	802,319	802,319	-7
<b>Total Expenditures</b>		866,046	855,963	846,819	802,319	802,319	-7%

### Supervisory District 4 — Budget Unit 0104 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 821,732	\$ 748,679	\$ 759,068	\$ 759,068	-8
Services And Supplies	43,800	34,231	98,140	43,251	43,251	-1
<b>Total Expenditures</b>	866,046	855,963	846,819	802,319	802,319	-7

### Supervisory District 4 — Budget Unit 0104 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 821,732	\$ 748,679	\$ 759,068	\$ 759,068	-8
Services And Supplies	43,800	34,231	98,140	43,251	43,251	-1
<b>Fund Sub Total Expenditures</b>	866,046	855,963	846,819	802,319	802,319	-7
<b>All Funds Total Expenditures</b>	866,046	855,963	846,819	802,319	802,319	-7

### Supervisory District 5 — Budget Unit 0105 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1105	Supervisory District 5	866,046	855,053	770,578	802,319	802,319	-7
<b>Total Expenditures</b>		866,046	855,053	770,578	802,319	802,319	-7%

### Supervisory District 5 — Budget Unit 0105 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 720,991	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,321	49,587	53,251	53,251	22
<b>Total Expenditures</b>	866,046	855,053	770,578	802,319	802,319	-7



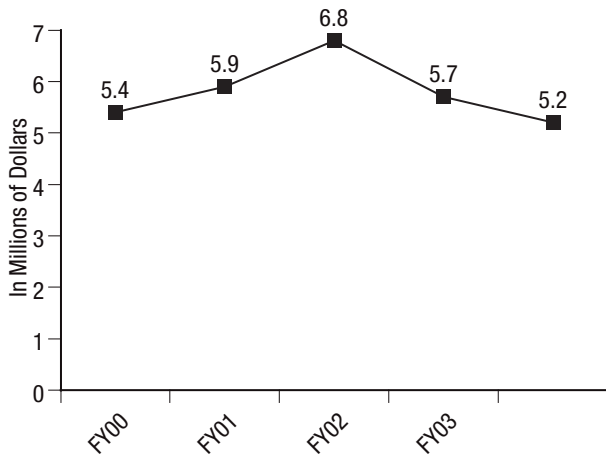
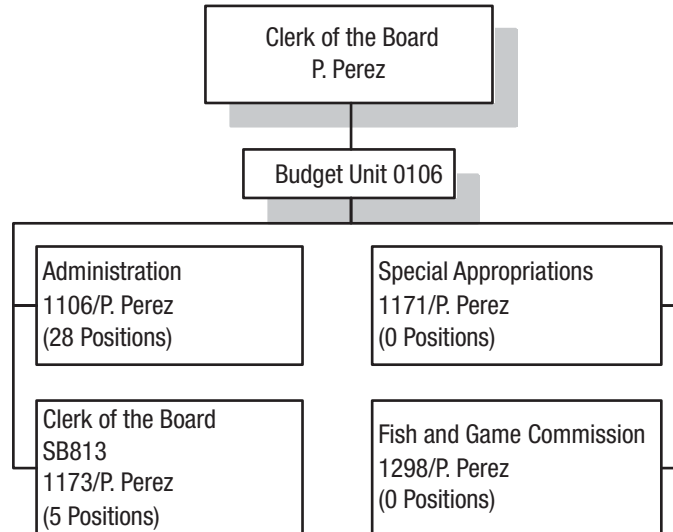


**Supervisorial District 5 — Budget Unit 0105**  
**Expenditures by Fund**

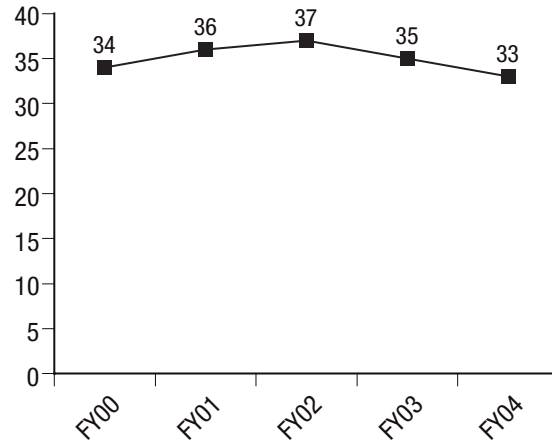
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 720,991	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,321	49,587	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	<b>866,046</b>	<b>855,053</b>	<b>770,578</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>866,046</b>	<b>855,053</b>	<b>770,578</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>



# Clerk of the Board



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Quality public service to County residents, elected officials, and staff by providing timely, accurate and accessible information regarding the public meetings of the Board of Supervisors and it's boards and commissions.**



## Desired Results

The over-arching desired result of the services provided by the Clerk of the Board's Office is to assure **satisfied, well-served customers** in which customer needs are met through timely and accurate preparation of meeting agendas, minutes, summaries and other

material; through information being available and provided upon customer request; and through efficient department operations.

**Timely preparation of meeting agendas, minutes, summaries and other material** for County residents, elected officials and staff.

**Accurate preparation of meeting agendas, minutes, summaries and other material** for County residents, elected officials and staff.

**Information available and provided upon customer request.**

**Efficient Departmental Operations**

## County Executive's Recommendation

### Revenue Enhancements

- Increase revenue assumptions for the Clerk of the Board's Office by \$22,489 based on the implementation of a new productive hourly rate used to charge for services provided to boards and commissions.

**Total New Ongoing Revenue: \$22,489**

- Increase reimbursement assumptions for the Clerk of the Board's Office by \$65,527 based on the implementation of a new productive hourly rate used to charge for services provided to County departments.

**Total Ongoing Reimbursement: \$65,527**

- Increase reimbursement assumptions for services provided by the Management Audit Division to non-general fund agencies.

**Total Ongoing Revenue: \$197,760**

### Staff Reductions

- Delete 1.0 FTE Board Clerk in the Clerk of the Board's Office.

**Total Ongoing Savings: (\$59,508)**

- Reduce overtime funds in the Clerk of the Board's Office.

**Total Ongoing Savings: (\$5,000)**

### Reductions in Services and Supplies

- Reduce support from the Information Services Department.

**Total Ongoing Savings: (\$219,028)**

- Reduce the Special Appropriations Budget based on historical expenditure trends.

**Total Ongoing Savings: (\$41,292)**

- Reduce services and supplies in the Assessment Appeals budget.

**Total Ongoing Savings: (\$11,400)**

- Reduce services and supplies in the Clerk of the Board's operating budget.

**Total Ongoing Savings: (\$10,689)**

- Memberships for both the National Association of Counties (NACO) and the Association of Bay Area Governments (ABAG) will be paid for out of one-time, rather than ongoing funds.

**Total Ongoing Savings: (\$176,085)**

**Total One-time Cost: \$176,085**

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

### One-Time Funding of Management Audit Services

- Allocate one-time funds to cover the management audit costs related to an analysis to determine the minimum budget required for the County to meet

legally mandated functions. This one-time funding replaces the original recommendation to perform non-general fund audits and bill for the services performed.

**Total One-time Cost: \$180,000**



## Changes Approved by the Board of Supervisors

The Board of Supervisors approved the budget as recommended, including the County Executive's revisions.

### Clerk Of The Board — Budget Unit 0106 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1106	Administration And Operations	3,682,329	3,776,824	3,517,931	3,108,032	3,328,171	-10
1171	Special Appropriations	1,703,992	1,791,150	1,809,697	1,634,795	1,617,035	-5
1173	Assessment Appeals	300,818	290,818	301,680	320,180	320,180	6
1298	Fish And Game Commission	4,000	4,000		4,000	4,000	
<b>Total Expenditures</b>		<b>5,691,139</b>	<b>5,862,792</b>	<b>5,629,308</b>	<b>5,067,007</b>	<b>5,269,386</b>	<b>-7%</b>

### Clerk Of The Board — Budget Unit 0106 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 2,507,217	\$ 2,519,758	\$ 2,491,244	\$ 2,537,201	\$ 2,537,201	1
Services And Supplies	3,448,587	3,478,212	3,271,445	3,117,332	3,099,462	-10
Fixed Assets	0	129,487	136,200	0	0	-
Expenditure Transfers	(264,665)	(264,665)	(269,581)	(587,526)	(367,277)	39
<b>Total Expenditures</b>	<b>5,691,139</b>	<b>5,862,792</b>	<b>5,629,308</b>	<b>5,067,007</b>	<b>5,269,386</b>	<b>-7</b>

### Clerk Of The Board — Budget Unit 0106 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 2,507,217	\$ 2,519,758	\$ 2,491,244	\$ 2,537,201	\$ 2,537,201	1
Services And Supplies	3,444,587	3,474,212	3,271,445	3,113,332	3,095,462	-10
Fixed Assets	0	129,487	136,200	0	0	-
Expenditure Transfers	(264,665)	(264,665)	(269,581)	(587,526)	(367,277)	39
<b>Fund Sub Total Expenditures</b>	<b>5,687,139</b>	<b>5,858,792</b>	<b>5,629,308</b>	<b>5,063,007</b>	<b>5,265,386</b>	<b>-7</b>
<b>Fish and Game Fund</b>						
Services And Supplies	4,000	4,000	0	4,000	4,000	0
<b>Fund Sub Total Expenditures</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>
<b>All Funds Total Expenditures</b>	<b>5,691,139</b>	<b>5,862,792</b>	<b>5,629,308</b>	<b>5,067,007</b>	<b>5,269,386</b>	<b>-7</b>



**Clerk Of The Board — Budget Unit 0106**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1106	Administration And Operations	117,471	32,253	259,210	33,500	55,989	-52
1298	Fish And Game Commission	10,000	10,000	4,917	5,000	5,000	-50
<b>Total Revenues</b>		127,471	42,253	264,127	38,500	60,989	-52%

**Clerk Of The Board — Budget Unit 0106**  
**Revenue by Type**

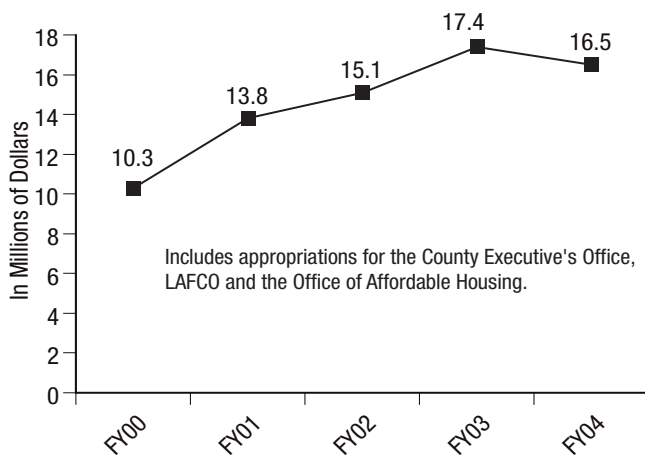
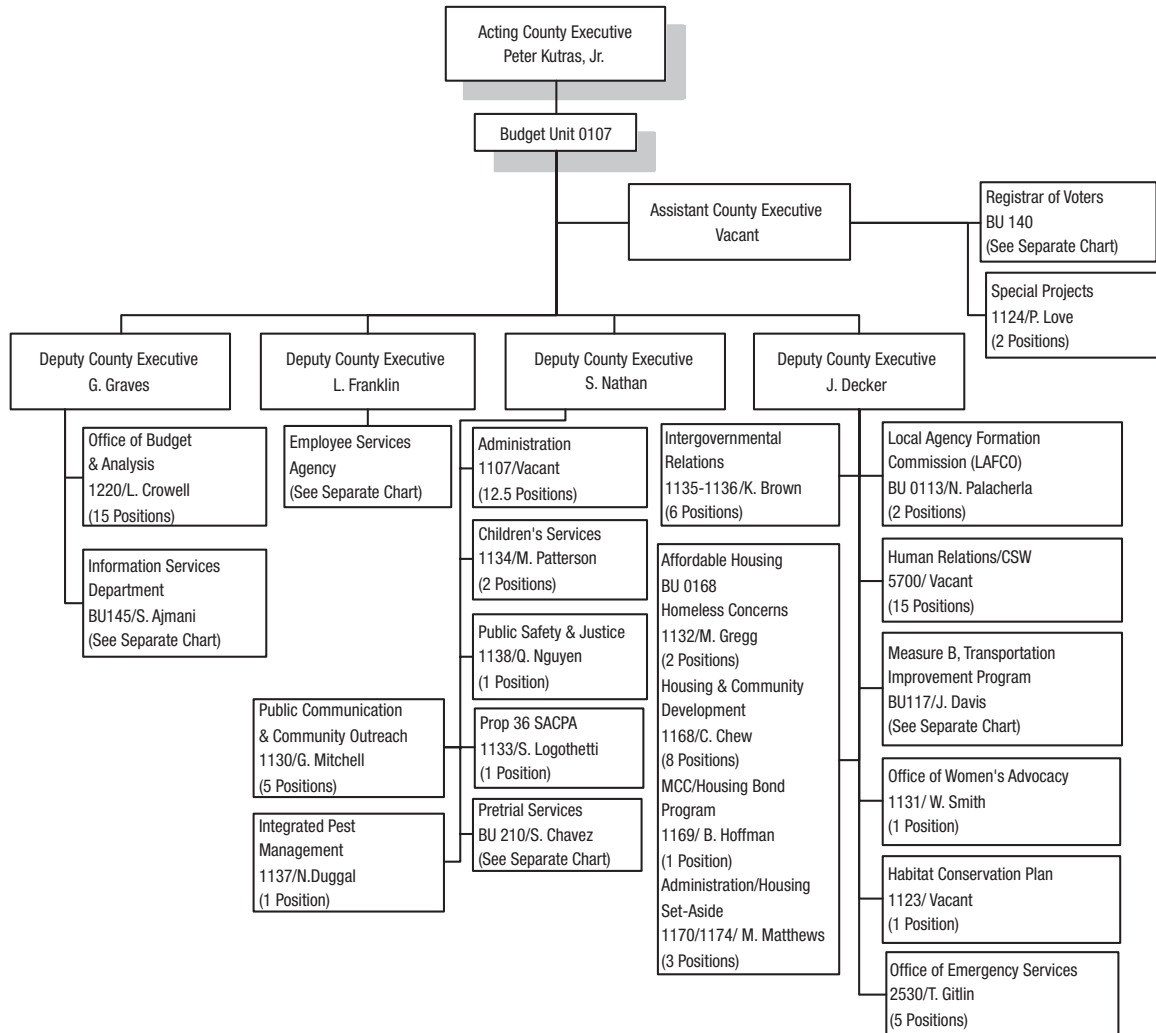
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	10,000	10,000	4,917	5,000	5,000	-50
Aid From Govt Agencies-State	85,218	0	79,031	0	0	-100
Charges For Current Services	30,706	30,706	38,733	31,953	54,442	77
Other Revenues	1,547	1,547	141,446	1,547	1,547	0
<b>Total Revenues</b>	127,471	42,253	264,127	38,500	60,989	-52

**Clerk Of The Board — Budget Unit 0106**  
**Revenue by Fund**

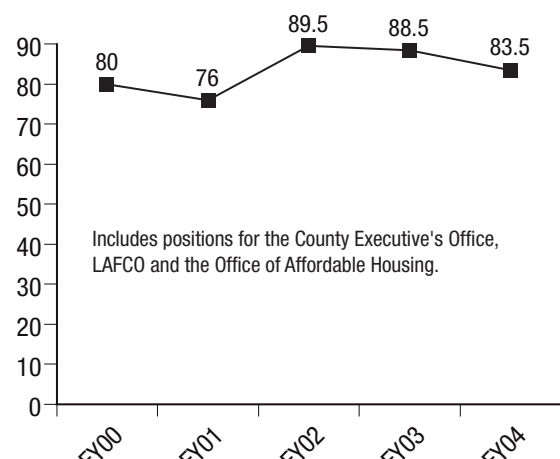
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies-State	85,218	0	79,031	0	0	-100
Charges For Current Services	30,706	30,706	38,733	31,953	54,442	77
Other Revenues	1,547	1,547	141,446	1,547	1,547	0
<b>Fund Sub Total Revenues</b>	117,471	32,253	259,210	33,500	55,989	-52
<b>Fish and Game Fund</b>						
Fines, Forfeitures, Penalties	10,000	10,000	4,917	5,000	5,000	-50
<b>Fund Sub Total Revenues</b>	10,000	10,000	4,917	5,000	5,000	-50
<b>All Funds Total Revenues</b>	127,471	42,253	264,127	38,500	60,989	-52



# Office of the County Executive



Includes appropriations for the County Executive's Office, LAFCO and the Office of Affordable Housing.



Includes positions for the County Executive's Office, LAFCO and the Office of Affordable Housing.



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## Public Purpose

- ➔ Leadership for the County Organization
- ➔ Provision of Effective Government Services




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## Desired Results

**Executive Leadership** which results in effective provision of services to residents and businesses of Santa Clara County.

**A Fiscal Management Strategy**, which provides for maximum service provision, fiscal oversight of County operations, and development of a relevant and balanced County budget.

**Organizational Efficiency, Effectiveness, and Excellence through organizational leadership and oversight.**

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## County Executive's Recommendation

The Office of the County Executive met its budget reduction target of \$1,399,214 with this proposal. The reductions were developed across all divisions within BU 107, and also include a reduction in the Office of Affordable Housing (BU 168) which continues to develop under the close oversight of the County Executive's Office, and in the Special Programs budget (BU 119).

A limited amount of one-time expenditures were recommended in order to continue vital elements of direct service programs that support Board priorities in the community. The augmentations were developed within the overall budget reduction strategy, and new revenue will support the additional ongoing cost.

### Changes in Appropriations for Services and Supplies

- Reduce expenditures for services and supplies in the Office of the County Executive.

**Total Ongoing Savings: (\$253,800)**

- Allocate one-time funding of \$125,000 to the Office of Human Relations to provide contract services to the Citizenship and Immigration Program.

**Total One-Time Cost: \$125,000**



- Allocate \$105,000 in one-time funding for expenditures in the Habitat Conservation Program (HCP).

**Total One-Time Cost: \$105,000**

### Staffing Changes

- Provide ongoing funding for 1.0 FTE Human Relations Coordinator I (B18), which serves as the Youth Task Force Coordinator.

**Total Ongoing Cost: \$70,568**

- Delete the following two vacant positions in Administration and Office of Budget and Analysis:
  - 1.0 FTE Office Specialist III-ACE (X12) in Administration - \$62,976
  - 1.0 FTE Budget and Public Policy Analyst (C64) in Office of Budget and Analysis-\$108,274

**Total Ongoing Savings: (\$171,250)**

- Delete 1.0 FTE Human Relations Coordinator III in the Homeless Concerns Program, in the Office of Affordable Housing (OAH), and allocate one-time funding to continue the position until December 2003 when incumbent retires.

**Total Ongoing Savings: (\$93,232)**

One-Time Funding: \$47,011

- Delete 1.0 FTE Program Manager II (filled) in the Children and Families Program.

**Total Ongoing Savings: (\$106,875)**

- Delete filled 1.0 FTE Administrative Assistant-ACE in Office of Women's Advocacy (OWA).

**Total Ongoing Savings: (\$69,300)**

- Delete 1.0 FTE Program Manager I (B3P) (filled position) in the Dispute Resolution Program, Office of Human Relations, and allocate \$20,000 in Object 1 funding to establish a salary differential for a lead staff position.

**Total Ongoing Savings: (\$105,473)**

Total Ongoing New Cost: \$20,000

- Delete 1.0 FTE Human Relations Coordinator III (B14) (filled position) in the Citizenship and Immigration Program, Office of Human Relations.

**Total Ongoing Savings: (\$86,196)**

### Realize New Revenue

- Realize \$1,000,000 in new revenue from advance rental payments for the Fairgrounds Housing Development Project on the County-owned Fairgrounds property. Allocate \$500,000 to the Special Projects reserve fund and \$500,000 to the County Executive's Office.

**Total Ongoing Revenue: \$1,000,000**

Ongoing allocation to Special Projects Reserve Fund: \$500,000

- Allocate \$4,000,000 in anticipated revenues, which will result from asset development efforts by the Special Projects Office.

**Total Ongoing Revenue: \$4,000,000**

### Reductions in Special Programs Budget

- Funding reductions are proposed in the following areas to help achieve the County Executive's budget reduction plan. See the Special Programs and Reserves section for discussion of the following:
  - Eliminate Service Quality Annual Report-\$49,908
  - Reduce funds for outside legal expenses-\$63,392
  - Eliminate transfer to Roads and Airports Department for fire trail maintenance-\$35,000
  - Reduce public obligation funding support to Department of Environmental Health-\$67,700



## County Executive's Revisions to Recommendation

The Board approved the following revisions to the County Executive's Recommended Budget.

### Loan of Special Assistant for Children's Services to Social Services Agency and Restoration of Program Manager II Position

**Recommendation:** Approve the loan of the Special Assistant for Children's Services from the County Executive's Office to the Department of Family and Children's Services, Social Services Agency, for a period of approximately 11 months, and reinstate the Program Manager II for the County Executive's Children and Families Program for a one-year period.

**Background:** The Special Assistant for Children's Services will work with the Social Services Agency to provide leadership resources for an initiative to consider the future functioning of major components of the local child welfare system, including the role of the

children's shelter and other out-of-home initiatives. The County Executive's Office will be reimbursed for the cost of the Special Assistant's position, with existing funding in the Social Services Agency's budget. The loan of this position is feasible only if the Program Manager II from the County Executive's Children and Families Program takes on the most critical responsibilities of the Special Assistant for Children's Services. The Program Manager II was slated for deletion in the Recommended Budget, and this action restores the position for a one-year period. The amount to be paid to the County Executive's Office from the Social Services Agency for services totals approximately \$107,000, and will be matched to the cost of restoring the Program Manager II position, for a net zero impact to the general fund and the two departments involved.

**Total One-Time Revenue: \$107,092**

Total One-Time Expense: \$107,092

Total Net Impact to General Fund: 0

## Changes Approved by the Board

The Board of Supervisors did not approve any further changes to the budget of the Office of the County Executive.

### County Executive — Budget Unit 0107 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1107	Administration Services	5,546,234	5,876,362	5,343,723	5,331,568	5,331,338	-4
1220	Office Of Budget And Analysis	1,943,064	1,940,224	1,896,897	2,009,030	2,009,012	3
2530	Office of Emergency Services	841,616	1,412,528		880,672	880,666	5
5700	Office Of Human Relations	2,203,911	2,287,065	2,173,081	1,796,516	1,796,494	-18
<b>Total Expenditures</b>		<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5%</b>



### County Executive — Budget Unit 0107 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 6,985,200	\$ 7,311,371	\$ 6,827,958	\$ 6,939,777	\$ 6,939,777	-1
Services And Supplies	3,580,632	4,327,815	2,708,750	2,622,364	2,622,088	-27
Reserves	0	0	0	500,000	500,000	—
Expenditure Transfers	(31,007)	(123,007)	(123,007)	(44,355)	(44,355)	43
<b>Total Expenditures</b>	<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5</b>

### County Executive — Budget Unit 0107 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 6,985,200	\$ 7,311,371	\$ 6,827,958	\$ 6,939,777	\$ 6,939,777	-1
Services And Supplies	3,580,632	4,327,815	2,708,750	2,622,364	2,622,088	-27
Reserves	0	0	0	500,000	500,000	—
Expenditure Transfers	(31,007)	(123,007)	(123,007)	(44,355)	(44,355)	43
<b>Fund Sub Total Expenditures</b>	<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5</b>
<b>All Funds Total Expenditures</b>	<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5</b>

### County Executive — Budget Unit 0107 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1107	Administration Services	624,383	820,283	465,756	5,229,000	5,229,000	737
1220	Office Of Budget And Analysis						0
2530	Office of Emergency Services	200,000	702,595		200,000	200,000	0
5700	Office Of Human Relations	170,000	170,000	181,040	170,000	170,000	0
	<b>Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463%</b>



### County Executive — Budget Unit 0107 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	200,000	200,000	238,159	200,000	200,000	0
Aid From Govt Agencies-State	600,000	600,000	17,551	205,000	205,000	-66
Aid From Govt Agencies-Federal	383	502,978	(7,436)	0	0	-100
Charges For Current Services	194,000	194,000	191,584	194,000	194,000	0
Other Revenues	0	195,900	206,938	5,000,000	5,000,000	-
<b>Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463</b>

### County Executive — Budget Unit 0107 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	200,000	200,000	238,159	200,000	200,000	0
Aid From Govt Agencies-State	600,000	600,000	17,551	205,000	205,000	-66
Aid From Govt Agencies-Federal	383	502,978	(7,436)	0	0	-100
Charges For Current Services	194,000	194,000	191,584	194,000	194,000	0
Other Revenues	0	195,900	206,938	5,000,000	5,000,000	-
<b>Fund Sub Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463</b>
<b>All Funds Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463</b>

### LAFCO — Budget Unit 0113 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1114	LAFCO-Local Agency Formation Commission	351,129	351,129	213,918	387,986	387,983	10
	<b>Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10%</b>



### LAFCO — Budget Unit 0113 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 163,603	\$ 167,203	\$ 166,907	\$ 168,610	\$ 168,610	3
Services And Supplies	319,691	316,091	229,176	334,397	334,394	5
Reserves	50,000	50,000	0	60,000	60,000	20
Expenditure Transfers	(182,165)	(182,165)	(182,165)	(175,021)	(175,021)	-4
<b>Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10</b>

### LAFCO — Budget Unit 0113 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>LAFCO</b>						
Salaries And Employee Benefits	\$ 163,603	\$ 167,203	\$ 166,907	\$ 168,610	\$ 168,610	3
Services And Supplies	319,691	316,091	229,176	334,397	334,394	5
Reserves	50,000	50,000	0	60,000	60,000	20
Expenditure Transfers	(182,165)	(182,165)	(182,165)	(175,021)	(175,021)	-4
<b>Fund Sub Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10</b>
<b>All Funds Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10</b>

### LAFCO — Budget Unit 0113 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1114	LAFCO-Local Agency Formation Commission	228,665	228,665	255,379	222,020	222,020	-3
	<b>Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3%</b>

### LAFCO — Budget Unit 0113 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	45,000	45,000	67,202	45,000	45,000	0
Revenue From Use Of Money/Property	1,500	1,500	6,013	2,000	2,000	33
Charges For Current Services	182,165	182,165	182,164	175,020	175,020	-4
<b>Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3</b>



### LAFCO — Budget Unit 0113 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>LAFCO</b>						
Licenses, Permits, Franchises	45,000	45,000	67,202	45,000	45,000	0
Revenue From Use Of Money/Property	1,500	1,500	6,013	2,000	2,000	33
Charges For Current Services	182,165	182,165	182,164	175,020	175,020	-4
<b>Fund Sub Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3</b>
<b>All Funds Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3</b>

### Office of Affordable Housing — Budget Unit 0168 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1132	Homeless Concerns	667,445	667,445	666,942	721,033	721,033	8
1168	Housing & Community Development	5,795,365	13,457,241	6,454,937	4,833,741	4,833,721	-17
1169	MCC/Housing Bond Program		113,115	112,364	264,202	264,202	
1170	Office of Affordable Housing Administration		203,000	154,122	5		
1174	Housing Set Aside		122,109		300,000	300,000	
	<b>Total Expenditures</b>	<b>6,462,810</b>	<b>14,562,910</b>	<b>7,388,365</b>	<b>6,118,981</b>	<b>6,118,956</b>	<b>-5%</b>

### Office of Affordable Housing — Budget Unit 0168 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 1,139,647	\$ 1,227,047	\$ 1,077,036	\$ 1,313,657	\$ 1,313,657	15
Services And Supplies	5,540,785	13,573,071	6,468,154	5,407,690	5,407,665	-2
Expenditure Transfers	(217,622)	(237,208)	(156,825)	(602,366)	(602,366)	177
<b>Total Expenditures</b>	<b>6,462,810</b>	<b>14,562,910</b>	<b>7,388,365</b>	<b>6,118,981</b>	<b>6,118,956</b>	<b>-5</b>



**Office of Affordable Housing — Budget Unit 0168**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 262,972	\$ 300,342	\$ 304,333	\$ 380,394	\$ 380,394	45
Services And Supplies	404,473	678,473	532,689	673,547	673,542	67
Expenditure Transfers	0	0	0	(332,903)	(332,903)	-
<b>Fund Sub Total Expenditures</b>	<b>667,445</b>	<b>978,815</b>	<b>837,022</b>	<b>721,038</b>	<b>721,033</b>	<b>8</b>
<b>Rental Rehab Program</b>						
Services And Supplies	135,400	330,000	299,354	320,000	320,000	136
<b>Fund Sub Total Expenditures</b>	<b>135,400</b>	<b>330,000</b>	<b>299,354</b>	<b>320,000</b>	<b>320,000</b>	<b>136</b>
<b>Shelter Plus Care Assistance Program Fund</b>						
Services And Supplies	1,066,956	6,254,022	1,798,817	561,346	561,346	-47
<b>Fund Sub Total Expenditures</b>	<b>1,066,956</b>	<b>6,254,022</b>	<b>1,798,817</b>	<b>561,346</b>	<b>561,346</b>	<b>-47</b>
<b>Emergency Shelter Fund</b>						
Services And Supplies	99,363	104,113	98,541	93,750	93,750	-6
<b>Fund Sub Total Expenditures</b>	<b>99,363</b>	<b>104,113</b>	<b>98,541</b>	<b>93,750</b>	<b>93,750</b>	<b>-6</b>
<b>Housing Community Development Fund</b>						
Salaries And Employee Benefits	\$ 876,675	\$ 896,261	\$ 772,703	\$ 708,125	\$ 708,125	-19
Services And Supplies	2,223,293	3,700,849	2,008,885	2,008,324	2,008,304	-10
Expenditure Transfers	(217,622)	(237,208)	(156,825)	(269,463)	(269,463)	24
<b>Fund Sub Total Expenditures</b>	<b>2,882,346</b>	<b>4,359,902</b>	<b>2,624,763</b>	<b>2,446,986</b>	<b>2,446,966</b>	<b>-15</b>
<b>Unincorporated Area Rehabilitation Fund</b>						
Services And Supplies	207,000	207,000	203,692	350,000	350,000	69
<b>Fund Sub Total Expenditures</b>	<b>207,000</b>	<b>207,000</b>	<b>203,692</b>	<b>350,000</b>	<b>350,000</b>	<b>69</b>
<b>Home Investment Partnership Program Fund</b>						
Services And Supplies	1,404,300	2,201,949	1,429,515	1,061,659	1,061,659	-24
<b>Fund Sub Total Expenditures</b>	<b>1,404,300</b>	<b>2,201,949</b>	<b>1,429,515</b>	<b>1,061,659</b>	<b>1,061,659</b>	<b>-24</b>
<b>Set Aside Housing Fund</b>						
Salaries And Employee Benefits	\$ 0	\$ 25,444	\$ 0	\$ 135,648	\$ 135,648	-
Services And Supplies	0	96,665	96,661	164,352	164,352	-
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>122,109</b>	<b>96,661</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>
<b>Mortgage and Rental Assistance Developer Application Fund</b>						
Salaries And Employee Benefits	\$ 0	\$ 5,000	\$ 0	\$ 89,490	\$ 89,490	-
Services And Supplies	0	0	0	174,712	174,712	-
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>264,202</b>	<b>264,202</b>	<b>-</b>
<b>All Funds Total Expenditures</b>	<b>6,462,810</b>	<b>14,562,910</b>	<b>7,388,365</b>	<b>6,118,981</b>	<b>6,118,956</b>	<b>-5</b>



**Office of Affordable Housing — Budget Unit 0168**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1132	Homeless Concerns			14,495			0
1168	Housing & Community Development	5,735,365	13,202,386	6,640,874	4,683,721	4,683,721	-18
1169	MCC/Housing Bond Program		108,115	112,363	238,785	238,785	0
1170	Office of Affordable Housing Administration		7,080,891	12,872,073			0
1174	Housing Set Aside		122,109				0
<b>Total Revenues</b>		5,735,365	20,513,501	19,639,805	4,922,506	4,922,506	-14%

**Office of Affordable Housing — Budget Unit 0168**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 0	\$ 122,109	\$ 0	\$ 0	\$ 0	-
Licenses, Permits, Franchises	0	108,115	112,363	78,500	78,500	-
Revenue From Use Of Money/Property	25,000	25,000	26,499	0	0	-100
Aid From Govt Agencies-State	0	203,000	74,939	0	0	-
Aid From Govt Agencies-Federal	5,291,665	12,758,686	5,952,752	4,013,721	4,013,721	-24
Charges For Current Services	0	0	(2,866)	0	0	-
Transfers	0	6,877,891	12,800,000	0	0	-
Other Revenues	418,700	418,700	676,118	830,285	830,285	98
<b>Total Revenues</b>	5,735,365	20,513,501	19,639,805	4,922,506	4,922,506	-14

**Office of Affordable Housing — Budget Unit 0168**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	0	108,115	112,363	0	0	-
Aid From Govt Agencies- State	0	203,000	74,939	0	0	-
<b>Fund Sub Total Revenues</b>	0	311,115	187,302	0	0	-
<b>Rental Rehab Program</b>						
Revenue From Use Of Money/Property	25,000	25,000	11,035	0	0	-100
Other Revenues	50,400	50,400	65,117	320,000	320,000	535
<b>Fund Sub Total Revenues</b>	75,400	75,400	76,152	320,000	320,000	324
<b>Shelter Plus Care Assistance Program Fund</b>						





**Office of Affordable Housing — Budget Unit 0168**  
**Revenue by Fund (Continued)**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies- Federal	1,066,956	6,254,022	1,798,821	561,346	561,346	-47
<b>Fund Sub Total Revenues</b>	<b>1,066,956</b>	<b>6,254,022</b>	<b>1,798,821</b>	<b>561,346</b>	<b>561,346</b>	<b>-47</b>
<b>Emergency Shelter Fund</b>						
Revenue From Use Of Money/Property	0	0	(8)	0	0	-
Aid From Govt Agencies- Federal	99,363	104,113	98,541	93,750	93,750	-6
<b>Fund Sub Total Revenues</b>	<b>99,363</b>	<b>104,113</b>	<b>98,533</b>	<b>93,750</b>	<b>93,750</b>	<b>-6</b>
<b>Housing Community Development Fund</b>						
Revenue From Use Of Money/Property	0	0	(754)	0	0	-
Aid From Govt Agencies- Federal	2,882,346	4,359,902	2,625,875	2,446,966	2,446,966	-15
Other Revenues	0	0	86	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,882,346</b>	<b>4,359,902</b>	<b>2,625,207</b>	<b>2,446,966</b>	<b>2,446,966</b>	<b>-15</b>
<b>Unincorporated Area Rehabilitation Fund</b>						
Other Revenues	207,000	207,000	469,897	350,000	350,000	69
<b>Fund Sub Total Revenues</b>	<b>207,000</b>	<b>207,000</b>	<b>469,897</b>	<b>350,000</b>	<b>350,000</b>	<b>69</b>
<b>Home Investment Partnership Program Fund</b>						
Revenue From Use Of Money/Property	0	0	5,075	0	0	-
Aid From Govt Agencies- Federal	1,243,000	2,040,649	1,429,515	911,659	911,659	-27
Other Revenues	161,300	161,300	128,635	0	0	-100
<b>Fund Sub Total Revenues</b>	<b>1,404,300</b>	<b>2,201,949</b>	<b>1,563,225</b>	<b>911,659</b>	<b>911,659</b>	<b>-35</b>
<b>Set Aside Housing Fund</b>						
Taxes - Current Property	\$ 0	\$ 122,109	\$ 0	\$ 0	\$ 0	-
Charges For Current Services	0	0	(2,866)	0	0	-
Transfers	0	6,877,891	12,800,000	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>7,000,000</b>	<b>12,797,134</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Mortgage and Rental Assistance</b>						
Revenue From Use Of Money/Property	0	0	4,612	0	0	-
Other Revenues	0	0	9,883	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>14,495</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Developer Application Fund</b>						
Licenses, Permits, Franchises	0	0	0	78,500	78,500	-
Other Revenues	0	0	0	160,285	160,285	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>238,785</b>	<b>238,785</b>	<b>-</b>
<b>All Funds Total Revenues</b>	<b>5,735,365</b>	<b>20,513,501</b>	<b>19,630,766</b>	<b>4,922,506</b>	<b>4,922,506</b>	<b>-14</b>



### Assessor — Budget Unit 0115 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1150	Assessor Administration	1,570,067	8,520,010	1,541,144	1,597,628	1,596,862	2
1151	Assessment Standards	480,088	475,939	494,114	516,749	516,749	8
1152	Exemptions	738,049	734,139	721,244	780,539	780,539	6
1153	Assessment Services	2,481,059	2,450,284	2,528,351	2,715,837	2,715,837	9
1154	Real Property	7,274,964	7,169,534	7,477,532	7,796,307	7,796,307	7
1155	Personal Property	5,413,686	5,409,076	5,666,097	5,717,932	5,717,932	6
1156	Information Systems	1,306,065	1,560,592	1,556,126	1,294,901	1,294,901	-1
1157	St-Cnty Property Tax Admin Program	927,775	4,999,643	131,392	846,982	846,982	-9
1158	St-Cnty Prop Tax Admin Program AB 719	4,487,748	8,420,648	1,306,626	4,280,436	4,280,436	-5
1159	St-Cnty Prop Tax Admin Program AB1036	3,117,219	3,117,219	1,304,964	1,175,881	1,175,881	-62
1160	St-Cnty Prop Tax Admin Program AB 589				3,948,940	3,948,940	
<b>Total Expenditures</b>		27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10%

### Assessor — Budget Unit 0115 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 22,063,702	\$ 28,950,768	\$ 19,922,070	\$ 25,040,133	\$ 25,040,133	13
Services And Supplies	5,133,018	5,019,548	1,915,324	5,261,999	5,261,233	2
Fixed Assets	600,000	8,886,768	890,196	370,000	370,000	-38
<b>Total Expenditures</b>	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10

### Assessor — Budget Unit 0115 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 22,063,702	\$ 28,950,768	\$ 19,922,070	\$ 25,040,133	\$ 25,040,133	13
Services And Supplies	5,133,018	5,019,548	1,915,324	5,261,999	5,261,233	2
Fixed Assets	600,000	8,886,768	890,196	370,000	370,000	-38
<b>Fund Sub Total Expenditures</b>	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10
<b>All Funds Total Expenditures</b>	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10



### Assessor — Budget Unit 0115 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1150	Assessor Administration			1,124			0
1152	Exemptions			70			0
1153	Assessment Services	25,000	25,000	16,719	16,000	16,000	-36
1154	Real Property	386,000	386,000	379,667	375,000	375,000	-3
1155	Personal Property			555			0
1156	Information Systems		282,000	282,000			0
1157	St-Cnty Property Tax Admin Program	927,775	4,999,643		846,982	846,982	-9
1158	St-Cnty Prop Tax Admin Program AB 719	4,487,748	8,420,648	1,760,170	4,280,436	4,280,436	-5
1159	St-Cnty Prop Tax Admin Program AB1036	3,117,219	3,117,219	1,518,478	1,175,881	1,175,881	-62
1160	St-Cnty Prop Tax Admin Program AB 589				3,948,940	3,948,940	0
<b>Total Revenues</b>		<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19%</b>

### Assessor — Budget Unit 0115 Revenue by Type

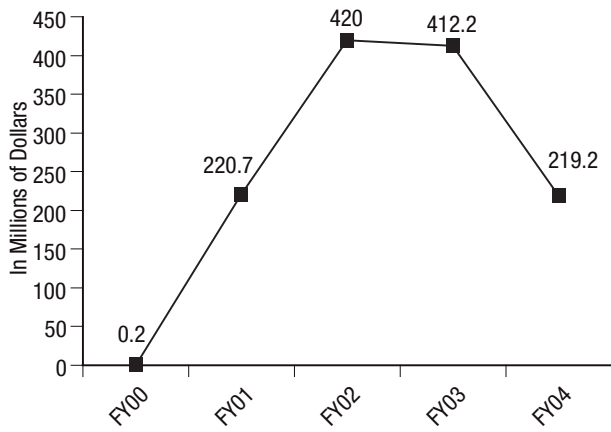
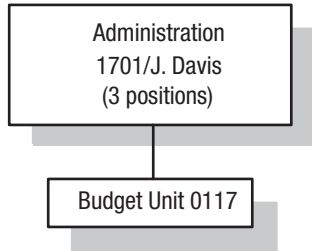
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	9,000	9,000	11,400	9,000	9,000	0
Aid From Govt Agencies-State	8,909,742	16,914,510	3,645,876	10,618,239	10,618,239	19
Charges For Current Services	18,000	18,000	10,363	10,000	10,000	-44
Transfers	0	282,000	0	0	0	-
Other Revenues	7,000	7,000	291,144	6,000	6,000	-14
<b>Total Revenues</b>	<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19</b>

### Assessor — Budget Unit 0115 Revenue by Fund

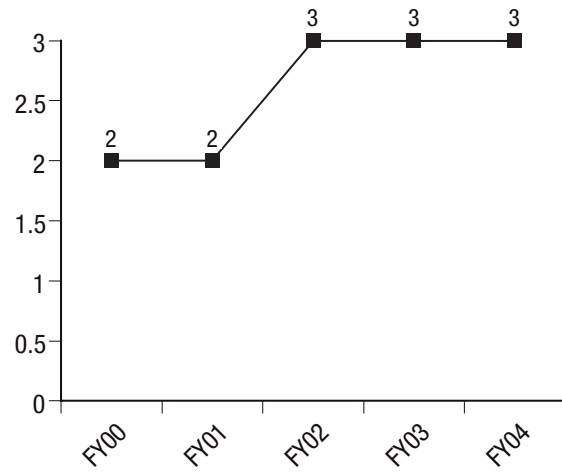
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	9,000	9,000	11,400	9,000	9,000	0
Aid From Govt Agencies- State	8,909,742	16,914,510	3,645,876	10,618,239	10,618,239	19
Charges For Current Services	18,000	18,000	10,363	10,000	10,000	-44
Transfers	0	282,000	0	0	0	-
Other Revenues	7,000	7,000	291,144	6,000	6,000	-14
<b>Fund Sub Total Revenues</b>	<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19</b>
<b>All Funds Total Revenues</b>	<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19</b>



# Measure B Transportation Improvement Program



**Appropriation Trend**



**Staffing Trend**



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## Public Purpose

- **Oversee the implementation of the \$1.5 billion transit and highway projects listed in the 1996 voter-approved advisory Measure A, financed nearly entirely by Measure B half-cent County sales tax**
- **Oversee the performance of Valley Transportation Authority and report progress to the Board of Supervisors**




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## County Executive's Recommendation

The County Executive recommended approval of the FY 2004 Revenue and Expenditure Plan submitted by Measure B staff and approved by the Board of Supervisors and the VTA Board of Directors at a joint meeting on June 6, 2003.

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## Changes Approved by the Board

The Board did not make any changes to the Measure B Revenue and Expenditure Plan as approved at the June 6, 2003 joint meeting of the Board of Supervisors and the VTA Board of Directors.

### Measure B Trans Improvement Prog — Budget Unit 0117 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1117	Measure B Trans Improvement Program	9,239	9,239	265,716	5,948,301	5,948,296	64,282
1118	Revenue		265,000	262,959	253,000	253,000	
1701	Measure B Administration	739,980	764,133	499,774	474,846	474,846	-36
1702	Measure B Program Management Oversight	800,000	800,000	603,679	875,000	875,000	9
1703	Measure B Highway Projects	159,531,000	124,381,000	70,357,172	63,815,000	63,815,000	-60
1704	Measure B Railway Projects	178,603,000	142,703,000	101,677,959	105,882,000	105,882,000	-41
1705	Measure B Bicycle Projects	1,050,000	1,050,000		1,930,000	1,930,000	84
1706	Measure B County Expy Level of Service	2,000,000	11,104,240	1,436,031	3,000,000	3,000,000	50
1707	Measure B County Expy Signalization Prg	10,400,000	17,709,468	4,910,813	6,000,000	6,000,000	-42
1708	Measure B Pavement Management Program	27,096,000	32,345,530	22,612,519	3,000,000	3,000,000	-89
1709	Measure B SWAP I	24,371,000	31,922,287	29,140,751	26,816,000	26,816,000	10
1710	Measure B SWAP II		75,000				
1712	Measure B Program Wide Mitigation	7,583,000	7,457,972	449,729	1,200,000	1,200,000	-84
1803	Highway Projects		53,153,387	53,153,387			
1804	Transit/Rail Projects		80,988,835	80,988,835			
1812	Program Wide Mitigation		125,028	125,028			
	<b>Total Expenditures</b>	<b>412,183,219</b>	<b>504,854,119</b>	<b>366,484,352</b>	<b>219,194,147</b>	<b>219,194,142</b>	<b>-47%</b>

### Measure B Trans Improvement Prog — Budget Unit 0117 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 389,778	\$ 274,778	\$ 272,964	\$ 399,961	\$ 399,961	3
Services And Supplies	392,593,441	455,824,816	351,936,202	196,389,186	196,389,181	-50
Other Charges	0	265,000	262,959	5,905,000	5,905,000	-
Operating/Equity Transfers	19,200,000	48,489,525	14,012,227	16,500,000	16,500,000	-14
<b>Total Expenditures</b>	<b>412,183,219</b>	<b>504,854,119</b>	<b>366,484,352</b>	<b>219,194,147</b>	<b>219,194,142</b>	<b>-47</b>



### Measure B Trans Improvement Prog — Budget Unit 0117 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Measure B Transportation Improvement Fund</b>						
Salaries And Employee Benefits	\$ 389,778	\$ 274,778	\$ 272,964	\$ 399,961	\$ 399,961	3
Services And Supplies	392,593,441	321,557,566	217,668,952	196,389,186	196,389,181	-50
Other Charges	0	0	0	5,652,000	5,652,000	-
Operating/Equity Transfers	19,200,000	48,489,525	14,012,227	16,500,000	16,500,000	-14
<b>Fund Sub Total Expenditures</b>	<b>412,183,219</b>	<b>370,321,869</b>	<b>231,954,143</b>	<b>218,941,147</b>	<b>218,941,142</b>	<b>-47</b>
<b>Measure B Bond Proceeds</b>						
Services And Supplies	0	134,267,250	134,267,250	0	0	-
Other Charges	0	265,000	262,959	253,000	253,000	-
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>134,532,250</b>	<b>134,530,209</b>	<b>253,000</b>	<b>253,000</b>	<b>-</b>
<b>All Funds Total Expenditures</b>	<b>412,183,219</b>	<b>504,854,119</b>	<b>366,484,352</b>	<b>219,194,147</b>	<b>219,194,142</b>	<b>-47</b>

### Measure B Trans Improvement Pgm— Budget Unit 0117 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1117	Measure B Trans Improvement Pgm	152,360,000	130,460,000	134,920,834	133,475,220	133,475,220	-12
1118	Revenue		148,587,250	135,048,133	253,000	253,000	
	<b>Total Revenues</b>	<b>152,360,000</b>	<b>279,047,250</b>	<b>269,968,967</b>	<b>133,728,220</b>	<b>133,728,220</b>	<b>-12%</b>

### Measure B Trans Improvement Prog — Budget Unit 0117 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	153,600,000	131,700,000	132,324,408	132,375,220	132,375,220	-14
Revenue From Use Of Money/Property	(1,240,000)	(1,170,000)	3,113,731	1,353,000	1,353,000	-209
Other Revenues	0	148,517,250	134,530,828	0	0	-
<b>Total Revenues</b>	<b>152,360,000</b>	<b>279,047,250</b>	<b>269,968,967</b>	<b>133,728,220</b>	<b>133,728,220</b>	<b>-12</b>



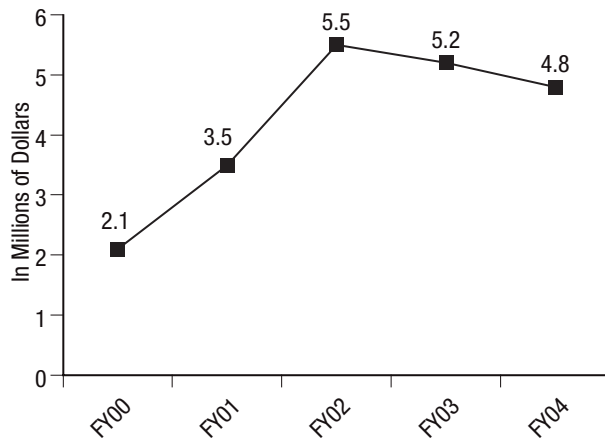
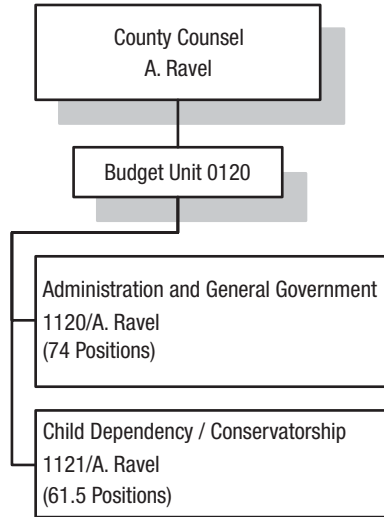
**Measure B Trans Improvement Prog — Budget Unit 0117**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Measure B Transportation Improvement Fund</b>						
Taxes - Other Than Current Property	153,600,000	131,700,000	132,324,408	132,375,220	132,375,220	-14
Revenue From Use Of Money/Property	(1,240,000)	(1,240,000)	2,595,807	1,100,000	1,100,000	-189
Other Revenues	0	0	619	0	0	-
<b>Fund Sub Total Revenues</b>	<b>152,360,000</b>	<b>130,460,000</b>	<b>134,920,834</b>	<b>133,475,220</b>	<b>133,475,220</b>	<b>-12</b>
<b>Measure B Bond Proceeds</b>						
Revenue From Use Of Money/Property	0	70,000	517,924	253,000	253,000	-
Other Revenues	0	148,517,250	134,530,209	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>148,587,250</b>	<b>135,048,133</b>	<b>253,000</b>	<b>253,000</b>	<b>-</b>
<b>All Funds Total Revenues</b>	<b>152,360,000</b>	<b>279,047,250</b>	<b>269,968,967</b>	<b>133,728,220</b>	<b>133,728,220</b>	<b>-12</b>

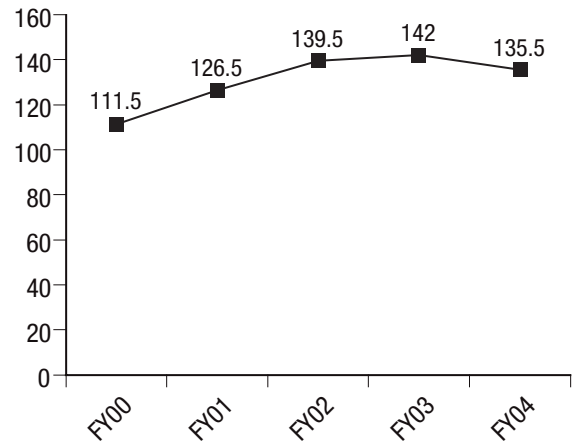




# Office of County Counsel



Appropriation Trend



Staffing Trend



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## Public Purpose

- ➔ **Promote government operations that are legal, ethical and respectful of client confidentiality**




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## Desired Results

**Minimize County Exposure to Risk** by providing timely legal analysis and training to the Board and County agencies.

**Complete Transactions** which ensure effective service delivery and advance the public policy goals of the Board of Supervisors.

**Provide Creative and Legally Sound Solutions to Clients** which enhance service delivery to the public.

**Provide Legal Services at a Reasonable Cost.**

**Promote Favorable Dispute Resolution** by providing innovative and effective legal strategies at the earliest possible stage.

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## County Executive's Recommendation

### Revenue/Reimbursement Enhancements

- Increase revenue assumptions for legal services to school districts.

- Increase the reimbursement assumptions from ESA Worker's Compensation for legal services provided by County Counsel.

**Total Ongoing New Revenue: \$45,000**

**Total Ongoing New Reimbursement: \$35,000**

- Increase the reimbursement assumptions from ESA Insurance for legal services provided by County Counsel.

**Total Ongoing New Reimbursement: \$144,000**

- Increase revenue assumptions from ESA Benefits for legal services provided by County Counsel.

**Total Ongoing New Revenue: \$10,000**

- Increase revenue assumption for legal services to the Assessor's Office for the State-County Tax Administration Program.

**Total Ongoing New Revenue: \$201,996**

**Staff Reductions**

- Delete 5.0 FTE, including 0.5 FTE Attorney IV, 2.5 FTE Office Specialist II/I, 2.0 FTE Legal Secretary II/Legal Secretary Trainee.

**Total Ongoing Savings: (\$350,882)**

- Reduce the number of lead staff differentials.

**Total Ongoing Savings: (\$33,928)**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended with the following changes:

- Restore three positions based on agreement with SEIU Local 715, including 1.5 FTE Office Specialist II and 1.0 FTE Legal Secretary Trainee.

**Total Cost: \$134,384**

**County Counsel — Budget Unit 0120  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1120	County Counsel Administration	5,153,431	5,518,759	4,886,355	4,655,887	4,788,955	-7
<b>Total Expenditures</b>		5,153,431	5,518,759	4,886,355	4,655,887	4,788,955	-7%



### County Council — Budget Unit 0120 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 16,016,293	\$ 16,088,613	\$ 15,898,477	\$ 17,427,117	\$ 17,561,501	10
Services And Supplies	1,227,565	1,201,671	1,265,079	1,067,696	1,066,380	-13
Fixed Assets	79,000	397,902	220,029	0	0	-100
Expenditure Transfers	(12,169,427)	(12,169,427)	(12,497,230)	(13,838,926)	(13,838,926)	14
<b>Total Expenditures</b>	<b>5,153,431</b>	<b>5,518,759</b>	<b>4,886,355</b>	<b>4,655,887</b>	<b>4,788,955</b>	<b>-7</b>

### County Council — Budget Unit 0120 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 16,016,293	\$ 16,088,613	\$ 15,898,477	\$ 17,427,117	\$ 17,561,501	10
Services And Supplies	1,227,565	1,201,671	1,265,079	1,067,696	1,066,380	-13
Fixed Assets	79,000	397,902	220,029	0	0	-100
Expenditure Transfers	(12,169,427)	(12,169,427)	(12,497,230)	(13,838,926)	(13,838,926)	14
<b>Fund Sub Total Expenditures</b>	<b>5,153,431</b>	<b>5,518,759</b>	<b>4,886,355</b>	<b>4,655,887</b>	<b>4,788,955</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>5,153,431</b>	<b>5,518,759</b>	<b>4,886,355</b>	<b>4,655,887</b>	<b>4,788,955</b>	<b>-7</b>

### County Council — Budget Unit 0120 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1120	County Council Administration	1,255,255	1,322,555	1,223,959	1,057,030	1,057,030	-16
	<b>Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16%</b>

### County Council — Budget Unit 0120 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	150,000	150,000	142,911	150,000	150,000	0
Charges For Current Services	832,000	899,300	604,111	567,300	567,300	-32
Other Revenues	273,255	273,255	476,937	339,730	339,730	24
<b>Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16</b>

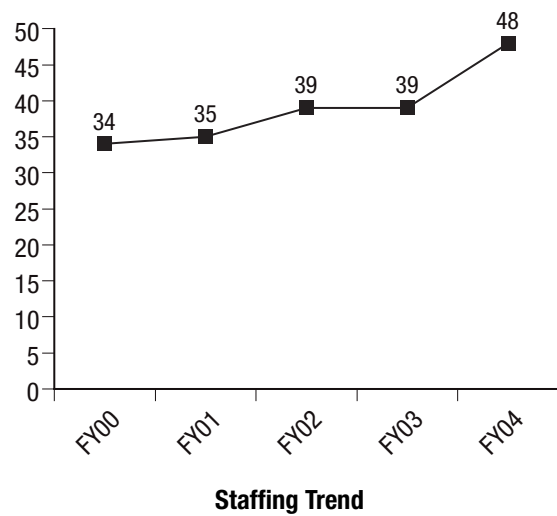
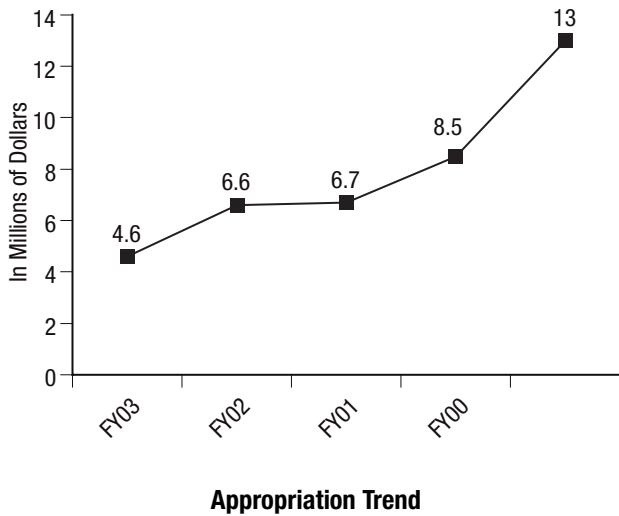
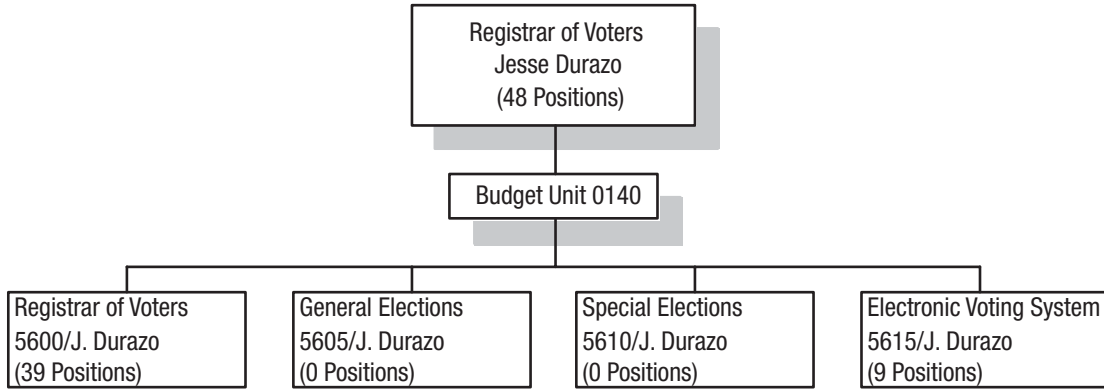


**County Counsel — Budget Unit 0120**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	150,000	150,000	142,911	150,000	150,000	0
Charges For Current Services	832,000	899,300	604,111	567,300	567,300	-32
Other Revenues	273,255	273,255	476,937	339,730	339,730	24
<b>Fund Sub Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16</b>
<b>All Funds Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16</b>



# Registrar of Voters



## Public Purpose

- ➔ To uphold the integrity of the democratic electoral process, by ensuring:
- ➔ An Accurate Election Process
- ➔ A Timely Election Process
- ➔ Fair and Accessible Elections



## Desired Results

**An Efficient Election Process**, which this department promotes by assuring timely and accurate tabulation of ballots, well trained poll workers, timely distributions of election materials. and provision of convenient polling places.

**An Election Process that is Accessible to all Citizens**, which this department promotes by providing voter registration outreach; assistance to potential candidates, jurisdictions and citizens seeking ballot placement; verbal and written language accommodations; absentee and early voting opportunities; and accommodation for physical needs at polling places.

**A Legal Election Process**, which this department ensures by complying with state and federal laws regulating the election process. An important federal and state mandate requires that ballot materials must be available in Spanish, Chinese, Vietnamese and Tagalog, and that bilingual poll workers fluent in these languages are to be stationed at targeted precincts during elections.

## County Executive's Recommendation

### Revenue Adjustments

- Increase base rates charged to cities, school districts and special districts, based on the increased cost of providing voting materials.

**Total Ongoing New Revenue: \$317,202**

- Recognize funding for a new "in lieu of election fee" to be charged as appropriate to local jurisdictions.

**Total Ongoing New Revenue: \$31,710**

- Increase charges for various over-the-counter sales to the public.

**Total Ongoing New Revenue: \$92,600**

### Appropriation Reductions

- Decrease printing costs by eliminating the publication of a separate absentee voter booklet.

**Total Ongoing Savings: (\$572,627)**

**New Tagalog Language Costs**

- Increase funding to provide election materials in Tagalog language.

**Total Ongoing New Cost: \$195,000**

- Increase funding to cover the cost of additional extra-help workers who are bilingual in Tagalog.

**Total Ongoing New Cost: \$65,058**

**New Direct Recording Electronic (DRE) Voting System Costs and Reimbursements:**

- Allocate one-time funds for the FY 2004 portion of the DRE voting system.

**Total One-Time Cost: \$12,675,000**  
(Total One-Time Cost in FY 2005 will be \$6,229,509)

- Recognize one-time reimbursement from the State for the DRE voting system, as mandated by Proposition 41.

**Total New One-Time Reimbursement: \$9,503,396**

- Recognize revenue from charges to local jurisdictions to offset the cost of the acquisition of the DRE voting system.

**Total Ongoing New Revenue: \$514,992**

- Add 3.0 FTE Senior Warehouse Materials Handler/ Warehouse Materials Handler positions to maintain voting machines and performing logic and accuracy testing.

**Total FY 2004 10-month Cost: \$123,060**  
Offset by Ongoing Extra Help Hours Reduction: \$102,581  
Full Year Ongoing Cost of Positions: \$147,672

- Add 3.0 Sr. Office Specialist/Office Specialist III/ Office Specialist II to provide additional layout work for the electronic ballot, audio ballots for the vision-impaired and a new paper ballot for absentee voting (since absentee voters will no longer use a punch card).

**Total FY 2004 10-month Cost: \$119,580**  
Full Year Ongoing Cost: \$143,496

- Add 1.0 FTE Information Systems Technician II/I position to assist in the conversion of text into electronic versions (both video and audio) in five languages, load the electronic ballot into the voting machines and provide other technical support to the DRE voting system.

**Total FY 2004 10 month Cost: \$50,610**  
Full Year Ongoing Cost: \$60,632

- Add 2.0 FTE Election Specialist (G97) positions to provide extra training classes to poll workers who are not familiar with touch screen voting machines.

**Total FY 2004 10-month Cost: \$107,020**  
Full Year Ongoing Cost: \$128,424

- Allocate \$72,000 in one-time funding to support nine new positions to support the new DRE electronic voting system. Each position requires \$8,000 in one-time funding for office equipment and supplies, including purchase and set-up of workstation components including furniture and equipment.

**Total One-Time Cost: \$72,000**

- Allocate \$432,000 for the following ongoing services and supplies required to support the DRE voting system:

Description	Cost
Cost of paying volunteer poll workers to attend extra hours of training--more hours of poll worker training will be required to properly train all volunteers on use of the electronic voting system.	\$240,000
Additional cost of transporting DRE voting machines to polling places	\$130,000
Technical support from Information Systems Dept.	\$50,000
Small tools for set-up and maintenance of DRE voting machines	\$6,000
Misc. office supplies for additional staff	\$6,000
<b>Total</b>	<b>\$432,000</b>

**Total Ongoing New Cost: \$432,000**





- ☐ Allocate \$270,000 for the following one-time services and supplies required to support the DRE voting system:

Description	Cost
Services of marketing firm to design and produce public information materials	\$100,000
Extend Pilot Program Manager contract for 1 year	\$100,000
Outreach activities performed by ROV staff	\$30,000
Additional automobile services required for pollworker training and outreach events	\$20,000
Misc. election materials and precinct supplies associated with launching the new DRE sytem	\$15,000
Staff Training Classes (in addition of training to be provided as part of the vendor contract)	\$5,000
<b>Total</b>	<b>\$270,000</b>

**Total One-Time Cost: \$270,000**

### Warehouse Requirements for DRE Voting System

The acquisition of the DRE voting system requires additional warehouse space, a fire protection system, security fencing, specialized storage racks, and a specialized electrical configuration to enable intermittent charging of the machines while they are in storage.

The GSA Warehouse is being remodeled to accommodate the needs of the DRE system, and other warehouse needs of the Registrar of Voters. Various County departments will also occupy other portions of the remodeled warehouse. The ROV portion of the warehouse remodel is approximately \$1,500,000. For a full discussion of the GSA Warehouse Remodel Project, refer to the Capital Projects section.

## Changes Approved by the Board

The Board approved the Registrar of Voters budget with no changes.

### Registrar Of Voters — Budget Unit 0140 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5600	Registrar Of Voters	4,715,375	5,311,717	5,220,756	5,197,872	5,197,640	10
5605	General Elections	3,743,492	3,844,964	2,730,593	3,476,333	3,476,333	-7
5610	Special Elections	64,432	63,127	19,000	63,127	63,127	-2
5615	Electronic Voting Systems				4,242,364	4,242,364	
	<b>Total Expenditures</b>	8,523,299	9,219,808	7,970,349	12,979,696	12,979,464	52%



### Registrar Of Voters — Budget Unit 0140 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 3,686,045	\$ 3,686,036	\$ 3,649,815	\$ 4,328,481	\$ 4,328,481	17
Services And Supplies	4,837,254	4,991,668	3,856,881	6,683,945	6,683,713	38
Fixed Assets	0	357,104	278,653	11,470,666	11,470,666	—
Operating/Equity Transfers	0	185,000	185,000	0	0	—
Expenditure Transfers	0	0	0	(9,503,396)	(9,503,396)	—
<b>Total Expenditures</b>	<b>8,523,299</b>	<b>9,219,808</b>	<b>7,970,349</b>	<b>12,979,696</b>	<b>12,979,464</b>	<b>52</b>

### Registrar Of Voters — Budget Unit 0140 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 3,686,045	\$ 3,686,036	\$ 3,649,815	\$ 4,328,481	\$ 4,328,481	17
Services And Supplies	4,837,254	4,991,668	3,856,881	6,683,945	6,683,713	38
Fixed Assets	0	357,104	278,653	11,470,666	11,470,666	—
Operating/Equity Transfers	0	185,000	185,000	0	0	—
Expenditure Transfers	0	0	0	(9,503,396)	(9,503,396)	—
<b>Fund Sub Total Expenditures</b>	<b>8,523,299</b>	<b>9,219,808</b>	<b>7,970,349</b>	<b>12,979,696</b>	<b>12,979,464</b>	<b>52</b>
<b>All Funds Total Expenditures</b>	<b>8,523,299</b>	<b>9,219,808</b>	<b>7,970,349</b>	<b>12,979,696</b>	<b>12,979,464</b>	<b>52</b>

### Registrar Of Voters — Budget Unit 0140 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5600	Registrar Of Voters	1,065,125	23,000	74,802	464,512	464,512	-56
5605	General Elections			87,402			0
5610	Special Elections	1,530,000	1,633,080	2,318,406	1,633,080	1,633,080	7
5615	Electronic Voting Systems				514,992	514,992	0
	<b>Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1%</b>



**Registrar Of Voters — Budget Unit 0140**  
**Revenue by Type**

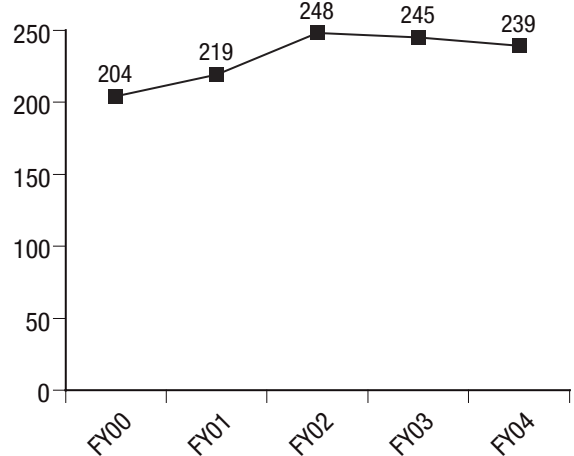
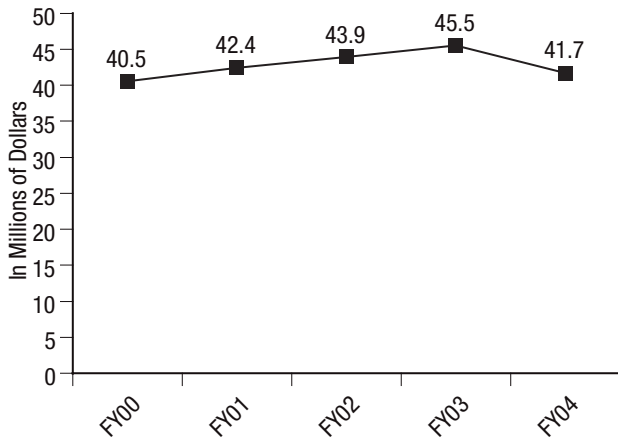
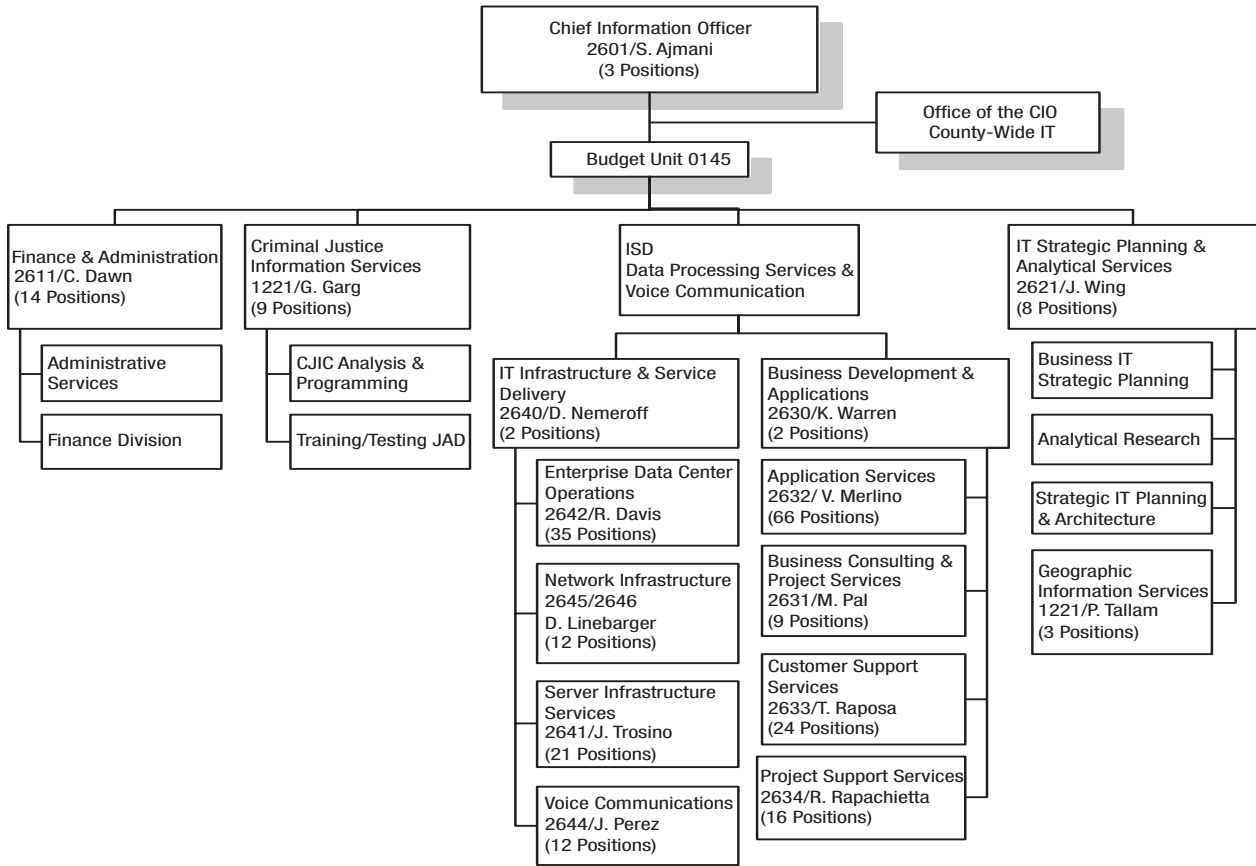
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	0	0	1,495	0	0	-
Aid From Govt Agencies-State	1,042,125	0	17,291	514,992	514,992	-51
Charges For Current Services	1,530,000	1,633,080	2,405,755	1,981,992	1,981,992	30
Other Revenues	23,000	23,000	56,069	115,600	115,600	403
<b>Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1</b>

**Registrar Of Voters — Budget Unit 0140**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	0	0	1,495	0	0	-
Aid From Govt Agencies-State	1,042,125	0	17,291	514,992	514,992	-51
Charges For Current Services	1,530,000	1,633,080	2,405,755	1,981,992	1,981,992	30
Other Revenues	23,000	23,000	56,069	115,600	115,600	403
<b>Fund Sub Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1</b>
<b>All Funds Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1</b>



# Information Services Department



Appropriation Trend

Staffing Trend



## Public Purpose

- ➔ **Quality Public Services using Technology**
- ➔ **Meet Countywide Objectives using Technology**
- ➔ **Reasonable Costs of Government Services**



## Desired Results

**Provide information that supports strategic, operational and tactical decisions for daily operations** which this department achieves using a wide array of skills and advanced applications.

**Improved Effectiveness of County Services** which this department promotes by the creation of a data warehouse that will transform data from numerous County departments into essential information in a single repository.

**Achieve Customer Confidence** which this department promotes by ensuring timely, accurate, and cost-effective services.

**Best Value Technology Solutions** which this department promotes by ensuring a competitive process is completed for all Information Technology projects and purchases.

## County Executive's Recommendation

### General Fund Reductions

- Delete one Training and Staff Development Specialist position in CJIC (\$80,477).
- Delete one vacant Office Specialist III in CJIC (\$59,976).
- Reduce professional services (\$66,275)
- Reduce costs to the General Fund through rate and service reductions (\$839,272).
- 

**Total Ongoing Savings: (\$1,046,000)**

### Internal Service Fund 0074 Adjustments

- Reduce services and supplies appropriations (\$173,133).
- Delete one vacant Software Engineer III in conjunction with departmental reductions (\$95,520).
- Delete vacant position in Business Development and Applications (\$104,976).
- Add/delete positions to support e-Government (\$32,928 net).
- Replace the mainframe SYS390 (\$225,000).
- Reduce hardware and software maintenance for mainframe-related equipment (\$130,000).

- Delete one vacant Data Processing Supervisor (\$67,651).
- Delete one vacant Assistant Data Processing Operations Manager (\$143,731).
- (\$20,000) reduce operating expenses for printing

**Total Ongoing Savings (\$992,939)**

### FY 2004 Technology Projects

Project	One-time Expense	Ongoing Expense
<b>GIS Basemap Improvements</b> - increase the accuracy and create a repository of the basemap to meet County needs	\$426,000	
<b>Add Staff for the GIS Habitat Conservation Plan (HCP) Project</b> - required to implement a science-based conservation program	\$281,318	
<b>e-Government Security</b> - provides a separate and more secure location for Content Management Applications	\$156,955	

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Information Services Department — Budget Unit 0145 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1221	Criminal Justice Info Control	2,230,263	2,414,695	2,415,254	1,914,054	1,914,054	-14
1230	Geographic Info Services	1,027,006	1,015,956	617,341	447,802	447,802	-56
2601	Chief Information Officer	5,374,663	7,903,792	6,548,814	1,995,725	1,995,676	-63
2611	Finance & Administration	3,374,536	3,848,345	3,543,334	3,194,656	3,194,362	-5
2621	IT Strategic Planning And Analytical Svcs	647,633	647,633	641,684	818,980	818,980	26
2630	Business Development & Applications	14,742,486	15,305,779	14,872,952	15,505,544	15,505,544	5
2640	IT Infrastructure & Service Delivery	14,212,676	14,832,365	13,584,216	13,936,930	13,936,930	-2
2644	Voice Network Operations	3,848,392	3,865,853	3,076,084	3,899,371	3,899,350	1
<b>Total Expenditures</b>		<b>45,457,655</b>	<b>49,834,418</b>	<b>45,299,679</b>	<b>41,713,062</b>	<b>41,712,698</b>	<b>-8%</b>



**Information Services Department — Budget Unit 0145**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 24,786,953	\$ 24,714,545	\$ 24,013,960	\$ 25,970,250	\$ 25,970,250	5
Services And Supplies	17,828,816	19,201,817	16,928,895	15,176,356	15,175,992	-15
Fixed Assets	3,780,772	6,826,942	4,972,282	864,293	864,293	-77
Operating/Equity Transfers	0	30,000	30,000	0	0	-
Expenditure Transfers	(938,886)	(938,886)	(645,458)	(297,837)	(297,837)	-68
<b>Total Expenditures</b>	<b>45,457,655</b>	<b>49,834,418</b>	<b>45,299,679</b>	<b>41,713,062</b>	<b>41,712,698</b>	<b>-8</b>

**Information Services Department — Budget Unit 0145**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,146,447	\$ 4,074,039	\$ 3,703,884	\$ 3,669,311	\$ 3,669,311	-12
Services And Supplies	5,682,605	6,455,336	5,982,265	4,259,416	4,259,367	-25
Fixed Assets	3,780,772	6,488,716	4,617,617	864,293	864,293	-77
Operating/Equity Transfers	0	30,000	30,000	0	0	-
Expenditure Transfers	(938,886)	(938,886)	(645,458)	(297,837)	(297,837)	-68
<b>Fund Sub Total Expenditures</b>	<b>12,670,938</b>	<b>16,109,205</b>	<b>13,688,308</b>	<b>8,495,183</b>	<b>8,495,134</b>	<b>-33</b>
<b>Data Processing Internal Services Fund</b>						
Salaries And Employee Benefits	\$ 20,640,506	\$ 20,640,506	\$ 20,310,076	\$ 22,300,939	\$ 22,300,939	8
Services And Supplies	12,146,211	12,746,481	10,946,630	10,916,940	10,916,625	-10
Fixed Assets	0	338,226	354,665	0	0	-
<b>Fund Sub Total Expenditures</b>	<b>32,786,717</b>	<b>33,725,213</b>	<b>31,611,371</b>	<b>33,217,879</b>	<b>33,217,564</b>	<b>1</b>
<b>All Funds Total Expenditures</b>	<b>45,457,655</b>	<b>49,834,418</b>	<b>45,299,679</b>	<b>41,713,062</b>	<b>41,712,698</b>	<b>-8</b>



### Information Services Department — Budget Unit 0145 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1221	Criminal Justice Info Control	100,000	100,000	64,800	100,000	100,000	0
1230	Geographic Info Services	100,000	100,000				-100
2601	Chief Information Officer			1,810			0
2611	Finance & Administration	27,550,036	27,206,028	25,865,111	27,917,185	27,917,185	1
2630	Business Development & Applications			6,259			0
2640	IT Infrastructure & Service Delivery			34,795			0
2644	Voice Network Operations	3,867,508	3,867,508	3,839,360	3,718,952	3,718,952	-4
<b>Total Revenues</b>		<b>31,617,544</b>	<b>31,273,536</b>	<b>29,812,135</b>	<b>31,736,137</b>	<b>31,736,137</b>	<b>0%</b>

### Information Services Department — Budget Unit 0145 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	100,000	100,000	35,642	100,000	100,000	0
Charges For Current Services	31,317,544	30,973,536	29,672,520	31,536,137	31,536,137	1
Other Revenues	200,000	200,000	103,973	100,000	100,000	-50
<b>Total Revenues</b>	<b>31,617,544</b>	<b>31,273,536</b>	<b>29,812,135</b>	<b>31,736,137</b>	<b>31,736,137</b>	<b>0</b>

### Information Services Department — Budget Unit 0145 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Other Revenues	200,000	200,000	101,405	100,000	100,000	-50
<b>Fund Sub Total Revenues</b>	<b>200,000</b>	<b>200,000</b>	<b>101,405</b>	<b>100,000</b>	<b>100,000</b>	<b>-50</b>
<b>Data Processing Internal Services Fund</b>						
Revenue From Use Of Money/Property	100,000	100,000	35,642	100,000	100,000	0
Charges For Current Services	31,317,544	30,973,536	29,672,520	31,536,137	31,536,137	1
Other Revenues	0	0	2,568	0	0	-
<b>Fund Sub Total Revenues</b>	<b>31,417,544</b>	<b>31,073,536</b>	<b>29,710,730</b>	<b>31,636,137</b>	<b>31,636,137</b>	<b>1</b>
<b>All Funds Total Revenues</b>	<b>31,617,544</b>	<b>31,273,536</b>	<b>29,812,135</b>	<b>31,736,137</b>	<b>31,736,137</b>	<b>0</b>





# Section 1: Finance & Government Operations

Section 1: Finance & Government Operations



# Finance and Government Operations

## Mission

The mission of Finance and Government Operations in the County of Santa Clara is to provide responsive and accountable government with demonstrated effectiveness and efficiency while fostering open communication with its residents.



## Departments

- ➔ In Home Support Services Program Costs
- ➔ Contingency Reserve
- ➔ Special Programs
- ➔ Supervisorial District # 1
- ➔ Supervisorial District # 2
- ➔ Supervisorial District # 3
- ➔ Supervisorial District # 4
- ➔ Supervisorial District # 5
- ➔ Clerk of the Board
- ➔ Office of the County Executive
- ➔ Office of the Assessor
- ➔ Measure B Transportation Improvement Program
- ➔ Office of the County Counsel
- ➔ Registrar of Voters
- ➔ Information Services Department
- ➔ County Library
- ➔ General Services Agency
  - Procurement Department
  - Intragovernmental Services
  - Communications
  - Facilities Department
- ➔ Employee Services Agency
  - Human Resources, Labor Relations, and Equal Opportunity & Employee Development
  - Risk Management Department
- ➔ Finance Agency
  - Controller-Treasurer/Debt Service
  - Tax Collector
  - County Clerk/Recorder
  - Department of Revenue

# Finance and Government Operations

Special Programs and Reserves  
Budget Units 0119, 0910

The Board of Supervisors  
Budget Units 0101, 0102, 0103, 0104, 0105

County Executive  
Budget Units 0107, 0113, 0168

Information Services Department  
Budget Unit 0145

Clerk of the Board  
Budget Unit 0106

County Counsel  
Budget Unit 0120

Registrar of Voters  
Budget Unit 0140

Assessor  
Budget Unit 0115

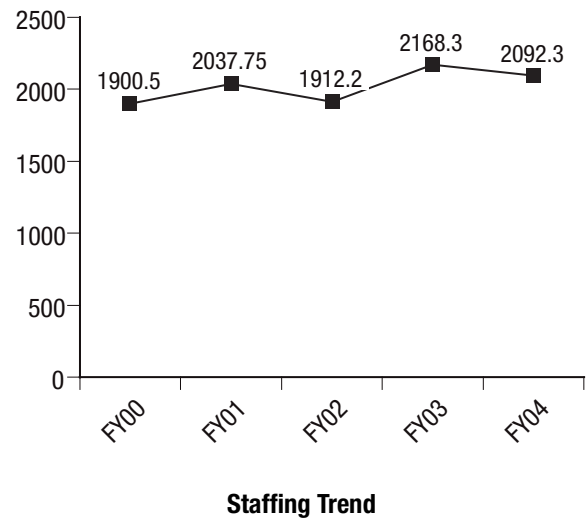
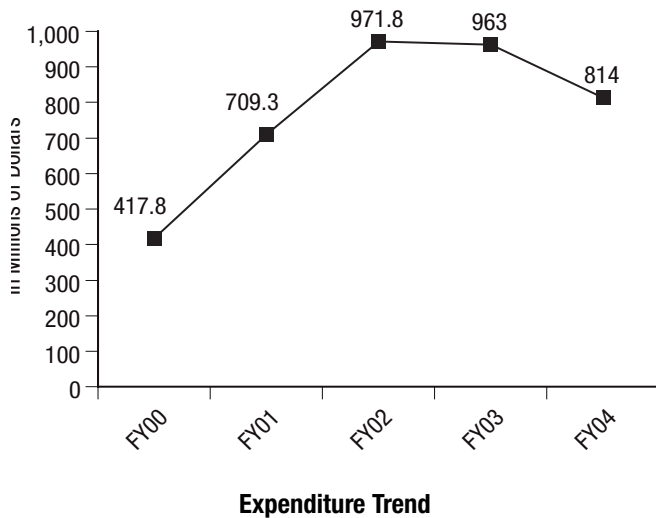
County Library  
Budget Unit 0610

General Services Agency  
Budget Units 0135, 0190, 0263, 0118

Finance Agency  
Budget Units 0110, 0112, 0114, 0148, 0810

Employee Services Agency  
Budget Units 0130, 0132

Measure B Transportation Improvement Program  
Budget Unit 0117



## Expenditures by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0116	In Home Support Services Program Costs	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338
0119	OBA Special Programs	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12
0910	Appropriations-Contingencies	58,648,120	71,247,389		37,000,000	37,000,000	-37
0101	Supervisory District 1	866,046	855,729	803,956	802,319	802,319	-7
0102	Supervisory District 2	866,046	855,353	817,323	802,319	802,319	-7
0103	Supervisory District 3	866,046	854,950	802,165	802,319	802,319	-7
0104	Supervisory District 4	866,046	855,963	846,819	802,319	802,319	-7
0105	Supervisory District 5	866,046	855,053	770,578	802,319	802,319	-7
0106	Clerk Of The Board	5,691,139	5,862,792	5,629,308	5,067,007	5,269,386	-7
0107	County Executive	10,534,825	11,516,179	9,413,701	10,017,786	10,017,510	-5
0113	LAFCO	351,129	351,129	213,918	387,986	387,983	10
0115	Assessor	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10
0117	Measure B Trans Improvement Pgm	412,183,219	504,854,119	366,484,352	219,194,147	219,194,142	-47
0120	County Counsel	5,153,431	5,518,759	4,886,355	4,655,887	4,788,955	-7
0140	Registrar Of Voters	8,523,299	9,219,808	7,970,349	12,979,696	12,979,464	52
0145	Information Services Department	45,457,655	49,834,418	45,299,679	41,713,062	41,712,698	-8
0168	Office of Affordable Housing	6,462,810	14,562,910	7,388,365	6,118,981	6,118,956	-5
0610	County Library	27,875,399	28,298,823	26,542,966	26,099,951	26,159,441	-6
0118	Purchasing	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21
0135	GSA Intragovernmental Services	34,105,021	38,676,064	33,917,821	32,211,371	32,211,208	-6
0190	GSA Communications	8,895,785	9,621,109	11,853,210	9,591,384	9,591,209	8
0263	Facilities Department	60,478,404	177,016,608	123,523,959	39,516,122	39,718,808	-34
0130	HR, LR, and EOED	27,969,210	31,495,112	28,432,830	31,062,752	31,152,451	11
0132	Department of Risk Management	48,197,411	52,359,634	47,475,472	54,098,902	54,300,532	13
0110	Controller Treasurer	(6,985,625)	(5,907,439)	(8,335,492)	(22,756,837)	(22,756,982)	226
0112	Tax Collector	7,628,597	9,325,541	7,520,814	7,504,436	7,504,338	-2
0114	County Clerk/Recorder	9,409,918	9,496,633	9,454,109	10,416,251	10,416,129	11
0148	Department Of Revenue	5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7
0810	Controller-County Debt Service	19,705,105	24,791,775	18,733,970	17,681,781	17,681,781	-10
	<b>Total Expenditures</b>	<b>963,044,402</b>	<b>1,386,203,226</b>	<b>1,055,957,448</b>	<b>791,341,397</b>	<b>813,653,804</b>	<b>-10%</b>

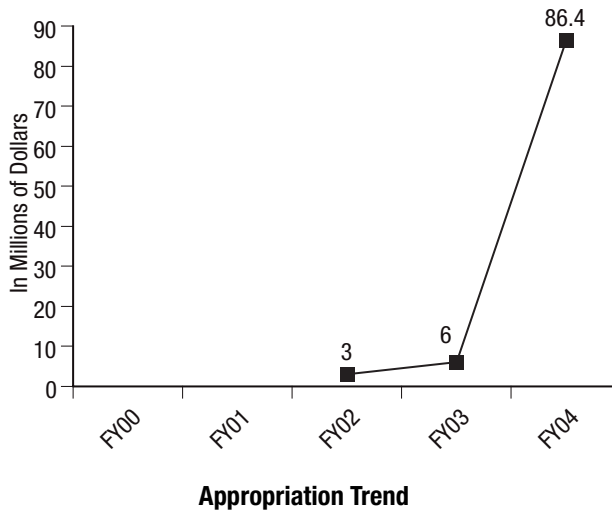


## Revenues by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0116	In Home Support Services Program Costs	4,290,293	4,290,293	3,606,517	63,668,939	63,668,939	1,384
0119	OBA Special Programs	26,473,258	156,960,575	181,066,621	22,143,188	22,143,188	-16
0910	Appropriations- Contingencies		118,165				
0106	Clerk Of The Board	127,471	42,253	264,127	38,500	60,989	-52
0107	County Executive	994,383	1,692,878	646,796	5,599,000	5,599,000	463
0113	LAFCO	228,665	228,665	255,379	222,020	222,020	-3
0115	Assessor	8,943,742	17,230,510	3,958,783	10,643,239	10,643,239	19
0117	Measure B Trans Improvement Pgm	152,360,000	279,047,250	269,968,967	133,728,220	133,728,220	-12
0120	County Counsel	1,255,255	1,322,555	1,223,959	1,057,030	1,057,030	-16
0140	Registrar Of Voters	2,595,125	1,656,080	2,480,610	2,612,584	2,612,584	1
0145	Information Services Department	31,617,544	31,273,536	29,812,135	31,736,137	31,736,137	
0168	Office of Affordable Housing	5,735,365	20,513,501	19,639,805	4,922,506	4,922,506	-14
0610	County Library	25,027,228	25,420,652	26,429,177	25,719,903	25,779,903	3
0118	Purchasing	130,000	209,150	186,117	75,000	75,000	-42
0135	GSA Intragovernmental Services	18,583,715	18,514,471	16,115,250	17,570,347	17,504,488	-6
0190	GSA Communications	1,265,814	1,257,814	2,099,408	1,283,902	1,324,396	5
0263	Facilities Department	16,194,528	40,612,208	64,630,705	12,590,288	12,590,288	-22
0130	HR, LR, and EOED	15,993,567	16,126,069	16,044,801	20,501,138	20,501,138	28
0132	Department of Risk Management	43,491,983	43,876,433	43,781,382	42,028,490	41,933,490	-4
0110	Controller Treasurer	248,914,443	248,370,034	223,738,217	225,816,823	225,816,823	-9
0112	Tax Collector	328,726,824	329,060,278	333,309,995	350,868,510	350,868,510	7
0114	County Clerk/Recorder	27,914,574	28,040,474	35,298,968	34,179,908	34,429,908	23
0148	Department Of Revenue	7,957,886	7,957,886	7,672,901	8,357,518	8,157,518	3
0810	Controller-County Debt Service	12,090,361	12,090,361	13,801,664	10,176,427	10,176,427	-16
	<b>Total Revenues</b>	980,912,024	1,285,912,091	1,296,033,755	1,025,539,617	1,025,551,741	-16%



## In Home Support Services Program Costs



### Description of Major Services

#### In-Home Supportive Services (IHSS)

In Santa Clara County, the Social Services Agency determines consumer eligibility and the number of service hours that each person can receive for domestic and personal care services. The consumer population includes those eligible aged, blind, and disabled persons who require assistance to remain safely in their homes. The staff who determine eligibility are budgeted in the Department of Aging and Adult Services in the Social Services Agency.

The primary contractor for IHSS is the Council on Aging (COA), which operates the Contract Mode on behalf of the County, whereby an eligible person receives services from an employee of the COA, and the Independent Provider Mode on behalf of the *Public Authority*, whereby an eligible person receives services from a person who works for them as an independent contractor.

The COA presently employs approximately 100 full and part-time staff who are dispatched Monday through Friday, between the hours of 8 am and 5 pm. Nearly 1,100 IHSS recipients are served via the Contract Mode.

Approximately 6,500 consumers receive services from 6,287 Independent Providers.

#### The Public Authority

The Public Authority provides a registry to match IHSS consumers with independent home care providers, screens care providers, offers access to training for both consumers and providers, acts as the employer of record for independent home care providers for collective bargaining purposes, and administers benefits to independent providers, such as medical, dental and vision coverage.

The Public Authority as an employer of record officially began in Santa Clara County in April 1999. Since that time, Independent Provider (IP) wages have increased from \$6.25/hour to the current rate of \$10.50/hour. In

addition, benefits have been provided to the IPs, beginning with Valley Health Plan benefits in September 2000, and adding dental and vision benefits in October 2001. Benefits are available to all IPs who are authorized to work at least 35 hours/month. The health benefits are administered on an open enrollment basis, and the number of eligibles varies each month. The table below shows the latest information related to benefit costs.

### Benefits Provided to Independent Providers

Benefit Provided	# Eligible in May 2003	Monthly Premium Cost
Valley Health Plan	1,810	\$317,003
Pacific Union Dental	2,413	\$57,598
Vision Service Plan	2,413	\$16,867
Total Monthly Cost		\$391,468
Projected Annual Cost, without Reimbursement		\$4,697,616
<b>Estimated Net Cost of Benefits</b>		<b>\$1,174,404</b>

The Public Authority costs were budgeted in the Special Programs (BU 119) prior to FY 2004. Due to the rising costs of the IHSS program, the costs for the Public Authority, along with the Contract Mode and the Independent Provider mode, have been moved to this new budget unit so that the true cost of the program might be more easily understood.

IHSS caseload growth has continued with a notable increase in intake referrals. Between 1998 and 2002, caseload has grown 75%. Continued caseload growth is anticipated due to the increasing aging population and the strong desire of individuals to remain in their home environment for as long as possible.

Despite the increasing general fund cost of the program, the IHSS program receives a high rate of federal reimbursement. Nearly seventy-three percent of total expenditures and nearly sixty-eight percent of all cases are now federally-eligible. State contributions are capped for Public Authority and for benefit costs, with the County picking up the unreimbursed share of cost for benefits.

## County Executive's Recommendation

Maintain the Current Level Budget for FY 2004.

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### In Home Support Services — Budget Unit 0116 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1002	IHSS Program	6,010,419	6,010,419	5,041,506	7,981,087	7,981,087	33
1003	IHSS Independent Provider Mode				72,044,035	72,044,035	
1004	IHSS Contract Mode				6,407,520	6,407,520	
	<b>Total Expenditures</b>	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338%



### In Home Support Services — Budget Unit 0116 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338
<b>Total Expenditures</b>	<b>6,010,419</b>	<b>6,010,419</b>	<b>5,041,506</b>	<b>86,432,642</b>	<b>86,432,642</b>	<b>1,338</b>

### In Home Support Services — Budget Unit 0116 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	6,010,419	6,010,419	5,041,506	86,432,642	86,432,642	1,338
<b>Fund Sub Total Expenditures</b>	<b>6,010,419</b>	<b>6,010,419</b>	<b>5,041,506</b>	<b>86,432,642</b>	<b>86,432,642</b>	<b>1,338</b>
<b>All Funds Total Expenditures</b>	<b>6,010,419</b>	<b>6,010,419</b>	<b>5,041,506</b>	<b>86,432,642</b>	<b>86,432,642</b>	<b>1,338</b>

### In Home Support Services — Budget Unit 0116 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1002	IHSS Program	4,290,293	4,290,293	3,606,517	5,810,255	5,810,255	35
1003	IHSS Independent Provider Mode				53,235,911	53,235,911	0
1004	IHSS Contract Mode				4,622,773	4,622,773	0
	<b>Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384%</b>

### In Home Support Services — Budget Unit 0116 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-State	2,162,548	2,162,548	1,587,391	30,885,959	30,885,959	1,328
Aid From Govt Agencies-Federal	2,044,745	2,044,745	1,847,746	32,699,980	32,699,980	1,499
Other Revenues	83,000	83,000	171,380	83,000	83,000	0
<b>Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384</b>





## In Home Support Services — Budget Unit 0116

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies- State	2,162,548	2,162,548	1,587,391	30,885,959	30,885,959	1,328
Aid From Govt Agencies- Federal	2,044,745	2,044,745	1,847,746	32,699,980	32,699,980	1,499
Other Revenues	83,000	83,000	171,380	83,000	83,000	0
<b>Fund Sub Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384</b>
<b>All Funds Total Revenues</b>	<b>4,290,293</b>	<b>4,290,293</b>	<b>3,606,517</b>	<b>63,668,939</b>	<b>63,668,939</b>	<b>1,384</b>



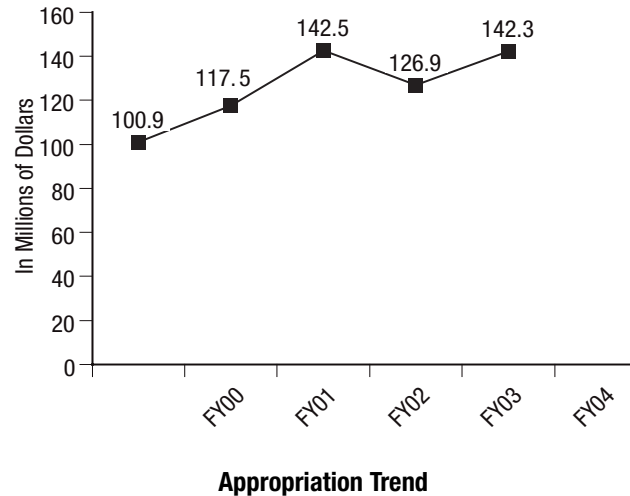
# Special Programs and Reserves

## Overview

Special Programs is a unique component of the Santa Clara County General Fund budget. This budget unit was designed to accommodate programs that cut across departmental lines or to segregate programs that need to be managed centrally. In addition, the Special Programs budget is often used as the source to fund minor unanticipated expenses that arise during the course of the fiscal year. Over the years the Special Programs budget has included a wide variety of appropriations that are managed by the Office of Budget and Analysis.

In addition to the major appropriations discussed below, there are a wide variety of other programs funded in the Special Programs budget, including \$5 million to operate the Criminal Justice Information Control System. This system is the backbone of the criminal justice system and is used by every agency in the criminal justice system.

There are no positions funded in the Special Programs budget, only program expenditures, fixed assets and reserves.



## County Executive's Recommendation

### General Fund Subsidy to SCVMC

- ☐ Reduce the General Fund subsidy to Santa Clara Valley Medical Center (SCVMC).

### FY 2004 General Fund Subsidy to SCVMC

Components of Subsidy	\$ in Millions
VLF Revenue Pass-Through	51.0
Tobacco Settlement Revenue Pass-Through	12.0
Unreimbursed County Services	4.5
General Fund Grant	40.9
<b>Subtotal General Fund Subsidy</b>	<b>108.4</b>
Technology Project for HIPAA (One-time)	1.3
<b>Total General Fund Subsidy</b>	<b>109.7</b>

**Total Ongoing Savings: (\$24,385,486)**

- ☐ Transfer \$1,264,518 from the General Fund to the SCVMC Enterprise Fund to continue implementation of the data systems changes required by the Healthcare Insurance Portability and Accountancy Act (HIPAA).

**Total One-time Cost: \$1,264,518**

### Reduce Reserves

- ☐ Eliminate the Reserve for Economic Uncertainty.

**Total Ongoing Savings: (\$5,143,705)**

- ☐ Eliminate the Substance Abuse and Crime Prevention Act of 2000 (Proposition 36) Reserve.

**Total Ongoing Savings: (\$600,000)**



### Additional Reductions

- Eliminate funding for the Service Quality Annual Report.

**Total Ongoing Savings: (\$49,908)**

- Reduce funding for Outside Legal Expenses.

**Total Ongoing Savings: (\$63,392)**

- Eliminate the transfer of General Fund monies to the Roads Department for maintenance of fire trails.

**Total Ongoing Savings: (\$35,000)**

- Reduce the transfer of General Fund monies to the Department of Environmental Health.

**Total Ongoing Savings: (\$67,700)**

### County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

#### Study of Health Care Services Provided to Inmates

- Allocate \$200,000 in one-time funds to cover the cost of a study of health services provided to adult inmates in Santa Clara County.

**Total One-time Cost: \$200,000**

### Changes Approved by the Board of Supervisors

The Board of Supervisors approved the budget as recommended, including the County Executive's revisions:

- Increase the Reserve for Economic Uncertainty by placing all unallocated ongoing funds in this reserve.

**Total Ongoing Cost: \$1,713,652**

- Establish a reserve funded with all unallocated one-time funds, to provide flexibility in addressing anticipated State budget impacts.

**Total One-time Cost: \$21,541,531**

- Distribute the reserve for Cost of Living Adjustments for Community-Based Organizations to departmental budgets where contracts with these organizations are funded and managed.

**Total Ongoing Savings: (\$2,014,412)**

Offset by increases in departmental budgets for an overall net zero impact on the General Fund

- Community-Based Organization cost of living adjustment provides for an increase in funding for the Mother's Milk Bank by 3.5% increase on a base of \$48,137.

**Total Ongoing Cost: \$1,685**



### OBA Special Programs — Budget Unit 0119 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1001	Special Programs	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12
	<b>Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12%

### OBA Special Programs — Budget Unit 0119 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	6,486,621	7,654,154	7,037,947	5,676,707	5,878,392	-9
Fixed Assets	0	6,077,842	1,773,829	0	0	-
Operating/Equity Transfers	111,482,007	257,611,536	258,251,836	113,159,314	113,159,314	2
Reserves	8,963,952	5,743,705	3,308,190	2,014,412	23,239,161	159
<b>Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12

### OBA Special Programs — Budget Unit 0119 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	6,486,621	7,654,154	7,037,947	5,676,707	5,878,392	-9
Fixed Assets	0	6,077,842	1,773,829	0	0	-
Operating/Equity Transfers	111,482,007	257,611,536	258,251,836	113,159,314	113,159,314	2
Reserves	8,963,952	5,743,705	3,308,190	2,014,412	23,239,161	159
<b>Fund Sub Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12
<b>All Funds Total Expenditures</b>	126,932,580	277,087,237	270,371,802	120,850,433	142,276,867	12

### OBA Special Programs — Budget Unit 0119 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1001	Special Programs	26,473,258	156,960,575	181,066,621	22,143,188	22,143,188	-16
	<b>Total Revenues</b>	26,473,258	156,960,575	181,066,621	22,143,188	22,143,188	-16%



## OBA Special Programs — Budget Unit 0119

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	0	12,150,000	15,695,851	0	0	–
Revenue From Use Of Money/Property	107,800	93,680	47,560	21,448	21,448	-80
Aid From Govt Agencies-State	21,003,000	37,480,840	37,708,257	21,003,000	21,003,000	0
Aid From Govt Agencies-Federal	0	0	6,000	0	0	–
Transfers	4,121,701	104,159,079	127,110,004	0	0	-100
Other Revenues	1,240,757	3,076,976	498,949	1,118,740	1,118,740	-10
<b>Total Revenues</b>	<b>26,473,258</b>	<b>156,960,575</b>	<b>181,066,621</b>	<b>22,143,188</b>	<b>22,143,188</b>	<b>-16</b>

## OBA Special Programs — Budget Unit 0119

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	0	12,150,000	15,695,851	0	0	–
Revenue From Use Of Money/Property	107,800	93,680	47,560	21,448	21,448	-80
Aid From Govt Agencies- State	21,003,000	37,480,840	37,708,257	21,003,000	21,003,000	0
Aid From Govt Agencies- Federal	0	0	6,000	0	0	–
Transfers	4,121,701	104,159,079	127,110,004	0	0	-100
Other Revenues	1,240,757	3,076,976	498,949	1,118,740	1,118,740	-10
<b>Fund Sub Total Revenues</b>	<b>26,473,258</b>	<b>156,960,575</b>	<b>181,066,621</b>	<b>22,143,188</b>	<b>22,143,188</b>	<b>-16</b>
<b>All Funds Total Revenues</b>	<b>26,473,258</b>	<b>156,960,575</b>	<b>181,066,621</b>	<b>22,143,188</b>	<b>22,143,188</b>	<b>-16</b>



# Appropriations for Contingencies

## Overview

### Contingency Appropriation

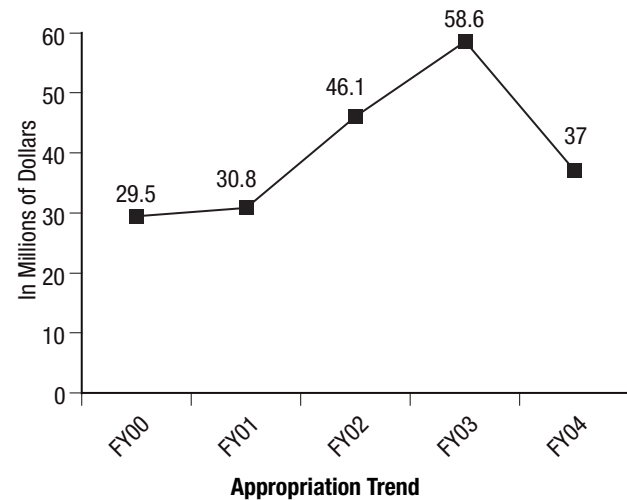
The Contingency Appropriation is the major unobligated reserve budgeted in the General Fund. This reserve is reappropriated every year from the General Fund balance.

The funding of the Contingency Appropriation is guided by Board Policy. In 1981 after the impact of Proposition 13, the Board established a policy of setting the Contingency Appropriation at 2% of General Fund revenues. In 1991, the policy was revised to 1.7% of General Fund revenues net of pass-through revenues. Pass-through revenues include accounts like CalWORKS and Foster Care.

During the FY 1999 Budget Hearings, the Board of Supervisors revised their policy and directed the contingency reserve be set at 2% of General Fund revenues, net of pass-throughs by January 1, 2000.

### Salary Reserve

This budget traditionally includes a salary reserve which is adjusted each year in anticipation of various negotiated salary and benefit increases, Countywide realignments and reclassifications, and the fiscal impact of staffing changes approved by the Board subsequent to the production of this document.



## County Executive's Recommendation

### Contingency Appropriation

This budget includes a Contingency Reserve set at \$37,000,000, \$3.5 million above the policy level (2% of general fund revenues net of pass throughs). The Board has acted prudently over the past twelve months setting the contingency reserve at \$58 million in the FY 2003 Adopted budget and increasing it to \$73 million during the Mid-Year Budget process. A lack of discretionary fund balance resulting for the weak local economy has left the Administration with few options to fund important one-time needs including capital

projects and technology needs. Although the contingency reserve has been reduced, it still is being recommended at \$37 million, \$3.5 million over the policy level.

### Salary Reserve

No salary reserve has been created for the FY 2004 budget. As in FY 2003, departments will be required to absorb the first-year costs of realignments and reclassification approved during FY 2004.

## Changes Approved by the Board

The Board of Supervisors adopted the FY 2004 budget as recommended by the County Executive.

### Appropriations-Contingencies — Budget Unit 0910 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1010	Appropriations Contingencies	58,648,120	71,247,389		37,000,000	37,000,000	-37
	<b>Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37%

### Appropriations-Contingencies — Budget Unit 0910 Expenditures by Object

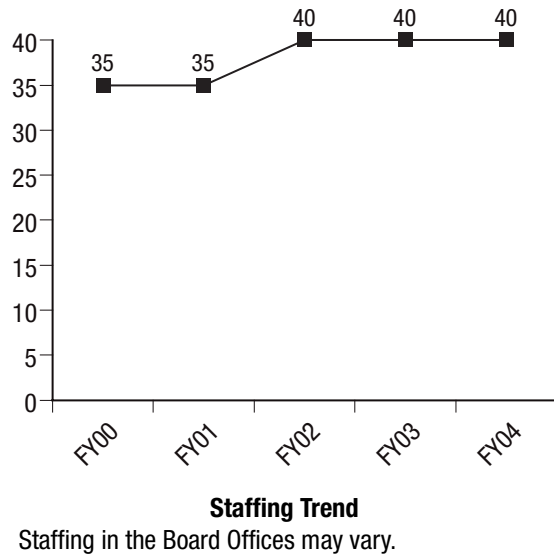
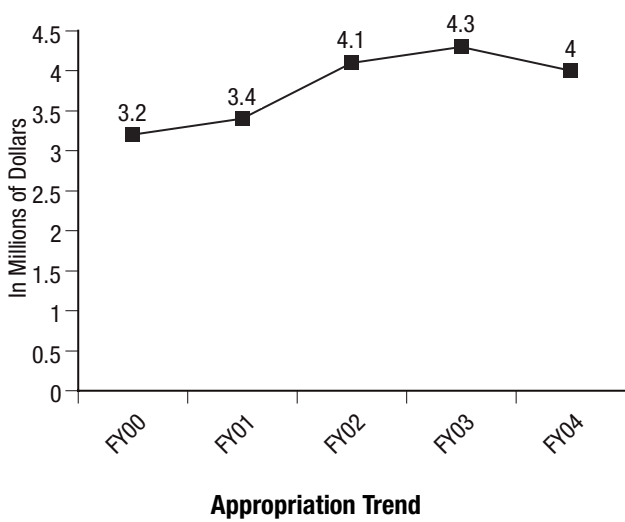
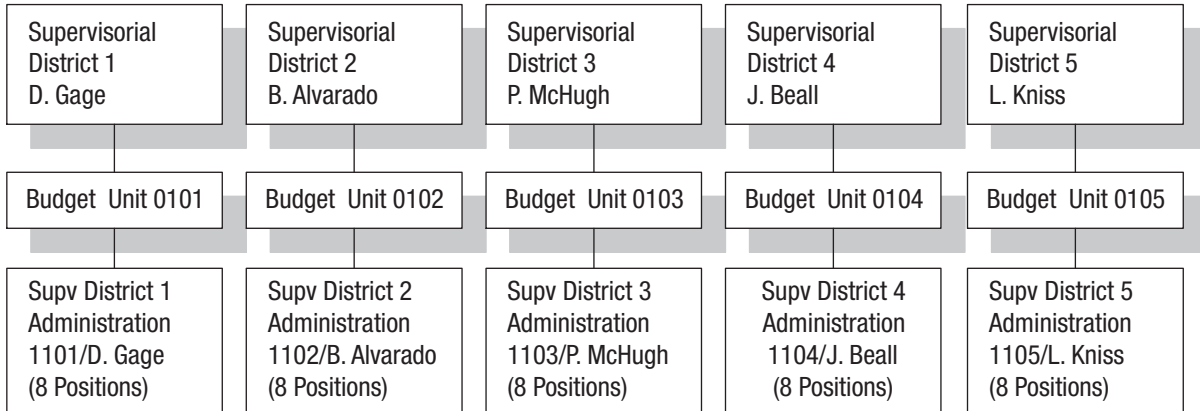
Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Reserves	58,648,120	71,247,389	0	37,000,000	37,000,000	-37
<b>Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37

### Appropriations-Contingencies — Budget Unit 0910 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Reserves	58,648,120	71,247,389	0	37,000,000	37,000,000	-37
<b>Fund Sub Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37
<b>All Funds Total Expenditures</b>	58,648,120	71,247,389	0	37,000,000	37,000,000	-37



# Board of Supervisors





## Mission

The County of Santa Clara Board of Supervisors is committed to developing new, more effective governance, planning for the needs of a changing population, and providing quality services so that we can be a healthy, safe and prosperous community.



## Goals

- Examine, effectively balance, and remain accountable to the priorities of the community, and allocate available funding accordingly.
- Strengthen the County's financial position by increasing our reserves, reducing unfunded liabilities, and funding preventative capital maintenance.
- Increase resources to prevention and early intervention strategies as an alternative to reactive remedies.
- Maintain a local safety net for our community's most vulnerable residents.
- Uphold our commitment to County employees by investing in training, development, technology, and a safe work environment so that our workforce can contribute successfully to the mission and goals of the County.

## County Executive's Recommendation

**Recommendation:** Reduce ongoing appropriations for salaries and benefits in each Board Office by \$133,302.

**Total Ongoing Savings: (\$666,510)**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Supervisory District 1 — Budget Unit 0101 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1101	Supervisory District 1	866,046	855,729	803,956	802,319	802,319	-7
	<b>Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7%

### Supervisory District 1 — Budget Unit 0101 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 775,176	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,997	28,780	53,251	53,251	22
<b>Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7

### Supervisory District 1 — Budget Unit 0101 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 775,176	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,997	28,780	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7
<b>All Funds Total Expenditures</b>	866,046	855,729	803,956	802,319	802,319	-7

### Supervisory District 2 — Budget Unit 0102 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1102	Supervisory District 2	866,046	855,353	817,323	802,319	802,319	-7
	<b>Total Expenditures</b>	866,046	855,353	817,323	802,319	802,319	-7%

### Supervisory District 2 — Budget Unit 0102 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,751	\$ 683,475	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,602	133,848	53,251	53,251	22
<b>Total Expenditures</b>	866,046	855,353	817,323	802,319	802,319	-7



**Supervisorial District 2 — Budget Unit 0102  
Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,751	\$ 683,475	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,602	133,848	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	<b>866,046</b>	<b>855,353</b>	<b>817,323</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>866,046</b>	<b>855,353</b>	<b>817,323</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>

**Supervisorial District 3 — Budget Unit 0103  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1103	Supervisorial District 3	866,046	854,950	802,165	802,319	802,319	-7
	<b>Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7%</b>

**Supervisorial District 3 — Budget Unit 0103  
Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 739,993	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,218	62,172	53,251	53,251	22
<b>Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>

**Supervisorial District 3 — Budget Unit 0103  
Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 739,993	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,218	62,172	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>866,046</b>	<b>854,950</b>	<b>802,165</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>



### Supervisory District 4 — Budget Unit 0104 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1104	Supervisory District 4	866,046	855,963	846,819	802,319	802,319	-7
<b>Total Expenditures</b>		866,046	855,963	846,819	802,319	802,319	-7%

### Supervisory District 4 — Budget Unit 0104 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 821,732	\$ 748,679	\$ 759,068	\$ 759,068	-8
Services And Supplies	43,800	34,231	98,140	43,251	43,251	-1
<b>Total Expenditures</b>	866,046	855,963	846,819	802,319	802,319	-7

### Supervisory District 4 — Budget Unit 0104 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 821,732	\$ 748,679	\$ 759,068	\$ 759,068	-8
Services And Supplies	43,800	34,231	98,140	43,251	43,251	-1
<b>Fund Sub Total Expenditures</b>	866,046	855,963	846,819	802,319	802,319	-7
<b>All Funds Total Expenditures</b>	866,046	855,963	846,819	802,319	802,319	-7

### Supervisory District 5 — Budget Unit 0105 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1105	Supervisory District 5	866,046	855,053	770,578	802,319	802,319	-7
<b>Total Expenditures</b>		866,046	855,053	770,578	802,319	802,319	-7%

### Supervisory District 5 — Budget Unit 0105 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 720,991	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,321	49,587	53,251	53,251	22
<b>Total Expenditures</b>	866,046	855,053	770,578	802,319	802,319	-7

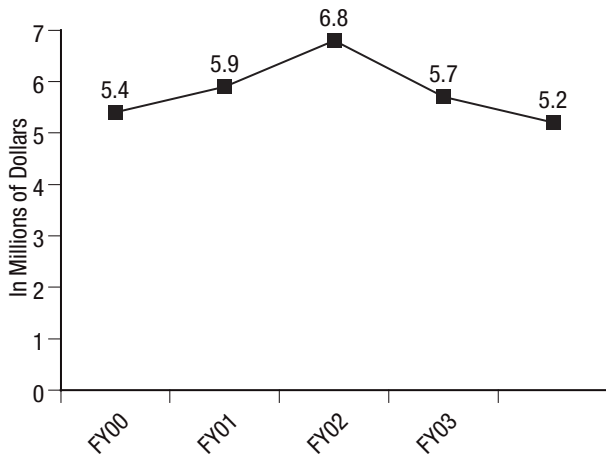
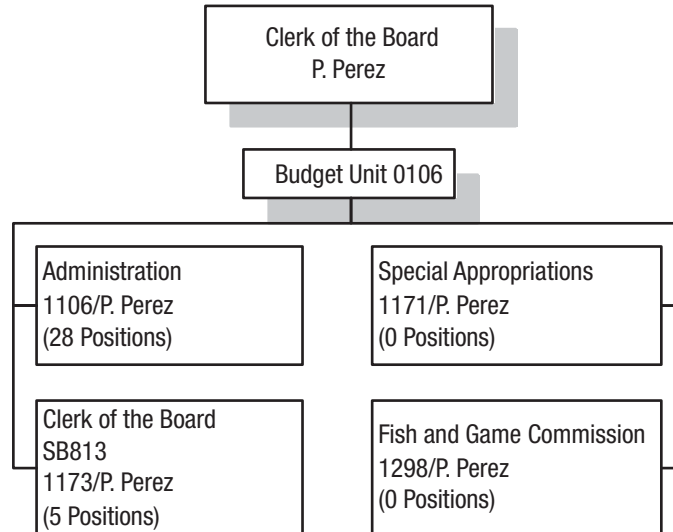


**Supervisorial District 5 — Budget Unit 0105**  
**Expenditures by Fund**

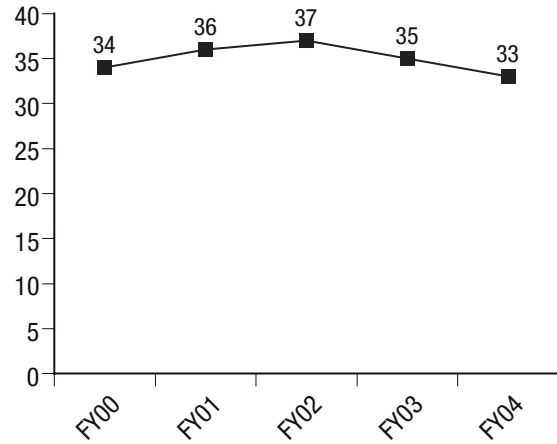
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 822,246	\$ 811,732	\$ 720,991	\$ 749,068	\$ 749,068	-9
Services And Supplies	43,800	43,321	49,587	53,251	53,251	22
<b>Fund Sub Total Expenditures</b>	<b>866,046</b>	<b>855,053</b>	<b>770,578</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>866,046</b>	<b>855,053</b>	<b>770,578</b>	<b>802,319</b>	<b>802,319</b>	<b>-7</b>



# Clerk of the Board



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Quality public service to County residents, elected officials, and staff by providing timely, accurate and accessible information regarding the public meetings of the Board of Supervisors and it's boards and commissions.**



## Desired Results

The over-arching desired result of the services provided by the Clerk of the Board's Office is to assure **satisfied, well-served customers** in which customer needs are met through timely and accurate preparation of meeting agendas, minutes, summaries and other

material; through information being available and provided upon customer request; and through efficient department operations.

**Timely preparation of meeting agendas, minutes, summaries and other material** for County residents, elected officials and staff.

**Accurate preparation of meeting agendas, minutes, summaries and other material** for County residents, elected officials and staff.

**Information available and provided upon customer request.**

**Efficient Departmental Operations**

## County Executive's Recommendation

### Revenue Enhancements

- Increase revenue assumptions for the Clerk of the Board's Office by \$22,489 based on the implementation of a new productive hourly rate used to charge for services provided to boards and commissions.

**Total New Ongoing Revenue: \$22,489**

- Increase reimbursement assumptions for the Clerk of the Board's Office by \$65,527 based on the implementation of a new productive hourly rate used to charge for services provided to County departments.

**Total Ongoing Reimbursement: \$65,527**

- Increase reimbursement assumptions for services provided by the Management Audit Division to non-general fund agencies.

**Total Ongoing Revenue: \$197,760**

### Staff Reductions

- Delete 1.0 FTE Board Clerk in the Clerk of the Board's Office.

**Total Ongoing Savings: (\$59,508)**

- Reduce overtime funds in the Clerk of the Board's Office.

**Total Ongoing Savings: (\$5,000)**

### Reductions in Services and Supplies

- Reduce support from the Information Services Department.

**Total Ongoing Savings: (\$219,028)**

- Reduce the Special Appropriations Budget based on historical expenditure trends.

**Total Ongoing Savings: (\$41,292)**

- Reduce services and supplies in the Assessment Appeals budget.

**Total Ongoing Savings: (\$11,400)**

- Reduce services and supplies in the Clerk of the Board's operating budget.

**Total Ongoing Savings: (\$10,689)**

- Memberships for both the National Association of Counties (NACO) and the Association of Bay Area Governments (ABAG) will be paid for out of one-time, rather than ongoing funds.

**Total Ongoing Savings: (\$176,085)**

**Total One-time Cost: \$176,085**

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

### One-Time Funding of Management Audit Services

- Allocate one-time funds to cover the management audit costs related to an analysis to determine the minimum budget required for the County to meet

legally mandated functions. This one-time funding replaces the original recommendation to perform non-general fund audits and bill for the services performed.

**Total One-time Cost: \$180,000**





## Changes Approved by the Board of Supervisors

The Board of Supervisors approved the budget as recommended, including the County Executive's revisions.

### Clerk Of The Board — Budget Unit 0106 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1106	Administration And Operations	3,682,329	3,776,824	3,517,931	3,108,032	3,328,171	-10
1171	Special Appropriations	1,703,992	1,791,150	1,809,697	1,634,795	1,617,035	-5
1173	Assessment Appeals	300,818	290,818	301,680	320,180	320,180	6
1298	Fish And Game Commission	4,000	4,000		4,000	4,000	
<b>Total Expenditures</b>		<b>5,691,139</b>	<b>5,862,792</b>	<b>5,629,308</b>	<b>5,067,007</b>	<b>5,269,386</b>	<b>-7%</b>

### Clerk Of The Board — Budget Unit 0106 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 2,507,217	\$ 2,519,758	\$ 2,491,244	\$ 2,537,201	\$ 2,537,201	1
Services And Supplies	3,448,587	3,478,212	3,271,445	3,117,332	3,099,462	-10
Fixed Assets	0	129,487	136,200	0	0	-
Expenditure Transfers	(264,665)	(264,665)	(269,581)	(587,526)	(367,277)	39
<b>Total Expenditures</b>	<b>5,691,139</b>	<b>5,862,792</b>	<b>5,629,308</b>	<b>5,067,007</b>	<b>5,269,386</b>	<b>-7</b>

### Clerk Of The Board — Budget Unit 0106 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 2,507,217	\$ 2,519,758	\$ 2,491,244	\$ 2,537,201	\$ 2,537,201	1
Services And Supplies	3,444,587	3,474,212	3,271,445	3,113,332	3,095,462	-10
Fixed Assets	0	129,487	136,200	0	0	-
Expenditure Transfers	(264,665)	(264,665)	(269,581)	(587,526)	(367,277)	39
<b>Fund Sub Total Expenditures</b>	<b>5,687,139</b>	<b>5,858,792</b>	<b>5,629,308</b>	<b>5,063,007</b>	<b>5,265,386</b>	<b>-7</b>
<b>Fish and Game Fund</b>						
Services And Supplies	4,000	4,000	0	4,000	4,000	0
<b>Fund Sub Total Expenditures</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>
<b>All Funds Total Expenditures</b>	<b>5,691,139</b>	<b>5,862,792</b>	<b>5,629,308</b>	<b>5,067,007</b>	<b>5,269,386</b>	<b>-7</b>



**Clerk Of The Board — Budget Unit 0106**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1106	Administration And Operations	117,471	32,253	259,210	33,500	55,989	-52
1298	Fish And Game Commission	10,000	10,000	4,917	5,000	5,000	-50
<b>Total Revenues</b>		127,471	42,253	264,127	38,500	60,989	-52%

**Clerk Of The Board — Budget Unit 0106**  
**Revenue by Type**

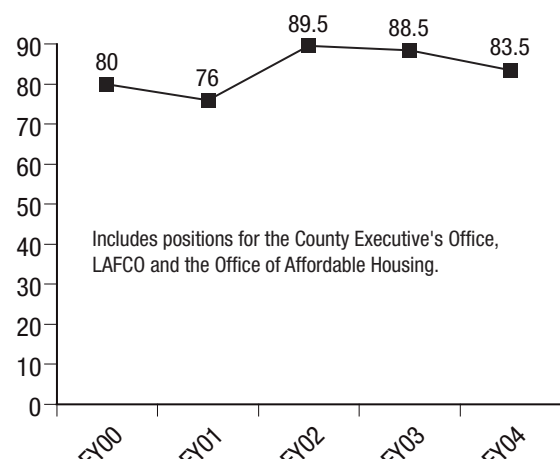
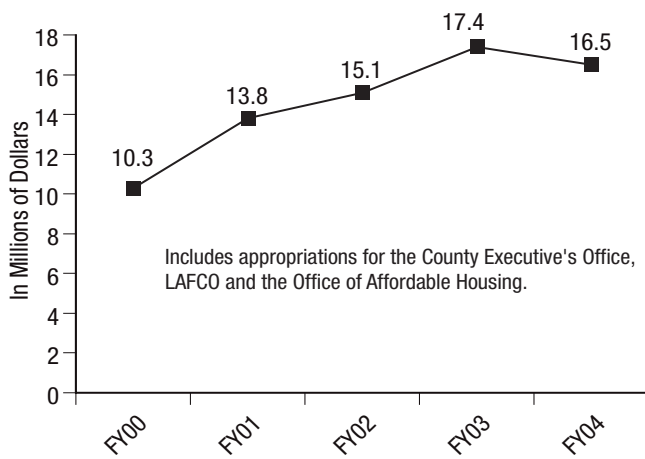
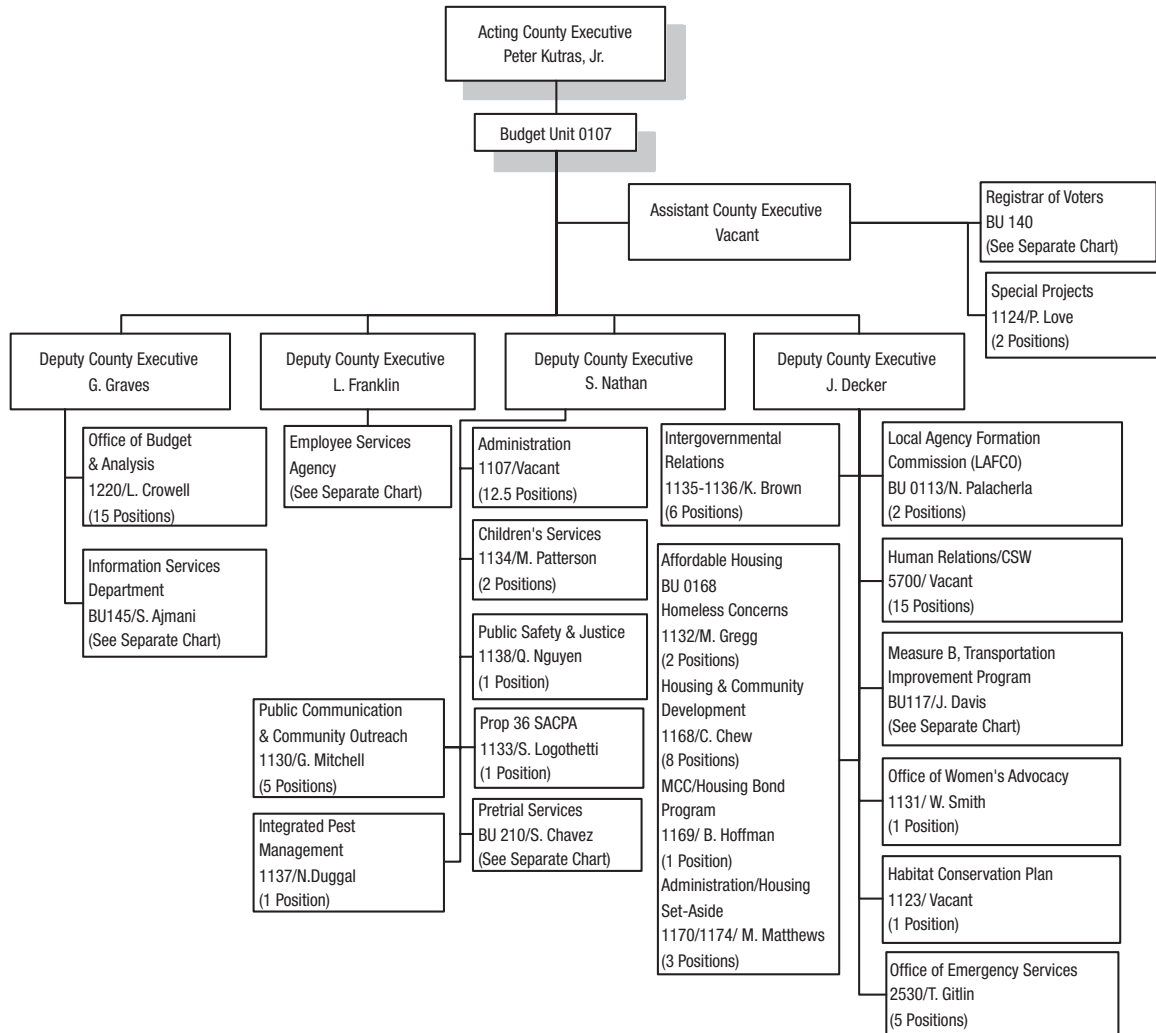
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	10,000	10,000	4,917	5,000	5,000	-50
Aid From Govt Agencies-State	85,218	0	79,031	0	0	-100
Charges For Current Services	30,706	30,706	38,733	31,953	54,442	77
Other Revenues	1,547	1,547	141,446	1,547	1,547	0
<b>Total Revenues</b>	127,471	42,253	264,127	38,500	60,989	-52

**Clerk Of The Board — Budget Unit 0106**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies-State	85,218	0	79,031	0	0	-100
Charges For Current Services	30,706	30,706	38,733	31,953	54,442	77
Other Revenues	1,547	1,547	141,446	1,547	1,547	0
<b>Fund Sub Total Revenues</b>	117,471	32,253	259,210	33,500	55,989	-52
<b>Fish and Game Fund</b>						
Fines, Forfeitures, Penalties	10,000	10,000	4,917	5,000	5,000	-50
<b>Fund Sub Total Revenues</b>	10,000	10,000	4,917	5,000	5,000	-50
<b>All Funds Total Revenues</b>	127,471	42,253	264,127	38,500	60,989	-52



# Office of the County Executive



**Appropriation Trend**

**Staffing Trend**



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## Public Purpose

- ➔ Leadership for the County Organization
- ➔ Provision of Effective Government Services




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## Desired Results

**Executive Leadership** which results in effective provision of services to residents and businesses of Santa Clara County.

**A Fiscal Management Strategy**, which provides for maximum service provision, fiscal oversight of County operations, and development of a relevant and balanced County budget.

**Organizational Efficiency, Effectiveness, and Excellence through organizational leadership and oversight.**

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## County Executive's Recommendation

The Office of the County Executive met its budget reduction target of \$1,399,214 with this proposal. The reductions were developed across all divisions within BU 107, and also include a reduction in the Office of Affordable Housing (BU 168) which continues to develop under the close oversight of the County Executive's Office, and in the Special Programs budget (BU 119).

A limited amount of one-time expenditures were recommended in order to continue vital elements of direct service programs that support Board priorities in the community. The augmentations were developed within the overall budget reduction strategy, and new revenue will support the additional ongoing cost.

### Changes in Appropriations for Services and Supplies

- Reduce expenditures for services and supplies in the Office of the County Executive.

**Total Ongoing Savings: (\$253,800)**

- Allocate one-time funding of \$125,000 to the Office of Human Relations to provide contract services to the Citizenship and Immigration Program.

**Total One-Time Cost: \$125,000**

- Allocate \$105,000 in one-time funding for expenditures in the Habitat Conservation Program (HCP).

**Total One-Time Cost: \$105,000**

### Staffing Changes

- Provide ongoing funding for 1.0 FTE Human Relations Coordinator I (B18), which serves as the Youth Task Force Coordinator.

**Total Ongoing Cost: \$70,568**

- Delete the following two vacant positions in Administration and Office of Budget and Analysis:
  - 1.0 FTE Office Specialist III-ACE (X12) in Administration - \$62,976
  - 1.0 FTE Budget and Public Policy Analyst (C64) in Office of Budget and Analysis-\$108,274

**Total Ongoing Savings: (\$171,250)**

- Delete 1.0 FTE Human Relations Coordinator III in the Homeless Concerns Program, in the Office of Affordable Housing (OAH), and allocate one-time funding to continue the position until December 2003 when incumbent retires.

**Total Ongoing Savings: (\$93,232)**

One-Time Funding: \$47,011

- Delete 1.0 FTE Program Manager II (filled) in the Children and Families Program.

**Total Ongoing Savings: (\$106,875)**

- Delete filled 1.0 FTE Administrative Assistant-ACE in Office of Women's Advocacy (OWA).

**Total Ongoing Savings: (\$69,300)**

- Delete 1.0 FTE Program Manager I (B3P) (filled position) in the Dispute Resolution Program, Office of Human Relations, and allocate \$20,000 in Object 1 funding to establish a salary differential for a lead staff position.

**Total Ongoing Savings: (\$105,473)**

Total Ongoing New Cost: \$20,000

- Delete 1.0 FTE Human Relations Coordinator III (B14) (filled position) in the Citizenship and Immigration Program, Office of Human Relations.

**Total Ongoing Savings: (\$86,196)**

### Realize New Revenue

- Realize \$1,000,000 in new revenue from advance rental payments for the Fairgrounds Housing Development Project on the County-owned Fairgrounds property. Allocate \$500,000 to the Special Projects reserve fund and \$500,000 to the County Executive's Office.

**Total Ongoing Revenue: \$1,000,000**

Ongoing allocation to Special Projects Reserve Fund: \$500,000

- Allocate \$4,000,000 in anticipated revenues, which will result from asset development efforts by the Special Projects Office.

**Total Ongoing Revenue: \$4,000,000**

### Reductions in Special Programs Budget

- Funding reductions are proposed in the following areas to help achieve the County Executive's budget reduction plan. See the Special Programs and Reserves section for discussion of the following:
  - Eliminate Service Quality Annual Report-\$49,908
  - Reduce funds for outside legal expenses-\$63,392
  - Eliminate transfer to Roads and Airports Department for fire trail maintenance-\$35,000
  - Reduce public obligation funding support to Department of Environmental Health-\$67,700



## County Executive's Revisions to Recommendation

The Board approved the following revisions to the County Executive's Recommended Budget.

### Loan of Special Assistant for Children's Services to Social Services Agency and Restoration of Program Manager II Position

**Recommendation:** Approve the loan of the Special Assistant for Children's Services from the County Executive's Office to the Department of Family and Children's Services, Social Services Agency, for a period of approximately 11 months, and reinstate the Program Manager II for the County Executive's Children and Families Program for a one-year period.

**Background:** The Special Assistant for Children's Services will work with the Social Services Agency to provide leadership resources for an initiative to consider the future functioning of major components of the local child welfare system, including the role of the

children's shelter and other out-of-home initiatives. The County Executive's Office will be reimbursed for the cost of the Special Assistant's position, with existing funding in the Social Services Agency's budget. The loan of this position is feasible only if the Program Manager II from the County Executive's Children and Families Program takes on the most critical responsibilities of the Special Assistant for Children's Services. The Program Manager II was slated for deletion in the Recommended Budget, and this action restores the position for a one-year period. The amount to be paid to the County Executive's Office from the Social Services Agency for services totals approximately \$107,000, and will be matched to the cost of restoring the Program Manager II position, for a net zero impact to the general fund and the two departments involved.

**Total One-Time Revenue: \$107,092**

Total One-Time Expense: \$107,092

Total Net Impact to General Fund: 0

## Changes Approved by the Board

The Board of Supervisors did not approve any further changes to the budget of the Office of the County Executive.

### County Executive — Budget Unit 0107 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1107	Administration Services	5,546,234	5,876,362	5,343,723	5,331,568	5,331,338	-4
1220	Office Of Budget And Analysis	1,943,064	1,940,224	1,896,897	2,009,030	2,009,012	3
2530	Office of Emergency Services	841,616	1,412,528		880,672	880,666	5
5700	Office Of Human Relations	2,203,911	2,287,065	2,173,081	1,796,516	1,796,494	-18
<b>Total Expenditures</b>		<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5%</b>



### County Executive — Budget Unit 0107 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 6,985,200	\$ 7,311,371	\$ 6,827,958	\$ 6,939,777	\$ 6,939,777	-1
Services And Supplies	3,580,632	4,327,815	2,708,750	2,622,364	2,622,088	-27
Reserves	0	0	0	500,000	500,000	—
Expenditure Transfers	(31,007)	(123,007)	(123,007)	(44,355)	(44,355)	43
<b>Total Expenditures</b>	<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5</b>

### County Executive — Budget Unit 0107 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 6,985,200	\$ 7,311,371	\$ 6,827,958	\$ 6,939,777	\$ 6,939,777	-1
Services And Supplies	3,580,632	4,327,815	2,708,750	2,622,364	2,622,088	-27
Reserves	0	0	0	500,000	500,000	—
Expenditure Transfers	(31,007)	(123,007)	(123,007)	(44,355)	(44,355)	43
<b>Fund Sub Total Expenditures</b>	<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5</b>
<b>All Funds Total Expenditures</b>	<b>10,534,825</b>	<b>11,516,179</b>	<b>9,413,701</b>	<b>10,017,786</b>	<b>10,017,510</b>	<b>-5</b>

### County Executive — Budget Unit 0107 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1107	Administration Services	624,383	820,283	465,756	5,229,000	5,229,000	737
1220	Office Of Budget And Analysis						0
2530	Office of Emergency Services	200,000	702,595		200,000	200,000	0
5700	Office Of Human Relations	170,000	170,000	181,040	170,000	170,000	0
	<b>Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463%</b>



### County Executive — Budget Unit 0107 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	200,000	200,000	238,159	200,000	200,000	0
Aid From Govt Agencies-State	600,000	600,000	17,551	205,000	205,000	-66
Aid From Govt Agencies-Federal	383	502,978	(7,436)	0	0	-100
Charges For Current Services	194,000	194,000	191,584	194,000	194,000	0
Other Revenues	0	195,900	206,938	5,000,000	5,000,000	-
<b>Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463</b>

### County Executive — Budget Unit 0107 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	200,000	200,000	238,159	200,000	200,000	0
Aid From Govt Agencies-State	600,000	600,000	17,551	205,000	205,000	-66
Aid From Govt Agencies-Federal	383	502,978	(7,436)	0	0	-100
Charges For Current Services	194,000	194,000	191,584	194,000	194,000	0
Other Revenues	0	195,900	206,938	5,000,000	5,000,000	-
<b>Fund Sub Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463</b>
<b>All Funds Total Revenues</b>	<b>994,383</b>	<b>1,692,878</b>	<b>646,796</b>	<b>5,599,000</b>	<b>5,599,000</b>	<b>463</b>

### LAFCO — Budget Unit 0113 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1114	LAFCO-Local Agency Formation Commission	351,129	351,129	213,918	387,986	387,983	10
	<b>Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10%</b>





### LAFCO — Budget Unit 0113 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 163,603	\$ 167,203	\$ 166,907	\$ 168,610	\$ 168,610	3
Services And Supplies	319,691	316,091	229,176	334,397	334,394	5
Reserves	50,000	50,000	0	60,000	60,000	20
Expenditure Transfers	(182,165)	(182,165)	(182,165)	(175,021)	(175,021)	-4
<b>Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10</b>

### LAFCO — Budget Unit 0113 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>LAFCO</b>						
Salaries And Employee Benefits	\$ 163,603	\$ 167,203	\$ 166,907	\$ 168,610	\$ 168,610	3
Services And Supplies	319,691	316,091	229,176	334,397	334,394	5
Reserves	50,000	50,000	0	60,000	60,000	20
Expenditure Transfers	(182,165)	(182,165)	(182,165)	(175,021)	(175,021)	-4
<b>Fund Sub Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10</b>
<b>All Funds Total Expenditures</b>	<b>351,129</b>	<b>351,129</b>	<b>213,918</b>	<b>387,986</b>	<b>387,983</b>	<b>10</b>

### LAFCO — Budget Unit 0113 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1114	LAFCO-Local Agency Formation Commission	228,665	228,665	255,379	222,020	222,020	-3
	<b>Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3%</b>

### LAFCO — Budget Unit 0113 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	45,000	45,000	67,202	45,000	45,000	0
Revenue From Use Of Money/Property	1,500	1,500	6,013	2,000	2,000	33
Charges For Current Services	182,165	182,165	182,164	175,020	175,020	-4
<b>Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3</b>



## LAFCO — Budget Unit 0113

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>LAFCO</b>						
Licenses, Permits, Franchises	45,000	45,000	67,202	45,000	45,000	0
Revenue From Use Of Money/Property	1,500	1,500	6,013	2,000	2,000	33
Charges For Current Services	182,165	182,165	182,164	175,020	175,020	-4
<b>Fund Sub Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3</b>
<b>All Funds Total Revenues</b>	<b>228,665</b>	<b>228,665</b>	<b>255,379</b>	<b>222,020</b>	<b>222,020</b>	<b>-3</b>

## Office of Affordable Housing — Budget Unit 0168

### Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1132	Homeless Concerns	667,445	667,445	666,942	721,033	721,033	8
1168	Housing & Community Development	5,795,365	13,457,241	6,454,937	4,833,741	4,833,721	-17
1169	MCC/Housing Bond Program		113,115	112,364	264,202	264,202	
1170	Office of Affordable Housing Administration		203,000	154,122	5		
1174	Housing Set Aside		122,109		300,000	300,000	
	<b>Total Expenditures</b>	<b>6,462,810</b>	<b>14,562,910</b>	<b>7,388,365</b>	<b>6,118,981</b>	<b>6,118,956</b>	<b>-5%</b>

## Office of Affordable Housing — Budget Unit 0168

### Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 1,139,647	\$ 1,227,047	\$ 1,077,036	\$ 1,313,657	\$ 1,313,657	15
Services And Supplies	5,540,785	13,573,071	6,468,154	5,407,690	5,407,665	-2
Expenditure Transfers	(217,622)	(237,208)	(156,825)	(602,366)	(602,366)	177
<b>Total Expenditures</b>	<b>6,462,810</b>	<b>14,562,910</b>	<b>7,388,365</b>	<b>6,118,981</b>	<b>6,118,956</b>	<b>-5</b>



**Office of Affordable Housing — Budget Unit 0168**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 262,972	\$ 300,342	\$ 304,333	\$ 380,394	\$ 380,394	45
Services And Supplies	404,473	678,473	532,689	673,547	673,542	67
Expenditure Transfers	0	0	0	(332,903)	(332,903)	-
<b>Fund Sub Total Expenditures</b>	<b>667,445</b>	<b>978,815</b>	<b>837,022</b>	<b>721,038</b>	<b>721,033</b>	<b>8</b>
<b>Rental Rehab Program</b>						
Services And Supplies	135,400	330,000	299,354	320,000	320,000	136
<b>Fund Sub Total Expenditures</b>	<b>135,400</b>	<b>330,000</b>	<b>299,354</b>	<b>320,000</b>	<b>320,000</b>	<b>136</b>
<b>Shelter Plus Care Assistance Program Fund</b>						
Services And Supplies	1,066,956	6,254,022	1,798,817	561,346	561,346	-47
<b>Fund Sub Total Expenditures</b>	<b>1,066,956</b>	<b>6,254,022</b>	<b>1,798,817</b>	<b>561,346</b>	<b>561,346</b>	<b>-47</b>
<b>Emergency Shelter Fund</b>						
Services And Supplies	99,363	104,113	98,541	93,750	93,750	-6
<b>Fund Sub Total Expenditures</b>	<b>99,363</b>	<b>104,113</b>	<b>98,541</b>	<b>93,750</b>	<b>93,750</b>	<b>-6</b>
<b>Housing Community Development Fund</b>						
Salaries And Employee Benefits	\$ 876,675	\$ 896,261	\$ 772,703	\$ 708,125	\$ 708,125	-19
Services And Supplies	2,223,293	3,700,849	2,008,885	2,008,324	2,008,304	-10
Expenditure Transfers	(217,622)	(237,208)	(156,825)	(269,463)	(269,463)	24
<b>Fund Sub Total Expenditures</b>	<b>2,882,346</b>	<b>4,359,902</b>	<b>2,624,763</b>	<b>2,446,986</b>	<b>2,446,966</b>	<b>-15</b>
<b>Unincorporated Area Rehabilitation Fund</b>						
Services And Supplies	207,000	207,000	203,692	350,000	350,000	69
<b>Fund Sub Total Expenditures</b>	<b>207,000</b>	<b>207,000</b>	<b>203,692</b>	<b>350,000</b>	<b>350,000</b>	<b>69</b>
<b>Home Investment Partnership Program Fund</b>						
Services And Supplies	1,404,300	2,201,949	1,429,515	1,061,659	1,061,659	-24
<b>Fund Sub Total Expenditures</b>	<b>1,404,300</b>	<b>2,201,949</b>	<b>1,429,515</b>	<b>1,061,659</b>	<b>1,061,659</b>	<b>-24</b>
<b>Set Aside Housing Fund</b>						
Salaries And Employee Benefits	\$ 0	\$ 25,444	\$ 0	\$ 135,648	\$ 135,648	-
Services And Supplies	0	96,665	96,661	164,352	164,352	-
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>122,109</b>	<b>96,661</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>
<b>Mortgage and Rental Assistance Developer Application Fund</b>						
Salaries And Employee Benefits	\$ 0	\$ 5,000	\$ 0	\$ 89,490	\$ 89,490	-
Services And Supplies	0	0	0	174,712	174,712	-
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>264,202</b>	<b>264,202</b>	<b>-</b>
<b>All Funds Total Expenditures</b>	<b>6,462,810</b>	<b>14,562,910</b>	<b>7,388,365</b>	<b>6,118,981</b>	<b>6,118,956</b>	<b>-5</b>



**Office of Affordable Housing — Budget Unit 0168**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1132	Homeless Concerns			14,495			0
1168	Housing & Community Development	5,735,365	13,202,386	6,640,874	4,683,721	4,683,721	-18
1169	MCC/Housing Bond Program		108,115	112,363	238,785	238,785	0
1170	Office of Affordable Housing Administration		7,080,891	12,872,073			0
1174	Housing Set Aside		122,109				0
<b>Total Revenues</b>		5,735,365	20,513,501	19,639,805	4,922,506	4,922,506	-14%

**Office of Affordable Housing — Budget Unit 0168**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 0	\$ 122,109	\$ 0	\$ 0	\$ 0	-
Licenses, Permits, Franchises	0	108,115	112,363	78,500	78,500	-
Revenue From Use Of Money/Property	25,000	25,000	26,499	0	0	-100
Aid From Govt Agencies-State	0	203,000	74,939	0	0	-
Aid From Govt Agencies-Federal	5,291,665	12,758,686	5,952,752	4,013,721	4,013,721	-24
Charges For Current Services	0	0	(2,866)	0	0	-
Transfers	0	6,877,891	12,800,000	0	0	-
Other Revenues	418,700	418,700	676,118	830,285	830,285	98
<b>Total Revenues</b>	5,735,365	20,513,501	19,639,805	4,922,506	4,922,506	-14

**Office of Affordable Housing — Budget Unit 0168**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	0	108,115	112,363	0	0	-
Aid From Govt Agencies- State	0	203,000	74,939	0	0	-
<b>Fund Sub Total Revenues</b>	0	311,115	187,302	0	0	-
<b>Rental Rehab Program</b>						
Revenue From Use Of Money/Property	25,000	25,000	11,035	0	0	-100
Other Revenues	50,400	50,400	65,117	320,000	320,000	535
<b>Fund Sub Total Revenues</b>	75,400	75,400	76,152	320,000	320,000	324
<b>Shelter Plus Care Assistance Program Fund</b>						



**Office of Affordable Housing — Budget Unit 0168**  
**Revenue by Fund (Continued)**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies- Federal	1,066,956	6,254,022	1,798,821	561,346	561,346	-47
<b>Fund Sub Total Revenues</b>	<b>1,066,956</b>	<b>6,254,022</b>	<b>1,798,821</b>	<b>561,346</b>	<b>561,346</b>	<b>-47</b>
<b>Emergency Shelter Fund</b>						
Revenue From Use Of Money/Property	0	0	(8)	0	0	-
Aid From Govt Agencies- Federal	99,363	104,113	98,541	93,750	93,750	-6
<b>Fund Sub Total Revenues</b>	<b>99,363</b>	<b>104,113</b>	<b>98,533</b>	<b>93,750</b>	<b>93,750</b>	<b>-6</b>
<b>Housing Community Development Fund</b>						
Revenue From Use Of Money/Property	0	0	(754)	0	0	-
Aid From Govt Agencies- Federal	2,882,346	4,359,902	2,625,875	2,446,966	2,446,966	-15
Other Revenues	0	0	86	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,882,346</b>	<b>4,359,902</b>	<b>2,625,207</b>	<b>2,446,966</b>	<b>2,446,966</b>	<b>-15</b>
<b>Unincorporated Area Rehabilitation Fund</b>						
Other Revenues	207,000	207,000	469,897	350,000	350,000	69
<b>Fund Sub Total Revenues</b>	<b>207,000</b>	<b>207,000</b>	<b>469,897</b>	<b>350,000</b>	<b>350,000</b>	<b>69</b>
<b>Home Investment Partnership Program Fund</b>						
Revenue From Use Of Money/Property	0	0	5,075	0	0	-
Aid From Govt Agencies- Federal	1,243,000	2,040,649	1,429,515	911,659	911,659	-27
Other Revenues	161,300	161,300	128,635	0	0	-100
<b>Fund Sub Total Revenues</b>	<b>1,404,300</b>	<b>2,201,949</b>	<b>1,563,225</b>	<b>911,659</b>	<b>911,659</b>	<b>-35</b>
<b>Set Aside Housing Fund</b>						
Taxes - Current Property	\$ 0	\$ 122,109	\$ 0	\$ 0	\$ 0	-
Charges For Current Services	0	0	(2,866)	0	0	-
Transfers	0	6,877,891	12,800,000	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>7,000,000</b>	<b>12,797,134</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Mortgage and Rental Assistance</b>						
Revenue From Use Of Money/Property	0	0	4,612	0	0	-
Other Revenues	0	0	9,883	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>14,495</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Developer Application Fund</b>						
Licenses, Permits, Franchises	0	0	0	78,500	78,500	-
Other Revenues	0	0	0	160,285	160,285	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>238,785</b>	<b>238,785</b>	<b>-</b>
<b>All Funds Total Revenues</b>	<b>5,735,365</b>	<b>20,513,501</b>	<b>19,630,766</b>	<b>4,922,506</b>	<b>4,922,506</b>	<b>-14</b>



### Assessor — Budget Unit 0115 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1150	Assessor Administration	1,570,067	8,520,010	1,541,144	1,597,628	1,596,862	2
1151	Assessment Standards	480,088	475,939	494,114	516,749	516,749	8
1152	Exemptions	738,049	734,139	721,244	780,539	780,539	6
1153	Assessment Services	2,481,059	2,450,284	2,528,351	2,715,837	2,715,837	9
1154	Real Property	7,274,964	7,169,534	7,477,532	7,796,307	7,796,307	7
1155	Personal Property	5,413,686	5,409,076	5,666,097	5,717,932	5,717,932	6
1156	Information Systems	1,306,065	1,560,592	1,556,126	1,294,901	1,294,901	-1
1157	St-Cnty Property Tax Admin Program	927,775	4,999,643	131,392	846,982	846,982	-9
1158	St-Cnty Prop Tax Admin Program AB 719	4,487,748	8,420,648	1,306,626	4,280,436	4,280,436	-5
1159	St-Cnty Prop Tax Admin Program AB1036	3,117,219	3,117,219	1,304,964	1,175,881	1,175,881	-62
1160	St-Cnty Prop Tax Admin Program AB 589				3,948,940	3,948,940	
<b>Total Expenditures</b>		27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10%

### Assessor — Budget Unit 0115 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 22,063,702	\$ 28,950,768	\$ 19,922,070	\$ 25,040,133	\$ 25,040,133	13
Services And Supplies	5,133,018	5,019,548	1,915,324	5,261,999	5,261,233	2
Fixed Assets	600,000	8,886,768	890,196	370,000	370,000	-38
<b>Total Expenditures</b>	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10

### Assessor — Budget Unit 0115 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 22,063,702	\$ 28,950,768	\$ 19,922,070	\$ 25,040,133	\$ 25,040,133	13
Services And Supplies	5,133,018	5,019,548	1,915,324	5,261,999	5,261,233	2
Fixed Assets	600,000	8,886,768	890,196	370,000	370,000	-38
<b>Fund Sub Total Expenditures</b>	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10
<b>All Funds Total Expenditures</b>	27,796,720	42,857,084	22,727,590	30,672,132	30,671,366	10



## Assessor — Budget Unit 0115 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1150	Assessor Administration			1,124			0
1152	Exemptions			70			0
1153	Assessment Services	25,000	25,000	16,719	16,000	16,000	-36
1154	Real Property	386,000	386,000	379,667	375,000	375,000	-3
1155	Personal Property			555			0
1156	Information Systems		282,000	282,000			0
1157	St-Cnty Property Tax Admin Program	927,775	4,999,643		846,982	846,982	-9
1158	St-Cnty Prop Tax Admin Program AB 719	4,487,748	8,420,648	1,760,170	4,280,436	4,280,436	-5
1159	St-Cnty Prop Tax Admin Program AB1036	3,117,219	3,117,219	1,518,478	1,175,881	1,175,881	-62
1160	St-Cnty Prop Tax Admin Program AB 589				3,948,940	3,948,940	0
<b>Total Revenues</b>		<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19%</b>

## Assessor — Budget Unit 0115 Revenue by Type

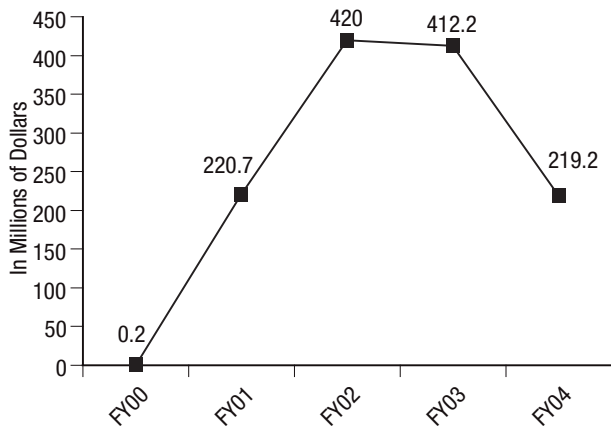
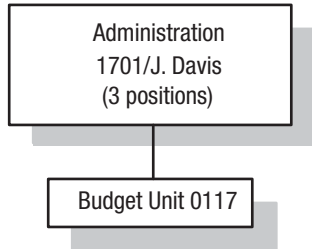
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	9,000	9,000	11,400	9,000	9,000	0
Aid From Govt Agencies-State	8,909,742	16,914,510	3,645,876	10,618,239	10,618,239	19
Charges For Current Services	18,000	18,000	10,363	10,000	10,000	-44
Transfers	0	282,000	0	0	0	-
Other Revenues	7,000	7,000	291,144	6,000	6,000	-14
<b>Total Revenues</b>	<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19</b>

## Assessor — Budget Unit 0115 Revenue by Fund

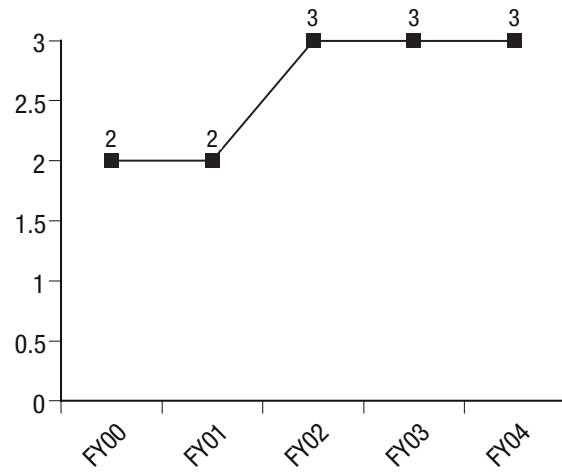
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	9,000	9,000	11,400	9,000	9,000	0
Aid From Govt Agencies- State	8,909,742	16,914,510	3,645,876	10,618,239	10,618,239	19
Charges For Current Services	18,000	18,000	10,363	10,000	10,000	-44
Transfers	0	282,000	0	0	0	-
Other Revenues	7,000	7,000	291,144	6,000	6,000	-14
<b>Fund Sub Total Revenues</b>	<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19</b>
<b>All Funds Total Revenues</b>	<b>8,943,742</b>	<b>17,230,510</b>	<b>3,958,783</b>	<b>10,643,239</b>	<b>10,643,239</b>	<b>19</b>



# Measure B Transportation Improvement Program



**Appropriation Trend**



**Staffing Trend**





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## Public Purpose

- **Oversee the implementation of the \$1.5 billion transit and highway projects listed in the 1996 voter-approved advisory Measure A, financed nearly entirely by Measure B half-cent County sales tax**
- **Oversee the performance of Valley Transportation Authority and report progress to the Board of Supervisors**




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## County Executive's Recommendation

The County Executive recommended approval of the FY 2004 Revenue and Expenditure Plan submitted by Measure B staff and approved by the Board of Supervisors and the VTA Board of Directors at a joint meeting on June 6, 2003.

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## Changes Approved by the Board

The Board did not make any changes to the Measure B Revenue and Expenditure Plan as approved at the June 6, 2003 joint meeting of the Board of Supervisors and the VTA Board of Directors.

### Measure B Trans Improvement Prog — Budget Unit 0117 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1117	Measure B Trans Improvement Program	9,239	9,239	265,716	5,948,301	5,948,296	64,282
1118	Revenue		265,000	262,959	253,000	253,000	
1701	Measure B Administration	739,980	764,133	499,774	474,846	474,846	-36
1702	Measure B Program Management Oversight	800,000	800,000	603,679	875,000	875,000	9
1703	Measure B Highway Projects	159,531,000	124,381,000	70,357,172	63,815,000	63,815,000	-60
1704	Measure B Railway Projects	178,603,000	142,703,000	101,677,959	105,882,000	105,882,000	-41
1705	Measure B Bicycle Projects	1,050,000	1,050,000		1,930,000	1,930,000	84
1706	Measure B County Expy Level of Service	2,000,000	11,104,240	1,436,031	3,000,000	3,000,000	50
1707	Measure B County Expy Signalization Prg	10,400,000	17,709,468	4,910,813	6,000,000	6,000,000	-42
1708	Measure B Pavement Management Program	27,096,000	32,345,530	22,612,519	3,000,000	3,000,000	-89
1709	Measure B SWAP I	24,371,000	31,922,287	29,140,751	26,816,000	26,816,000	10
1710	Measure B SWAP II		75,000				
1712	Measure B Program Wide Mitigation	7,583,000	7,457,972	449,729	1,200,000	1,200,000	-84
1803	Highway Projects		53,153,387	53,153,387			
1804	Transit/Rail Projects		80,988,835	80,988,835			
1812	Program Wide Mitigation		125,028	125,028			
	<b>Total Expenditures</b>	<b>412,183,219</b>	<b>504,854,119</b>	<b>366,484,352</b>	<b>219,194,147</b>	<b>219,194,142</b>	<b>-47%</b>

### Measure B Trans Improvement Prog — Budget Unit 0117 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 389,778	\$ 274,778	\$ 272,964	\$ 399,961	\$ 399,961	3
Services And Supplies	392,593,441	455,824,816	351,936,202	196,389,186	196,389,181	-50
Other Charges	0	265,000	262,959	5,905,000	5,905,000	-
Operating/Equity Transfers	19,200,000	48,489,525	14,012,227	16,500,000	16,500,000	-14
<b>Total Expenditures</b>	<b>412,183,219</b>	<b>504,854,119</b>	<b>366,484,352</b>	<b>219,194,147</b>	<b>219,194,142</b>	<b>-47</b>



### Measure B Trans Improvement Prog — Budget Unit 0117 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Measure B Transportation Improvement Fund</b>						
Salaries And Employee Benefits	\$ 389,778	\$ 274,778	\$ 272,964	\$ 399,961	\$ 399,961	3
Services And Supplies	392,593,441	321,557,566	217,668,952	196,389,186	196,389,181	-50
Other Charges	0	0	0	5,652,000	5,652,000	-
Operating/Equity Transfers	19,200,000	48,489,525	14,012,227	16,500,000	16,500,000	-14
<b>Fund Sub Total Expenditures</b>	<b>412,183,219</b>	<b>370,321,869</b>	<b>231,954,143</b>	<b>218,941,147</b>	<b>218,941,142</b>	<b>-47</b>
<b>Measure B Bond Proceeds</b>						
Services And Supplies	0	134,267,250	134,267,250	0	0	-
Other Charges	0	265,000	262,959	253,000	253,000	-
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>134,532,250</b>	<b>134,530,209</b>	<b>253,000</b>	<b>253,000</b>	<b>-</b>
<b>All Funds Total Expenditures</b>	<b>412,183,219</b>	<b>504,854,119</b>	<b>366,484,352</b>	<b>219,194,147</b>	<b>219,194,142</b>	<b>-47</b>

### Measure B Trans Improvement Pgm— Budget Unit 0117 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1117	Measure B Trans Improvement Pgm	152,360,000	130,460,000	134,920,834	133,475,220	133,475,220	-12
1118	Revenue		148,587,250	135,048,133	253,000	253,000	
	<b>Total Revenues</b>	<b>152,360,000</b>	<b>279,047,250</b>	<b>269,968,967</b>	<b>133,728,220</b>	<b>133,728,220</b>	<b>-12%</b>

### Measure B Trans Improvement Prog — Budget Unit 0117 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	153,600,000	131,700,000	132,324,408	132,375,220	132,375,220	-14
Revenue From Use Of Money/Property	(1,240,000)	(1,170,000)	3,113,731	1,353,000	1,353,000	-209
Other Revenues	0	148,517,250	134,530,828	0	0	-
<b>Total Revenues</b>	<b>152,360,000</b>	<b>279,047,250</b>	<b>269,968,967</b>	<b>133,728,220</b>	<b>133,728,220</b>	<b>-12</b>



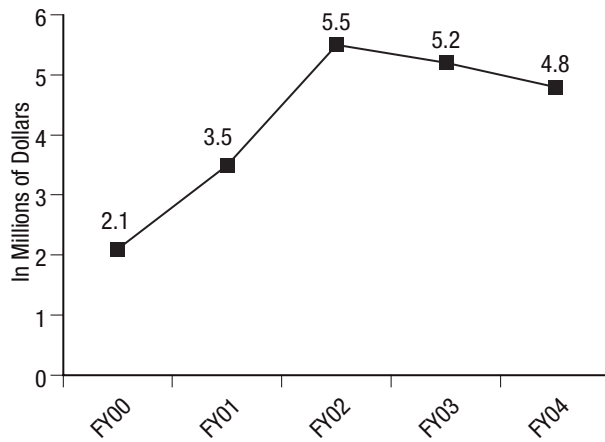
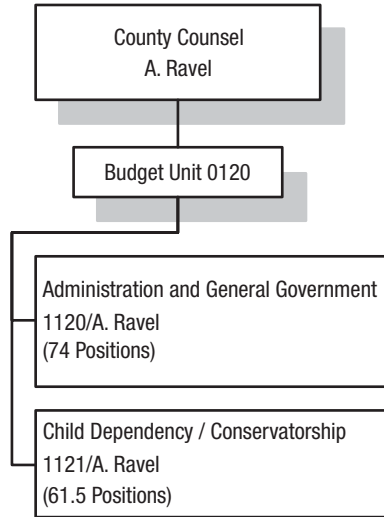
## Measure B Trans Improvement Prog — Budget Unit 0117

### Revenue by Fund

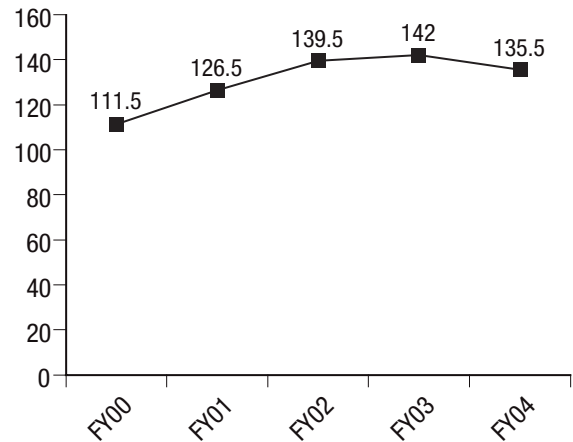
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Measure B Transportation Improvement Fund</b>						
Taxes - Other Than Current Property	153,600,000	131,700,000	132,324,408	132,375,220	132,375,220	-14
Revenue From Use Of Money/Property	(1,240,000)	(1,240,000)	2,595,807	1,100,000	1,100,000	-189
Other Revenues	0	0	619	0	0	-
<b>Fund Sub Total Revenues</b>	<b>152,360,000</b>	<b>130,460,000</b>	<b>134,920,834</b>	<b>133,475,220</b>	<b>133,475,220</b>	<b>-12</b>
<b>Measure B Bond Proceeds</b>						
Revenue From Use Of Money/Property	0	70,000	517,924	253,000	253,000	-
Other Revenues	0	148,517,250	134,530,209	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>148,587,250</b>	<b>135,048,133</b>	<b>253,000</b>	<b>253,000</b>	<b>-</b>
<b>All Funds Total Revenues</b>	<b>152,360,000</b>	<b>279,047,250</b>	<b>269,968,967</b>	<b>133,728,220</b>	<b>133,728,220</b>	<b>-12</b>



# Office of County Counsel



Appropriation Trend



Staffing Trend



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## Public Purpose

- ➔ **Promote government operations that are legal, ethical and respectful of client confidentiality**




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## Desired Results

**Minimize County Exposure to Risk** by providing timely legal analysis and training to the Board and County agencies.

**Complete Transactions** which ensure effective service delivery and advance the public policy goals of the Board of Supervisors.

**Provide Creative and Legally Sound Solutions to Clients** which enhance service delivery to the public.

**Provide Legal Services at a Reasonable Cost.**

**Promote Favorable Dispute Resolution** by providing innovative and effective legal strategies at the earliest possible stage.

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## County Executive's Recommendation

### Revenue/Reimbursement Enhancements

- Increase revenue assumptions for legal services to school districts.

- Increase the reimbursement assumptions from ESA Worker's Compensation for legal services provided by County Counsel.

**Total Ongoing New Revenue: \$45,000**

**Total Ongoing New Reimbursement: \$35,000**

- Increase the reimbursement assumptions from ESA Insurance for legal services provided by County Counsel.

**Total Ongoing New Reimbursement: \$144,000**

- Increase revenue assumptions from ESA Benefits for legal services provided by County Counsel.

**Total Ongoing New Revenue: \$10,000**

- Increase revenue assumption for legal services to the Assessor's Office for the State-County Tax Administration Program.

**Total Ongoing New Revenue: \$201,996**

**Staff Reductions**

- Delete 5.0 FTE, including 0.5 FTE Attorney IV, 2.5 FTE Office Specialist II/I, 2.0 FTE Legal Secretary II/Legal Secretary Trainee.

**Total Ongoing Savings: (\$350,882)**

- Reduce the number of lead staff differentials.

**Total Ongoing Savings: (\$33,928)**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended with the following changes:

- Restore three positions based on agreement with SEIU Local 715, including 1.5 FTE Office Specialist II and 1.0 FTE Legal Secretary Trainee.

**Total Cost: \$134,384**

**County Counsel — Budget Unit 0120  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1120	County Counsel Administration	5,153,431	5,518,759	4,886,355	4,655,887	4,788,955	-7
<b>Total Expenditures</b>		5,153,431	5,518,759	4,886,355	4,655,887	4,788,955	-7%



### County Council — Budget Unit 0120 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 16,016,293	\$ 16,088,613	\$ 15,898,477	\$ 17,427,117	\$ 17,561,501	10
Services And Supplies	1,227,565	1,201,671	1,265,079	1,067,696	1,066,380	-13
Fixed Assets	79,000	397,902	220,029	0	0	-100
Expenditure Transfers	(12,169,427)	(12,169,427)	(12,497,230)	(13,838,926)	(13,838,926)	14
<b>Total Expenditures</b>	<b>5,153,431</b>	<b>5,518,759</b>	<b>4,886,355</b>	<b>4,655,887</b>	<b>4,788,955</b>	<b>-7</b>

### County Council — Budget Unit 0120 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 16,016,293	\$ 16,088,613	\$ 15,898,477	\$ 17,427,117	\$ 17,561,501	10
Services And Supplies	1,227,565	1,201,671	1,265,079	1,067,696	1,066,380	-13
Fixed Assets	79,000	397,902	220,029	0	0	-100
Expenditure Transfers	(12,169,427)	(12,169,427)	(12,497,230)	(13,838,926)	(13,838,926)	14
<b>Fund Sub Total Expenditures</b>	<b>5,153,431</b>	<b>5,518,759</b>	<b>4,886,355</b>	<b>4,655,887</b>	<b>4,788,955</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>5,153,431</b>	<b>5,518,759</b>	<b>4,886,355</b>	<b>4,655,887</b>	<b>4,788,955</b>	<b>-7</b>

### County Council — Budget Unit 0120 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1120	County Council Administration	1,255,255	1,322,555	1,223,959	1,057,030	1,057,030	-16
	<b>Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16%</b>

### County Council — Budget Unit 0120 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	150,000	150,000	142,911	150,000	150,000	0
Charges For Current Services	832,000	899,300	604,111	567,300	567,300	-32
Other Revenues	273,255	273,255	476,937	339,730	339,730	24
<b>Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16</b>



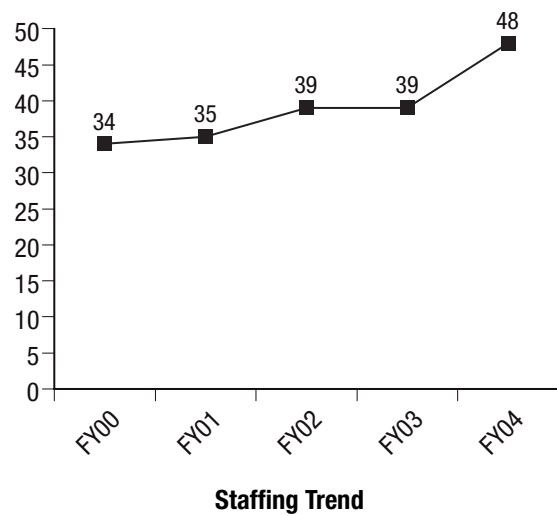
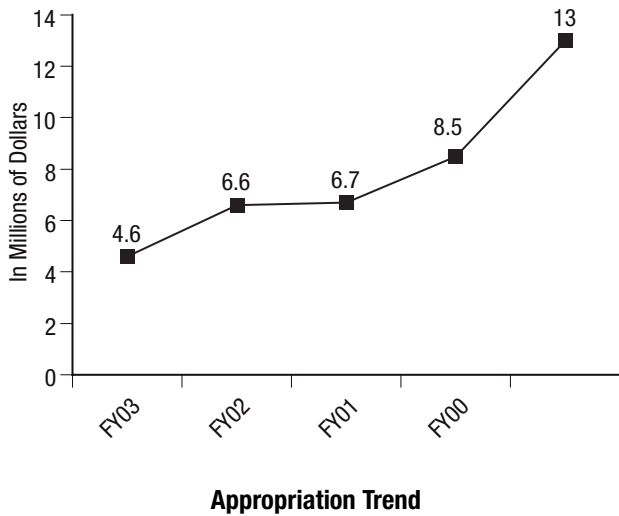
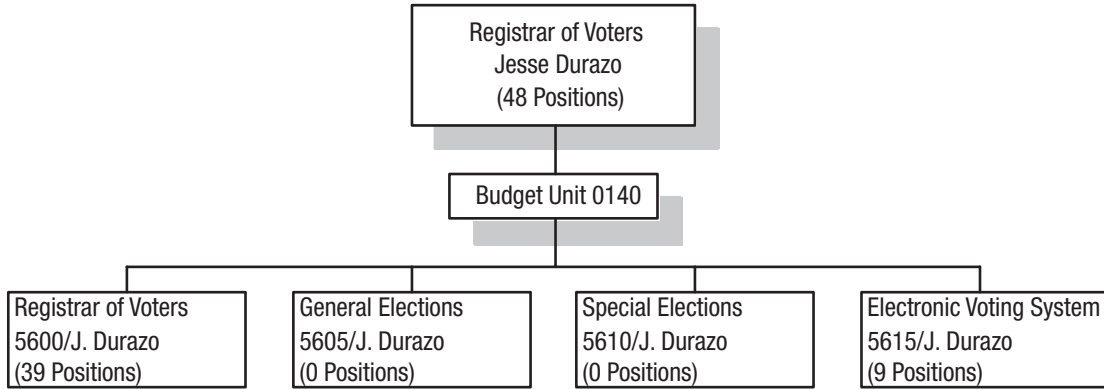


**County Counsel — Budget Unit 0120**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	150,000	150,000	142,911	150,000	150,000	0
Charges For Current Services	832,000	899,300	604,111	567,300	567,300	-32
Other Revenues	273,255	273,255	476,937	339,730	339,730	24
<b>Fund Sub Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16</b>
<b>All Funds Total Revenues</b>	<b>1,255,255</b>	<b>1,322,555</b>	<b>1,223,959</b>	<b>1,057,030</b>	<b>1,057,030</b>	<b>-16</b>



# Registrar of Voters



## Public Purpose

- ➔ To uphold the integrity of the democratic electoral process, by ensuring:
- ➔ An Accurate Election Process
- ➔ A Timely Election Process
- ➔ Fair and Accessible Elections



## Desired Results

**An Efficient Election Process**, which this department promotes by assuring timely and accurate tabulation of ballots, well trained poll workers, timely distributions of election materials. and provision of convenient polling places.

**An Election Process that is Accessible to all Citizens**, which this department promotes by providing voter registration outreach; assistance to potential candidates, jurisdictions and citizens seeking ballot placement; verbal and written language accommodations; absentee and early voting opportunities; and accommodation for physical needs at polling places.

**A Legal Election Process**, which this department ensures by complying with state and federal laws regulating the election process. An important federal and state mandate requires that ballot materials must be available in Spanish, Chinese, Vietnamese and Tagalog, and that bilingual poll workers fluent in these languages are to be stationed at targeted precincts during elections.

## County Executive's Recommendation

### Revenue Adjustments

- Increase base rates charged to cities, school districts and special districts, based on the increased cost of providing voting materials.

**Total Ongoing New Revenue: \$317,202**

- Recognize funding for a new "in lieu of election fee" to be charged as appropriate to local jurisdictions.

**Total Ongoing New Revenue: \$31,710**

- Increase charges for various over-the-counter sales to the public.

**Total Ongoing New Revenue: \$92,600**

### Appropriation Reductions

- Decrease printing costs by eliminating the publication of a separate absentee voter booklet.

**Total Ongoing Savings: (\$572,627)**

**New Tagalog Language Costs**

- Increase funding to provide election materials in Tagalog language.

**Total Ongoing New Cost: \$195,000**

- Increase funding to cover the cost of additional extra-help workers who are bilingual in Tagalog.

**Total Ongoing New Cost: \$65,058**

**New Direct Recording Electronic (DRE) Voting System Costs and Reimbursements:**

- Allocate one-time funds for the FY 2004 portion of the DRE voting system.

**Total One-Time Cost: \$12,675,000**  
(Total One-Time Cost in FY 2005 will be \$6,229,509)

- Recognize one-time reimbursement from the State for the DRE voting system, as mandated by Proposition 41.

**Total New One-Time Reimbursement: \$9,503,396**

- Recognize revenue from charges to local jurisdictions to offset the cost of the acquisition of the DRE voting system.

**Total Ongoing New Revenue: \$514,992**

- Add 3.0 FTE Senior Warehouse Materials Handler/ Warehouse Materials Handler positions to maintain voting machines and performing logic and accuracy testing.

**Total FY 2004 10-month Cost: \$123,060**  
Offset by Ongoing Extra Help Hours Reduction: \$102,581  
Full Year Ongoing Cost of Positions: \$147,672

- Add 3.0 Sr. Office Specialist/Office Specialist III/ Office Specialist II to provide additional layout work for the electronic ballot, audio ballots for the vision-impaired and a new paper ballot for absentee voting (since absentee voters will no longer use a punch card).

**Total FY 2004 10-month Cost: \$119,580**  
Full Year Ongoing Cost: \$143,496

- Add 1.0 FTE Information Systems Technician II/I position to assist in the conversion of text into electronic versions (both video and audio) in five languages, load the electronic ballot into the voting machines and provide other technical support to the DRE voting system.

**Total FY 2004 10 month Cost: \$50,610**  
Full Year Ongoing Cost: \$60,632

- Add 2.0 FTE Election Specialist (G97) positions to provide extra training classes to poll workers who are not familiar with touch screen voting machines.

**Total FY 2004 10-month Cost: \$107,020**  
Full Year Ongoing Cost: \$128,424

- Allocate \$72,000 in one-time funding to support nine new positions to support the new DRE electronic voting system. Each position requires \$8,000 in one-time funding for office equipment and supplies, including purchase and set-up of workstation components including furniture and equipment.

**Total One-Time Cost: \$72,000**

- Allocate \$432,000 for the following ongoing services and supplies required to support the DRE voting system:

Description	Cost
Cost of paying volunteer poll workers to attend extra hours of training--more hours of poll worker training will be required to properly train all volunteers on use of the electronic voting system.	\$240,000
Additional cost of transporting DRE voting machines to polling places	\$130,000
Technical support from Information Systems Dept.	\$50,000
Small tools for set-up and maintenance of DRE voting machines	\$6,000
Misc. office supplies for additional staff	\$6,000
<b>Total</b>	<b>\$432,000</b>

**Total Ongoing New Cost: \$432,000**



- ☐ Allocate \$270,000 for the following one-time services and supplies required to support the DRE voting system:

Description	Cost
Services of marketing firm to design and produce public information materials	\$100,000
Extend Pilot Program Manager contract for 1 year	\$100,000
Outreach activities performed by ROV staff	\$30,000
Additional automobile services required for pollworker training and outreach events	\$20,000
Misc. election materials and precinct supplies associated with launching the new DRE sytem	\$15,000
Staff Training Classes (in addition of training to be provided as part of the vendor contract)	\$5,000
<b>Total</b>	<b>\$270,000</b>

**Total One-Time Cost: \$270,000**

### Warehouse Requirements for DRE Voting System

The acquisition of the DRE voting system requires additional warehouse space, a fire protection system, security fencing, specialized storage racks, and a specialized electrical configuration to enable intermittent charging of the machines while they are in storage.

The GSA Warehouse is being remodeled to accommodate the needs of the DRE system, and other warehouse needs of the Registrar of Voters. Various County departments will also occupy other portions of the remodeled warehouse. The ROV portion of the warehouse remodel is approximately \$1,500,000. For a full discussion of the GSA Warehouse Remodel Project, refer to the Capital Projects section.

## Changes Approved by the Board

The Board approved the Registrar of Voters budget with no changes.

### Registrar Of Voters — Budget Unit 0140 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5600	Registrar Of Voters	4,715,375	5,311,717	5,220,756	5,197,872	5,197,640	10
5605	General Elections	3,743,492	3,844,964	2,730,593	3,476,333	3,476,333	-7
5610	Special Elections	64,432	63,127	19,000	63,127	63,127	-2
5615	Electronic Voting Systems				4,242,364	4,242,364	
	<b>Total Expenditures</b>	<b>8,523,299</b>	<b>9,219,808</b>	<b>7,970,349</b>	<b>12,979,696</b>	<b>12,979,464</b>	<b>52%</b>



### Registrar Of Voters — Budget Unit 0140 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 3,686,045	\$ 3,686,036	\$ 3,649,815	\$ 4,328,481	\$ 4,328,481	17
Services And Supplies	4,837,254	4,991,668	3,856,881	6,683,945	6,683,713	38
Fixed Assets	0	357,104	278,653	11,470,666	11,470,666	—
Operating/Equity Transfers	0	185,000	185,000	0	0	—
Expenditure Transfers	0	0	0	(9,503,396)	(9,503,396)	—
<b>Total Expenditures</b>	<b>8,523,299</b>	<b>9,219,808</b>	<b>7,970,349</b>	<b>12,979,696</b>	<b>12,979,464</b>	<b>52</b>

### Registrar Of Voters — Budget Unit 0140 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 3,686,045	\$ 3,686,036	\$ 3,649,815	\$ 4,328,481	\$ 4,328,481	17
Services And Supplies	4,837,254	4,991,668	3,856,881	6,683,945	6,683,713	38
Fixed Assets	0	357,104	278,653	11,470,666	11,470,666	—
Operating/Equity Transfers	0	185,000	185,000	0	0	—
Expenditure Transfers	0	0	0	(9,503,396)	(9,503,396)	—
<b>Fund Sub Total Expenditures</b>	<b>8,523,299</b>	<b>9,219,808</b>	<b>7,970,349</b>	<b>12,979,696</b>	<b>12,979,464</b>	<b>52</b>
<b>All Funds Total Expenditures</b>	<b>8,523,299</b>	<b>9,219,808</b>	<b>7,970,349</b>	<b>12,979,696</b>	<b>12,979,464</b>	<b>52</b>

### Registrar Of Voters — Budget Unit 0140 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5600	Registrar Of Voters	1,065,125	23,000	74,802	464,512	464,512	-56
5605	General Elections			87,402			0
5610	Special Elections	1,530,000	1,633,080	2,318,406	1,633,080	1,633,080	7
5615	Electronic Voting Systems				514,992	514,992	0
	<b>Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1%</b>



**Registrar Of Voters — Budget Unit 0140**  
**Revenue by Type**

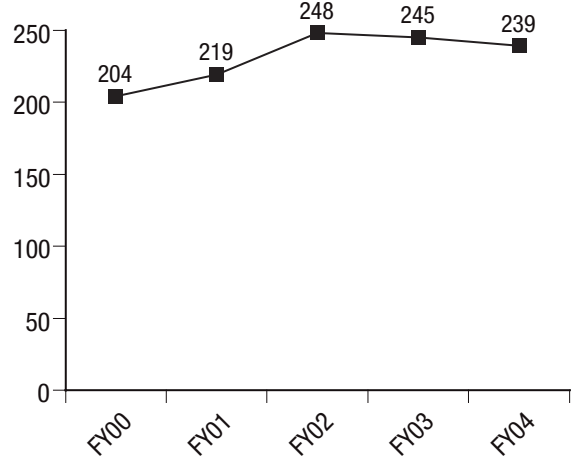
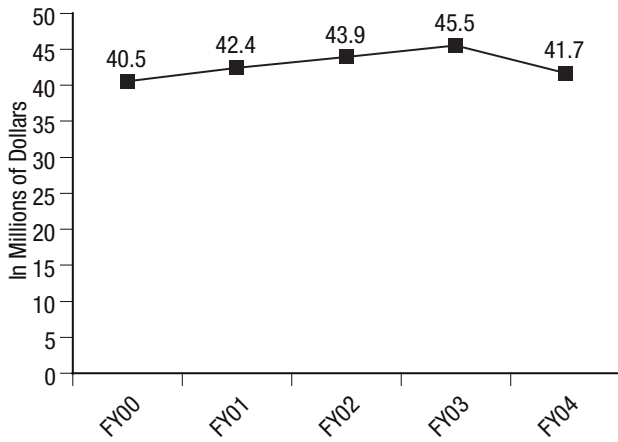
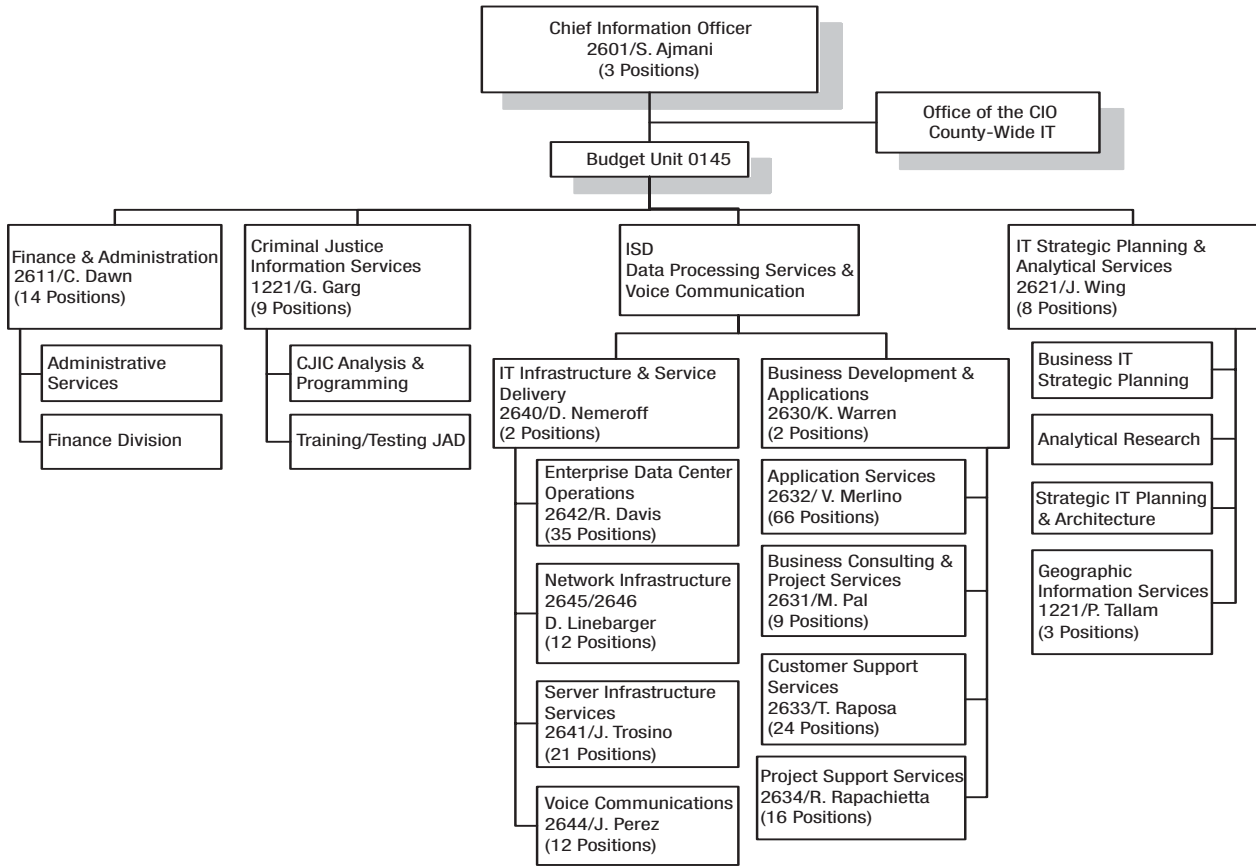
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	0	0	1,495	0	0	-
Aid From Govt Agencies-State	1,042,125	0	17,291	514,992	514,992	-51
Charges For Current Services	1,530,000	1,633,080	2,405,755	1,981,992	1,981,992	30
Other Revenues	23,000	23,000	56,069	115,600	115,600	403
<b>Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1</b>

**Registrar Of Voters — Budget Unit 0140**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	0	0	1,495	0	0	-
Aid From Govt Agencies-State	1,042,125	0	17,291	514,992	514,992	-51
Charges For Current Services	1,530,000	1,633,080	2,405,755	1,981,992	1,981,992	30
Other Revenues	23,000	23,000	56,069	115,600	115,600	403
<b>Fund Sub Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1</b>
<b>All Funds Total Revenues</b>	<b>2,595,125</b>	<b>1,656,080</b>	<b>2,480,610</b>	<b>2,612,584</b>	<b>2,612,584</b>	<b>1</b>



# Information Services Department



Appropriation Trend

Staffing Trend





## Public Purpose

- ➔ **Quality Public Services using Technology**
- ➔ **Meet Countywide Objectives using Technology**
- ➔ **Reasonable Costs of Government Services**



## Desired Results

**Provide information that supports strategic, operational and tactical decisions for daily operations** which this department achieves using a wide array of skills and advanced applications.

**Improved Effectiveness of County Services** which this department promotes by the creation of a data warehouse that will transform data from numerous County departments into essential information in a single repository.

**Achieve Customer Confidence** which this department promotes by ensuring timely, accurate, and cost-effective services.

**Best Value Technology Solutions** which this department promotes by ensuring a competitive process is completed for all Information Technology projects and purchases.

## County Executive's Recommendation

### General Fund Reductions

- Delete one Training and Staff Development Specialist position in CJIC (\$80,477).
- Delete one vacant Office Specialist III in CJIC (\$59,976).
- Reduce professional services (\$66,275)
- Reduce costs to the General Fund through rate and service reductions (\$839,272).
- 

**Total Ongoing Savings: (\$1,046,000)**

### Internal Service Fund 0074 Adjustments

- Reduce services and supplies appropriations (\$173,133).
- Delete one vacant Software Engineer III in conjunction with departmental reductions (\$95,520).
- Delete vacant position in Business Development and Applications (\$104,976).
- Add/delete positions to support e-Government (\$32,928 net).
- Replace the mainframe SYS390 (\$225,000).
- Reduce hardware and software maintenance for mainframe-related equipment (\$130,000).

- Delete one vacant Data Processing Supervisor (\$67,651).
- Delete one vacant Assistant Data Processing Operations Manager (\$143,731).
- (\$20,000) reduce operating expenses for printing

**Total Ongoing Savings (\$992,939)**

### FY 2004 Technology Projects

Project	One-time Expense	Ongoing Expense
<b>GIS Basemap Improvements</b> - increase the accuracy and create a repository of the basemap to meet County needs	\$426,000	
<b>Add Staff for the GIS Habitat Conservation Plan (HCP) Project</b> - required to implement a science-based conservation program	\$281,318	
<b>e-Government Security</b> - provides a separate and more secure location for Content Management Applications	\$156,955	

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Information Services Department — Budget Unit 0145 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1221	Criminal Justice Info Control	2,230,263	2,414,695	2,415,254	1,914,054	1,914,054	-14
1230	Geographic Info Services	1,027,006	1,015,956	617,341	447,802	447,802	-56
2601	Chief Information Officer	5,374,663	7,903,792	6,548,814	1,995,725	1,995,676	-63
2611	Finance & Administration	3,374,536	3,848,345	3,543,334	3,194,656	3,194,362	-5
2621	IT Strategic Planning And Analytical Svcs	647,633	647,633	641,684	818,980	818,980	26
2630	Business Development & Applications	14,742,486	15,305,779	14,872,952	15,505,544	15,505,544	5
2640	IT Infrastructure & Service Delivery	14,212,676	14,832,365	13,584,216	13,936,930	13,936,930	-2
2644	Voice Network Operations	3,848,392	3,865,853	3,076,084	3,899,371	3,899,350	1
<b>Total Expenditures</b>		<b>45,457,655</b>	<b>49,834,418</b>	<b>45,299,679</b>	<b>41,713,062</b>	<b>41,712,698</b>	<b>-8%</b>



**Information Services Department — Budget Unit 0145**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 24,786,953	\$ 24,714,545	\$ 24,013,960	\$ 25,970,250	\$ 25,970,250	5
Services And Supplies	17,828,816	19,201,817	16,928,895	15,176,356	15,175,992	-15
Fixed Assets	3,780,772	6,826,942	4,972,282	864,293	864,293	-77
Operating/Equity Transfers	0	30,000	30,000	0	0	-
Expenditure Transfers	(938,886)	(938,886)	(645,458)	(297,837)	(297,837)	-68
<b>Total Expenditures</b>	<b>45,457,655</b>	<b>49,834,418</b>	<b>45,299,679</b>	<b>41,713,062</b>	<b>41,712,698</b>	<b>-8</b>

**Information Services Department — Budget Unit 0145**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,146,447	\$ 4,074,039	\$ 3,703,884	\$ 3,669,311	\$ 3,669,311	-12
Services And Supplies	5,682,605	6,455,336	5,982,265	4,259,416	4,259,367	-25
Fixed Assets	3,780,772	6,488,716	4,617,617	864,293	864,293	-77
Operating/Equity Transfers	0	30,000	30,000	0	0	-
Expenditure Transfers	(938,886)	(938,886)	(645,458)	(297,837)	(297,837)	-68
<b>Fund Sub Total Expenditures</b>	<b>12,670,938</b>	<b>16,109,205</b>	<b>13,688,308</b>	<b>8,495,183</b>	<b>8,495,134</b>	<b>-33</b>
<b>Data Processing Internal Services Fund</b>						
Salaries And Employee Benefits	\$ 20,640,506	\$ 20,640,506	\$ 20,310,076	\$ 22,300,939	\$ 22,300,939	8
Services And Supplies	12,146,211	12,746,481	10,946,630	10,916,940	10,916,625	-10
Fixed Assets	0	338,226	354,665	0	0	-
<b>Fund Sub Total Expenditures</b>	<b>32,786,717</b>	<b>33,725,213</b>	<b>31,611,371</b>	<b>33,217,879</b>	<b>33,217,564</b>	<b>1</b>
<b>All Funds Total Expenditures</b>	<b>45,457,655</b>	<b>49,834,418</b>	<b>45,299,679</b>	<b>41,713,062</b>	<b>41,712,698</b>	<b>-8</b>



### Information Services Department — Budget Unit 0145 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1221	Criminal Justice Info Control	100,000	100,000	64,800	100,000	100,000	0
1230	Geographic Info Services	100,000	100,000				-100
2601	Chief Information Officer			1,810			0
2611	Finance & Administration	27,550,036	27,206,028	25,865,111	27,917,185	27,917,185	1
2630	Business Development & Applications			6,259			0
2640	IT Infrastructure & Service Delivery			34,795			0
2644	Voice Network Operations	3,867,508	3,867,508	3,839,360	3,718,952	3,718,952	-4
<b>Total Revenues</b>		<b>31,617,544</b>	<b>31,273,536</b>	<b>29,812,135</b>	<b>31,736,137</b>	<b>31,736,137</b>	<b>0%</b>

### Information Services Department — Budget Unit 0145 Revenue by Type

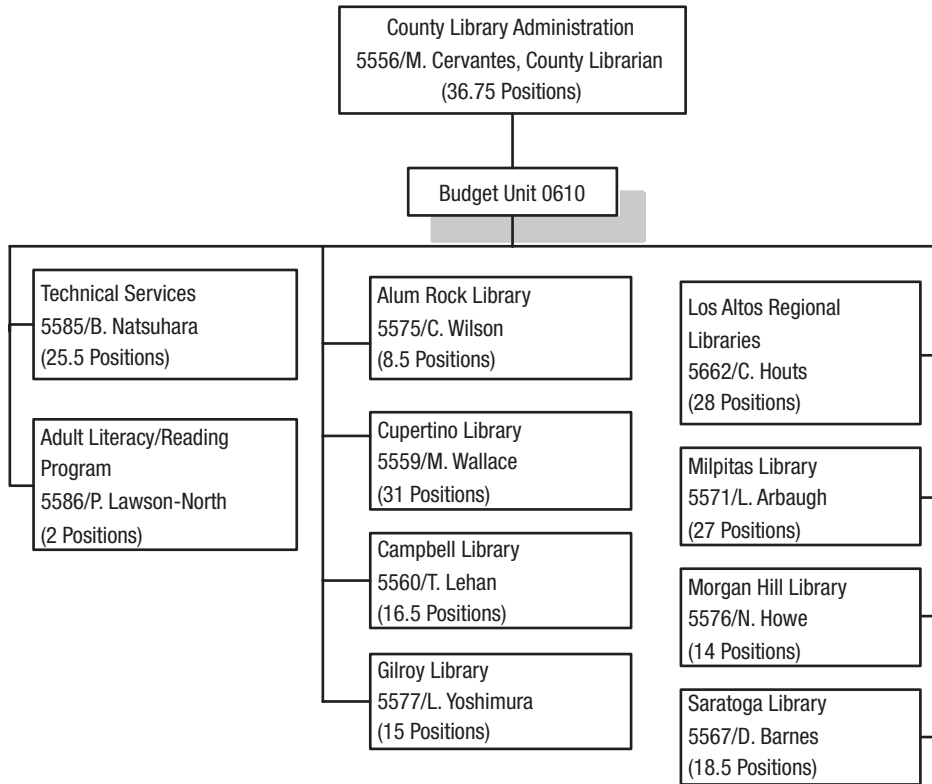
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	100,000	100,000	35,642	100,000	100,000	0
Charges For Current Services	31,317,544	30,973,536	29,672,520	31,536,137	31,536,137	1
Other Revenues	200,000	200,000	103,973	100,000	100,000	-50
<b>Total Revenues</b>	<b>31,617,544</b>	<b>31,273,536</b>	<b>29,812,135</b>	<b>31,736,137</b>	<b>31,736,137</b>	<b>0</b>

### Information Services Department — Budget Unit 0145 Revenue by Fund

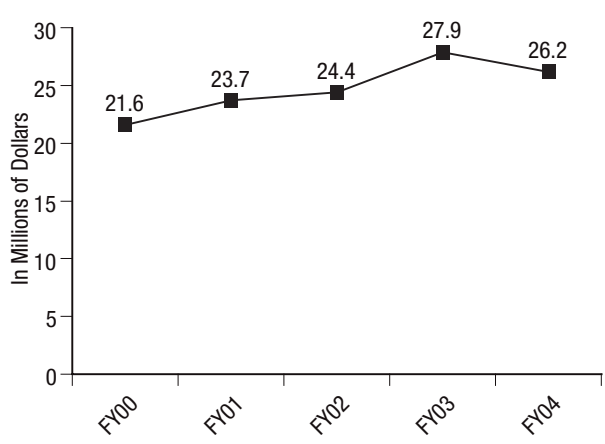
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Other Revenues	200,000	200,000	101,405	100,000	100,000	-50
<b>Fund Sub Total Revenues</b>	<b>200,000</b>	<b>200,000</b>	<b>101,405</b>	<b>100,000</b>	<b>100,000</b>	<b>-50</b>
<b>Data Processing Internal Services Fund</b>						
Revenue From Use Of Money/Property	100,000	100,000	35,642	100,000	100,000	0
Charges For Current Services	31,317,544	30,973,536	29,672,520	31,536,137	31,536,137	1
Other Revenues	0	0	2,568	0	0	-
<b>Fund Sub Total Revenues</b>	<b>31,417,544</b>	<b>31,073,536</b>	<b>29,710,730</b>	<b>31,636,137</b>	<b>31,636,137</b>	<b>1</b>
<b>All Funds Total Revenues</b>	<b>31,617,544</b>	<b>31,273,536</b>	<b>29,812,135</b>	<b>31,736,137</b>	<b>31,736,137</b>	<b>0</b>



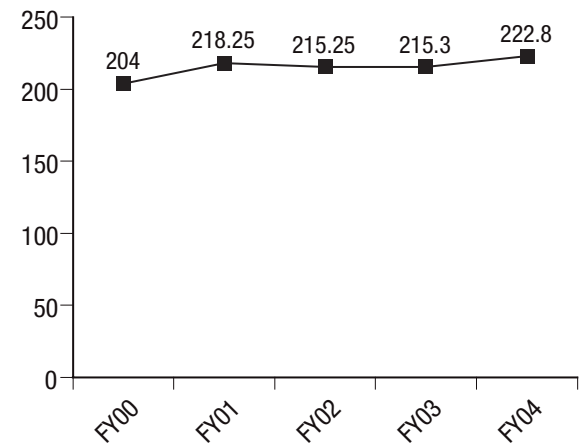
# County Library



Section 1: Finance & Government Operations



**Appropriation Trend**



**Staffing Trend**



## Overview

The Santa Clara County Library District is a dependent special district funded primarily from property tax revenue. In 1994, the voters approved an advisory measure to levy a benefit assessment throughout the Library district. Subsequently, the Board of Supervisors created a County Service Area (CSA) for the provision of library service, and levied a benefit assessment to both replace property tax diverted to the State, and to augment existing library resources.

The County Library district is governed by a Joint Powers Authority (JPA), and provides service to nine cities and the unincorporated areas of the County. The JPA is comprised of representatives from each of the nine participating cities and two representatives from the County Board of Supervisors. The participating cities are: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill and Saratoga. A tenth library is located in Alum Rock, an unincorporated area just east of San Jose. The Library

district's recommended budget was approved by the JPA in April 2002, and must be formally adopted by the Board as well.

The County Library provides service to nine cities and the unincorporated areas of the County. Eight community libraries and one branch provide a full range of services to the community. One bookmobile serves locations isolated by geography or other circumstances, such as the rural South County, the mountains, nursing homes, migrant camps and locked facilities. In addition, the County Library reaches out to the community through its award-winning literacy Program, recently renamed Vision Literacy, which has now expanded its service to South County in joint programming with Planetree medical library.

The JPA has begun to plan for renewal of its benefit assessment, which will expire in 2005, by approving a revised Joint Powers Authority agreement.

## County Executive's Recommendation

The Library Joint Powers Authority (JPA) is the governing body for the County Library. The County Executive's recommended budget for this department reflects the FY 2004 budget proposed to the JPA. The

County Executive's Office of Budget and Analysis and the Employee Services Agency will adjust Final Budget staffing, expenditure and revenue levels to match the FY 2004 budget adopted by the JPA.

## County Executive's Revisions to Recommendation

The County Executive made the following revisions to the recommended budget for the County Library, as approved by the Library Joint Powers Authority.

**Recommendation:** Add 0.5 FTE Janitor (H18) and reduce extra help expense by a corresponding amount.

**Background:** An additional 0.5 FTE Janitor will allow the Library to replace extra help resources. The position will be assigned to the newly remodeled Saratoga Library, scheduled to open in Summer 2003.

**Recommendation:** Allocate \$60,000 from the Library fund balance for outside counsel and consultant services.

**Background:** These services are needed in order to pursue renewal of the Library assessment fee, which will expire in 2005.

**Total One-Time New Cost: \$60,000**  
Allocation to be made from Library Fund Balance

**Total Ongoing New Cost: \$23,472**  
100% offset by a reduction in extra help costs



## Changes Approved by the Board

The Board approved the County Library budget as approved by the Library Joint Powers Authority with no changes.

### County Library — Budget Unit 0610 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004	FY 2004	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual	Recommended	Approved	
5556	Library Headquarters	9,394,974	9,595,716	8,618,869	9,477,510	9,537,000	2
5559	Cupertino Library	2,446,182	2,466,121	2,478,284	2,625,845	2,625,845	7
5560	Campbell Library	1,459,715	1,473,697	1,460,489	1,508,957	1,508,957	3
5567	Saratoga Library	2,502,637	2,515,888	1,937,276	1,609,623	1,609,623	-36
5571	Milpitas Library	2,211,452	2,232,770	2,220,592	2,364,084	2,364,084	7
5575	Alum Rock Library	727,403	732,106	740,543	755,744	755,744	4
5576	Morgan Hill Library	1,142,392	1,153,829	1,182,954	1,193,120	1,193,120	4
5577	Gilroy Library	1,217,060	1,227,520	1,238,509	1,290,373	1,290,373	6
5585	Library Technical Services	3,974,914	3,974,914	3,771,812	2,555,507	2,555,507	-36
5586	Adult Literacy	637,610	748,252	709,781	505,052	505,052	-21
5662	Los Altos Library	2,161,060	2,178,010	2,183,857	2,214,136	2,214,136	2
<b>Total Expenditures</b>		<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6%</b>

### County Library — Budget Unit 0610 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004	FY 2004	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual	Recommended	Approved	
Salaries And Employee Benefits	\$ 15,724,448	\$ 15,912,730	\$ 15,912,041	\$ 17,186,514	\$ 17,186,514	9
Services And Supplies	11,014,951	11,250,093	10,259,221	8,352,937	8,412,427	-24
Fixed Assets	660,000	660,000	389,704	84,500	84,500	-87
Reserves	494,000	494,000	0	494,000	494,000	0
Expenditure Transfers	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	0
<b>Total Expenditures</b>	<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6</b>



### County Library — Budget Unit 0610 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Library Fund</b>						
Salaries And Employee Benefits	\$ 15,724,448	\$ 15,912,730	\$ 15,912,041	\$ 17,186,514	\$ 17,186,514	9
Services And Supplies	11,014,951	11,250,093	10,259,221	8,352,937	8,412,427	-24
Fixed Assets	660,000	660,000	389,704	84,500	84,500	-87
Reserves	494,000	494,000	0	494,000	494,000	0
Expenditure Transfers	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	0
<b>Fund Sub Total Expenditures</b>	<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6</b>
<b>All Funds Total Expenditures</b>	<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6</b>

### County Library— Budget Unit 0610 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5556	Library Headquarters	24,563,444	24,833,984	25,950,285	25,389,903	25,449,903	4
5585	Library Technical Services			531			
5586	Adult Literacy	463,784	586,668	478,361	330,000	330,000	-29
	<b>Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3%</b>

### County Library — Budget Unit 0610 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 13,738,910	\$ 13,850,950	\$ 15,016,294	\$ 15,000,000	\$ 15,000,000	9
Taxes - Other Than Current Property	0	0	32,145	0	0	-
Fines, Forfeitures, Penalties	720,000	720,000	663,243	650,000	650,000	-10
Revenue From Use Of Money/Property	310,000	310,000	281,080	220,000	220,000	-29
Aid From Govt Agencies-State	1,887,800	1,887,800	1,997,977	1,950,000	1,950,000	3
Charges For Current Services	7,689,518	7,812,402	7,793,861	7,817,903	7,817,903	2
Transfers	51,000	51,000	51,000	51,000	51,000	0
Other Revenues	630,000	788,500	593,577	31,000	91,000	-86
<b>Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3</b>



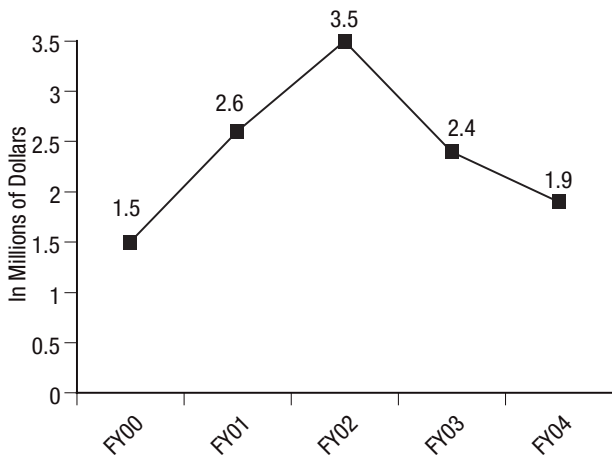
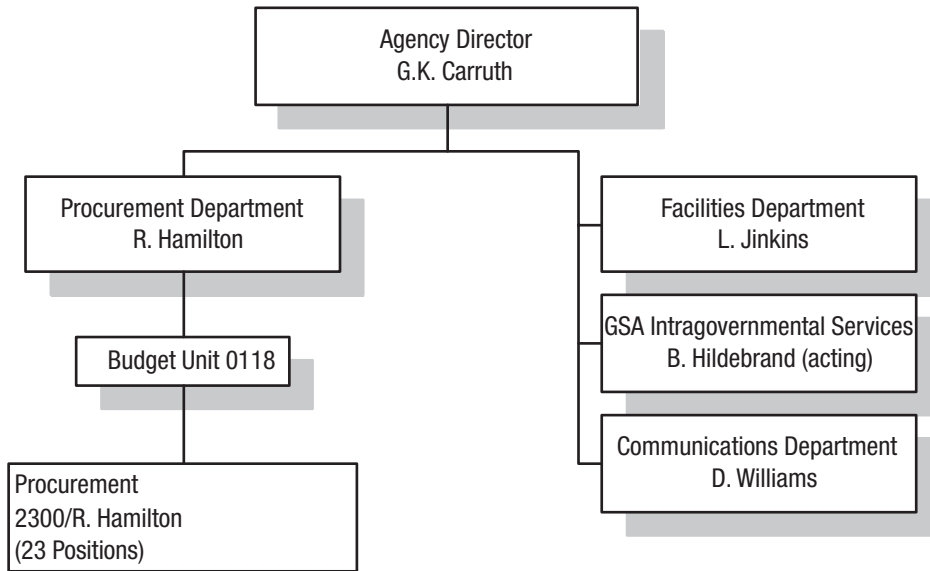


**County Library — Budget Unit 0610**  
**Revenue by Fund**

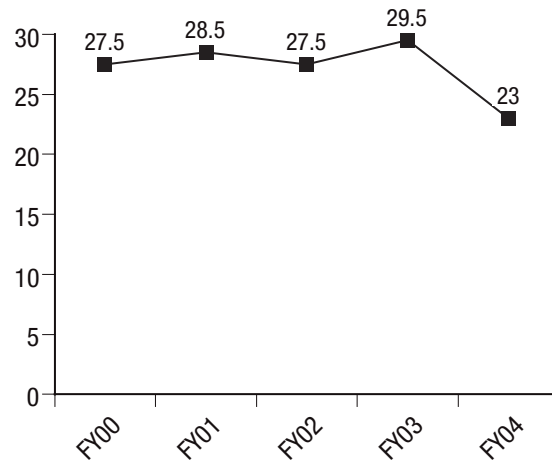
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Library Fund</b>						
Taxes - Current Property	\$ 13,738,910	\$ 13,850,950	\$ 15,016,294	\$ 15,000,000	\$ 15,000,000	9
Taxes - Other Than Current Property	0	0	32,145	0	0	-
Fines, Forfeitures, Penalties	720,000	720,000	663,243	650,000	650,000	-10
Revenue From Use Of Money/Property	310,000	310,000	281,080	220,000	220,000	-29
Aid From Govt Agencies- State	1,887,800	1,887,800	1,997,977	1,950,000	1,950,000	3
Charges For Current Services	7,689,518	7,812,402	7,793,861	7,817,903	7,817,903	2
Transfers	51,000	51,000	51,000	51,000	51,000	0
Other Revenues	630,000	788,500	593,577	31,000	91,000	-86
<b>Fund Sub Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3</b>
<b>All Funds Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3</b>



# Procurement Department



**Appropriation Trend**



**Staffing Trend**



**Public Purpose**

- ➔ **Procurement of goods and services in a manner that assures the most effective use of taxpayer monies in support of services to County residents.**



**Desired Results**

**Appropriate Equipment, Tools, Furniture and Food Necessary to Provide Quality Public Service** which the Procurement Department promotes by purchasing safe, durable products in a timely fashion

**Best Value, Negotiated Prices and Maximum Rebates and Discounts** by effective negotiation and management of programs such as the Procurement Card and E-Procurement Programs

**Maximum Investment Recovery of Public Property**

**County Executive's Recommendation**

**Staffing Adjustments**

- Delete 4.0 FTE, including 1.0 FTE Accountant Assistant, 2.0 FTE Buyer Assistants, and 1.0 FTE Information Systems Manager II.
- Add 3.0 FTE Unclassified Senior Management Analyst (W1N) positions.

**Total One-Time Cost: \$331,419**  
 Salaries and benefits \$316,419;  
 Equipment and supplies \$15,000

**Total Ongoing Savings: (\$312,359)**

**Reduce Appropriations for Services and Supplies**

**Total Ongoing Savings: (\$217,117)**

- Reduce ongoing appropriations for services and supplies.



## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Purchasing — Budget Unit 0118 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2300	Purchasing Department	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21
<b>Total Expenditures</b>		2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21%

### Purchasing — Budget Unit 0118 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 2,149,969	\$ 2,163,508	\$ 2,017,342	\$ 1,987,233	\$ 1,987,233	-8
Services And Supplies	754,928	884,522	687,382	567,657	567,278	-25
Fixed Assets	0	0	254,244	0	0	-
Expenditure Transfers	(480,000)	(480,000)	(673,606)	(634,211)	(634,211)	32
<b>Total Expenditures</b>	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21

### Purchasing — Budget Unit 0118 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 2,149,969	\$ 2,163,508	\$ 2,017,342	\$ 1,987,233	\$ 1,987,233	-8
Services And Supplies	754,928	884,522	687,382	567,657	567,278	-25
Fixed Assets	0	0	254,244	0	0	-
Expenditure Transfers	(480,000)	(480,000)	(673,606)	(634,211)	(634,211)	32
<b>Fund Sub Total Expenditures</b>	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21
<b>All Funds Total Expenditures</b>	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21

### Purchasing — Budget Unit 0118 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2300	Purchasing Department	130,000	209,150	186,117	75,000	75,000	-42
<b>Total Revenues</b>		130,000	209,150	186,117	75,000	75,000	-42%



**Purchasing — Budget Unit 0118**  
**Revenue by Type**

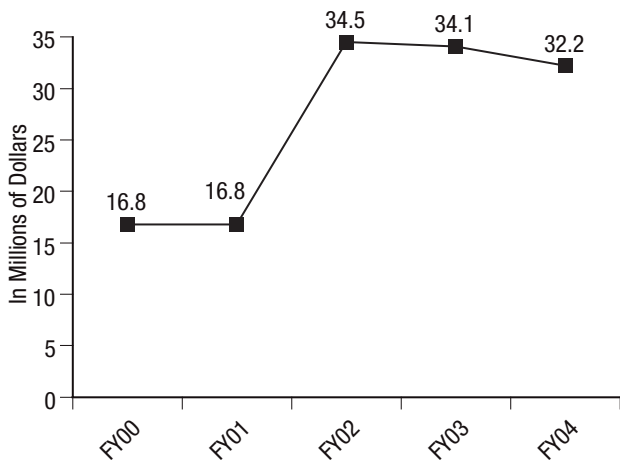
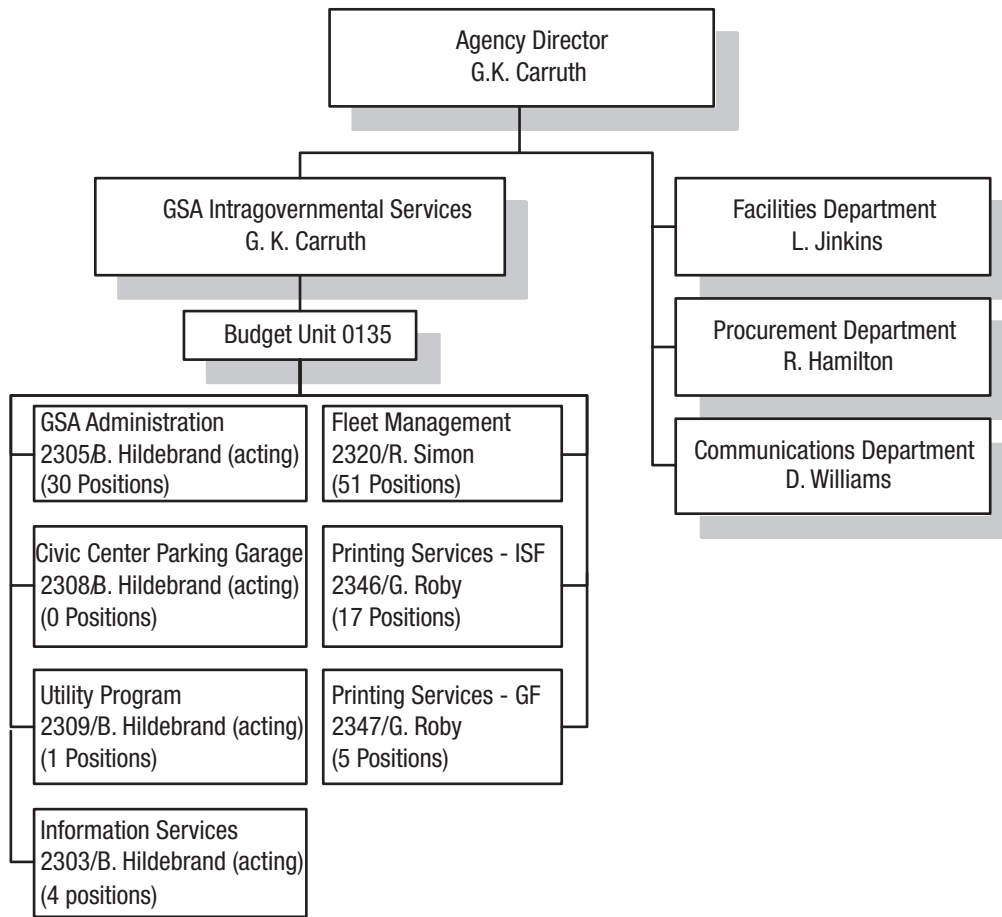
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Charges For Current Services	50,000	50,000	53,509	30,000	30,000	-40
Other Revenues	80,000	159,150	132,608	45,000	45,000	-44
<b>Total Revenues</b>	<b>130,000</b>	<b>209,150</b>	<b>186,117</b>	<b>75,000</b>	<b>75,000</b>	<b>-42</b>

**Purchasing — Budget Unit 0118**  
**Revenue by Fund**

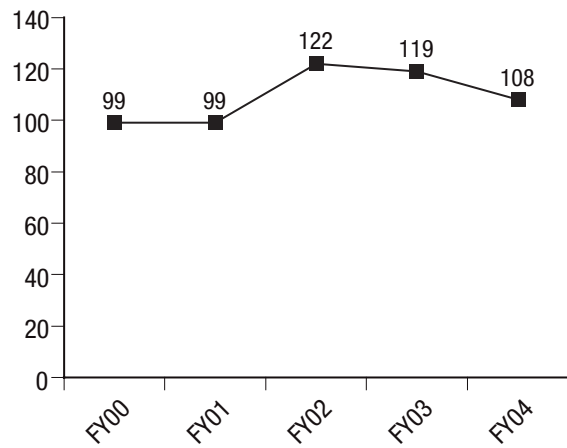
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	50,000	50,000	53,509	30,000	30,000	-40
Other Revenues	80,000	159,150	132,608	45,000	45,000	-44
<b>Fund Sub Total Revenues</b>	<b>130,000</b>	<b>209,150</b>	<b>186,117</b>	<b>75,000</b>	<b>75,000</b>	<b>-42</b>
<b>All Funds Total Revenues</b>	<b>130,000</b>	<b>209,150</b>	<b>186,117</b>	<b>75,000</b>	<b>75,000</b>	<b>-42</b>



# GSA Intragovernmental Services



Appropriation Trend



Staffing Trend



## Public Purpose

- ➔ **Energy Conservation, Fleet, Printing, Postage, and Mail Handling Services** in a manner that assures the most effective use of taxpayer monies in support of services to County residents



## Desired Results

**Countywide Energy Saving Measures** that Result in Cost Reduction for the County

**Appropriate number of reliable vehicles** in order for County Departments to render services which Fleet Management promotes by acquiring best-value vehicles that support Department needs

**High Quality, timely copy and printing services** at a price competitive with private companies

**High Quality, timely copy and printing services** at a price competitive with private companies

## County Executive's Recommendation

### Fleet Reductions

- Reduce revenue assumptions based on a reduced level of service to various departments resulting from departmental reduction plans that call for the use of fewer vehicles.

**Total Ongoing Revenue Reduction: (\$906,798)**

- Delete 2.0 FTE night shift Automotive Mechanics, night shift differentials and lead differentials.

**Total Ongoing Savings: (\$164,753)**

- Delete an Administrative Support Officer III position and add an alternately staffed Administrative Support Officer II/I.

**Total Ongoing Savings: (\$22,218)**

- Reduce appropriations for various services and supplies.

**Total Ongoing Savings: (\$125,000)**

### GSA Messenger/Mail Reductions

- Delete 2.0 FTE (filled) Messenger/Driver positions in GSA Printing-Messenger/Mail Unit and associated vehicle.

**Total Ongoing Savings: (\$109,725)**

Staff Reduction (\$107,232) and  
Vehicle/Equipment Reduction (\$2,493)

- Authorize Printing Services to utilize \$60,315 of one-time accumulated earnings to retain a store-keeper position to continue the provision of record archiving storage services until FY 2005 when an ongoing solution will become available.

**Total One-time Savings: (\$60, 315)**

### Reduce GSA Administration Appropriations

- Delete 4.0 FTE, including 1.0 FTE Accountant III/II/Accountant Auditor Appraiser, 1.0 FTE Program Manager II/I, 1.0 FTE Office Specialist III, and 1.0 FTE Account Clerk II.

**Total Ongoing Savings: (\$306,805)**

Staff reduction (\$306,555) and Services/Supplies reduction (\$250)

### Reduce GSA Utilities Division Appropriations

- Delete 1.0 FTE Office Specialist III.

**Total Ongoing Savings: (\$47,832)**

- Reduce appropriations for utilities based on planned energy saving measures.

**Total Ongoing Savings: (\$660,506)**

### Civic Center Parking Garage

- Reduce appropriations for the maintenance of the Civic Center parking garage.

**Total Ongoing Savings: (\$36,012)**

- Increase revenue assumption based on new fees at the Civic Center parking garage.

**Total Ongoing New Revenue: \$745,144**

### GSA Information Services

- Add 1.0 FTE Information Systems Manager II position (transfer from Procurement Department).

**Total Ongoing Cost: \$133,679**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.





### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2303	GSA Info Services	316,716	316,716	387,033	460,295	460,295	45
2305	GSA Administration	1,793,799	1,791,465	2,226,128	2,138,352	2,138,304	19
2308	Civic Center Parking Garage	333,328	408,328	295,580	293,748	293,748	-12
2309	GSA Utilities	14,293,661	13,597,350	12,662,953	12,994,132	12,994,132	-9
2320	GSA Fleet Management Division	14,318,918	19,360,670	15,494,871	13,142,406	13,142,325	-8
2321	Fleet Management-Roads			(71,197)			
2346	GSA Printing ISF	2,268,251	2,421,542	2,648,005	2,478,802	2,478,776	9
2347	GSA Printing GF	780,348	779,993	274,448	703,636	703,628	-10
<b>Total Expenditures</b>		<b>34,105,021</b>	<b>38,676,064</b>	<b>33,917,821</b>	<b>32,211,371</b>	<b>32,211,208</b>	<b>-6%</b>

### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 8,201,764	\$ 7,999,252	\$ 7,884,718	\$ 8,262,288	\$ 8,262,288	1
Services And Supplies	22,684,841	22,110,521	21,241,839	22,185,585	22,185,422	-2
Other Charges	5,920,301	5,920,301	4,325,600	4,136,640	4,136,640	-30
Fixed Assets	0	5,347,875	2,864,924	0	0	-
Operating/Equity Transfers	0	0	0	60,315	60,315	-
Expenditure Transfers	(2,701,885)	(2,701,885)	(2,399,260)	(2,433,457)	(2,433,457)	-10
<b>Total Expenditures</b>	<b>34,105,021</b>	<b>38,676,064</b>	<b>33,917,821</b>	<b>32,211,371</b>	<b>32,211,208</b>	<b>-6</b>

### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 3,233,218	\$ 3,108,448	\$ 3,162,365	\$ 3,069,773	\$ 3,069,773	-5
Services And Supplies	16,381,468	15,807,238	15,066,563	15,348,796	15,348,740	-6
Other Charges	605,051	605,051	537,177	605,051	605,051	0
Fixed Assets	0	75,000	0	0	0	-
Expenditure Transfers	(2,701,885)	(2,701,885)	(2,399,260)	(2,433,457)	(2,433,457)	-10
<b>Fund Sub Total Expenditures</b>	<b>17,517,852</b>	<b>16,893,852</b>	<b>16,366,845</b>	<b>16,590,163</b>	<b>16,590,107</b>	<b>-5</b>
<b>Garage Internal Service Fund</b>						
Salaries And Employee Benefits	\$ 3,909,402	\$ 3,815,070	\$ 3,770,841	\$ 4,037,452	\$ 4,037,452	3
Services And Supplies	5,094,266	5,094,266	5,145,951	5,573,365	5,573,284	9
Other Charges	5,315,250	5,315,250	3,788,423	3,531,589	3,531,589	-34



### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Fund (Continued)

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fixed Assets	0	5,136,084	2,718,459	0	0	-
<b>Fund Sub Total Expenditures</b>	<b>14,318,918</b>	<b>19,360,670</b>	<b>15,423,674</b>	<b>13,142,406</b>	<b>13,142,325</b>	<b>-8</b>
<b>Printing Services Fund</b>						
Salaries And Employee Benefits	\$ 1,059,144	\$ 1,075,734	\$ 951,512	\$ 1,155,063	\$ 1,155,063	9
Services And Supplies	1,209,107	1,209,017	1,029,325	1,263,424	1,263,398	4
Fixed Assets	0	136,791	146,465	0	0	-
Operating/Equity Transfers	0	0	0	60,315	60,315	-
<b>Fund Sub Total Expenditures</b>	<b>2,268,251</b>	<b>2,421,542</b>	<b>2,127,302</b>	<b>2,478,802</b>	<b>2,478,776</b>	<b>9</b>
<b>All Funds Total Expenditures</b>	<b>34,105,021</b>	<b>38,676,064</b>	<b>33,917,821</b>	<b>32,211,371</b>	<b>32,211,208</b>	<b>-6</b>

### GSA Intragovernmental Services — Budget Unit 0135 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2303	GSA Info Services			26			0
2305	GSA Administration	48,000	48,000	62,097	43,885	43,885	-9
2308	Civic Center Parking Garage	562,440	562,440	583,977	1,307,584	1,307,584	132
2309	GSA Utilities		20,000	20,322			0
2320	GSA Fleet Management Division	15,696,826	15,607,582	13,288,365	14,097,633	14,031,774	-11
2321	Fleet Management-Roads			101,525			0
2346	GSA Printing ISF	2,166,449	2,166,449	1,945,168	1,950,930	1,950,930	-10
2347	GSA Printing GF	110,000	110,000	113,770	170,315	170,315	55
	<b>Total Revenues</b>	<b>18,583,715</b>	<b>18,514,471</b>	<b>16,115,250</b>	<b>17,570,347</b>	<b>17,504,488</b>	<b>-6%</b>

### GSA Intragovernmental Services — Budget Unit 0135 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	58,000	58,000	66,211	45,000	45,000	-22
Charges For Current Services	17,060,275	16,854,491	14,793,985	15,654,448	15,588,589	-9
Transfers	0	56,540	0	60,315	60,315	-
Other Revenues	1,465,440	1,545,440	1,255,054	1,810,584	1,810,584	24
<b>Total Revenues</b>	<b>18,583,715</b>	<b>18,514,471</b>	<b>16,115,250</b>	<b>17,570,347</b>	<b>17,504,488</b>	<b>-6</b>

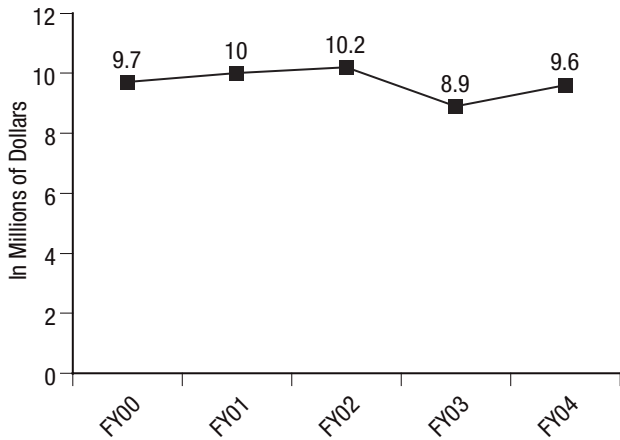
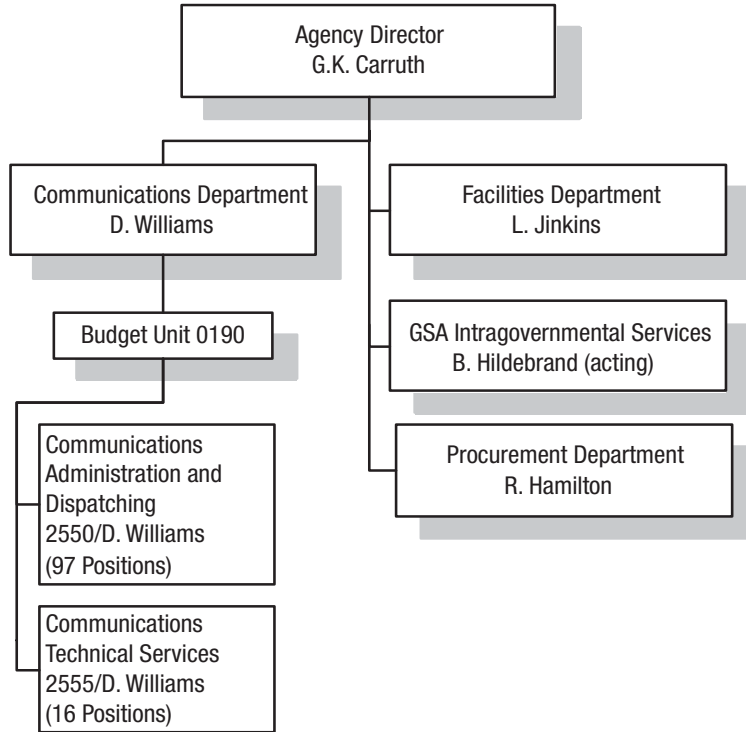


**GSA Intragovernmental Services — Budget Unit 0135**  
**Revenue by Fund**

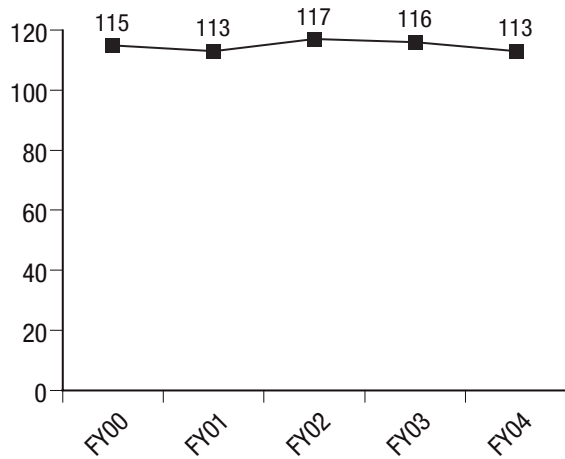
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	170,000	170,000	170,301	165,885	165,885	-2
Transfers	0	0	0	60,315	60,315	-
Other Revenues	550,440	570,440	609,891	1,295,584	1,295,584	135
<b>Fund Sub Total Revenues</b>	<b>720,440</b>	<b>740,440</b>	<b>780,192</b>	<b>1,521,784</b>	<b>1,521,784</b>	<b>111</b>
<b>Garage Internal Service Fund</b>						
Revenue From Use Of Money/Property	38,000	38,000	31,466	25,000	25,000	-34
Charges For Current Services	14,743,826	14,538,042	12,714,500	13,557,633	13,491,774	-8
Transfers	0	56,540	0	0	0	-
Other Revenues	915,000	975,000	643,924	515,000	515,000	-44
<b>Fund Sub Total Revenues</b>	<b>15,696,826</b>	<b>15,607,582</b>	<b>13,389,890</b>	<b>14,097,633</b>	<b>14,031,774</b>	<b>-11</b>
<b>Printing Services Fund</b>						
Revenue From Use Of Money/Property	20,000	20,000	34,745	20,000	20,000	0
Charges For Current Services	2,146,449	2,146,449	1,909,184	1,930,930	1,930,930	-10
Other Revenues	0	0	1,239	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,166,449</b>	<b>2,166,449</b>	<b>1,945,168</b>	<b>1,950,930</b>	<b>1,950,930</b>	<b>-10</b>
<b>All Funds Total Revenues</b>	<b>18,583,715</b>	<b>18,514,471</b>	<b>16,115,250</b>	<b>17,570,347</b>	<b>17,504,488</b>	<b>-6</b>



# County Communications



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- Protection of the Public
- Safety of Emergency Personnel
- Protection of Property



## Desired Results

**Prompt access to Public Safety Services** by quickly answering and screening emergency telephone calls eliciting information needed to dispatch the appropriate response and resources

**Prompt delivery of public safety services** by quickly dispatching processed emergency calls for service

**Accurate Dispatching services** by improving recruitment, training and retention of 911 dispatchers

**Public Safety** audio systems reliability

## County Executive's Recommendation

### Staff Reductions and Reorganization

- Add a new position of Assistant Communications Director and delete 3.0 FTE, including 1.0 FTE Sr. Communications Dispatcher, 1.0 FTE Chief Communications Dispatcher, and 1.0 FTE Administrative Assistant.

**Total Ongoing Savings: (\$114,847)**

Total cost savings of \$177,266 offset by a loss of \$62,419 in reimbursements

- Delete 1.0 FTE (G91) Senior Communication Dispatcher and eliminate the 9-1-1 Outreach Program.

**Total Ongoing Savings: (\$77,192)**

Total cost savings of \$123,230 offset by a loss of \$46,038 in reimbursements

**Reduce Appropriations for Services and Supplies**

- Reduce ongoing appropriations for various services and supplies.

**Total Ongoing Savings: (\$51,978)**

**Computer Aided Dispatch (CAD) Upgrade**

- Allocate one-time funds to support the completion of a Computer Aided Dispatch (CAD) upgrade.

**Total One-time Cost: \$227,830**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended with the following changes:

- Increase revenue from outside agencies for dispatching services based on a recommendation by the Board's Management Auditor.

**Total Ongoing Revenue: \$40,494**

**GSA Services - Communications — Budget Unit 0190  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2550	Communication Administration	8,819,904	9,570,086	11,742,348	9,539,698	9,539,546	8
2555	Communication Technical Services	75,881	51,023	110,862	51,686	51,663	-32
<b>Total Expenditures</b>		<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8%</b>

**GSA Services - Communications — Budget Unit 0190  
Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 9,812,753	\$ 9,812,753	\$ 10,991,559	\$ 10,744,470	\$ 10,744,470	9
Services And Supplies	3,013,743	3,491,872	3,986,314	3,311,343	3,311,168	10
Fixed Assets	0	247,195	670,833	0	0	-
Expenditure Transfers	(3,930,711)	(3,930,711)	(3,795,496)	(4,464,429)	(4,464,429)	14
<b>Total Expenditures</b>	<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8</b>



### GSA Services - Communications — Budget Unit 0190 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 9,812,753	\$ 9,812,753	\$ 10,991,559	\$ 10,744,470	\$ 10,744,470	9
Services And Supplies	3,013,743	3,491,872	3,986,314	3,311,343	3,311,168	10
Fixed Assets	0	247,195	670,833	0	0	-
Expenditure Transfers	(3,930,711)	(3,930,711)	(3,795,496)	(4,464,429)	(4,464,429)	14
<b>Fund Sub Total Expenditures</b>	<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8</b>
<b>All Funds Total Expenditures</b>	<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8</b>

### GSA Services - Communications — Budget Unit 0190 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2550	Communication Administration	1,240,014	1,232,014	2,001,559	1,258,102	1,298,596	5
2555	Communication Technical Services	25,800	25,800	97,849	25,800	25,800	0
<b>Total Revenues</b>		<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5%</b>

### GSA Services - Communications — Budget Unit 0190 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-State	8,000	0	207,625	10,000	10,000	25
Aid From Govt Agencies-Federal	8,912	8,912	486,350	0	0	-100
Charges For Current Services	1,248,152	1,248,152	1,402,632	1,273,152	1,313,646	5
Other Revenues	750	750	2,801	750	750	0
<b>Total Revenues</b>	<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5</b>



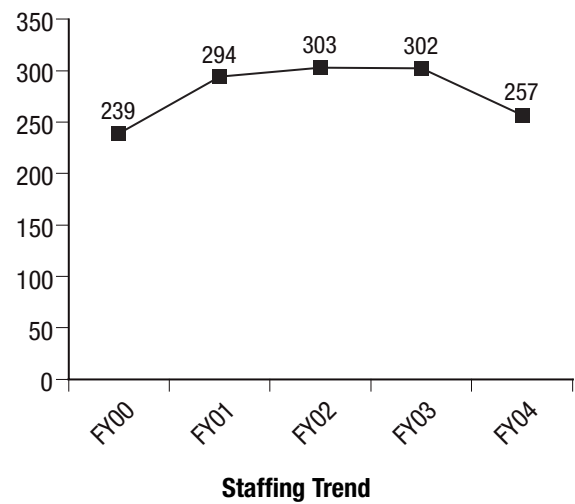
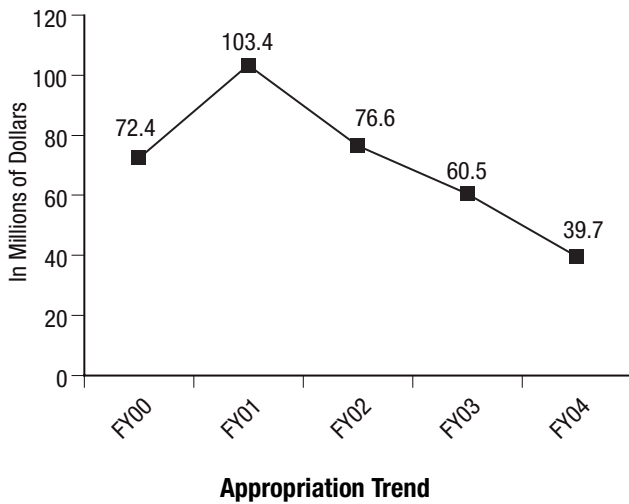
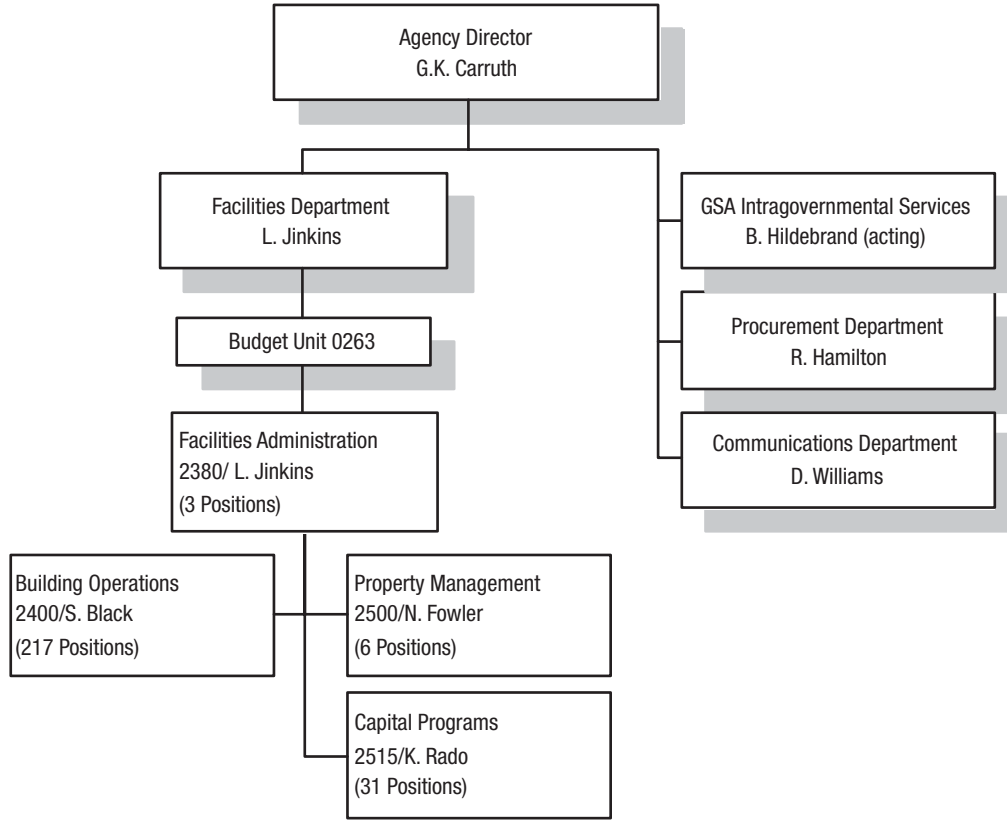
**GSA Services - Communications — Budget Unit 0190**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies- State	8,000	0	207,625	10,000	10,000	25
Aid From Govt Agencies- Federal	8,912	8,912	486,350	0	0	-100
Charges For Current Services	1,248,152	1,248,152	1,402,632	1,273,152	1,313,646	5
Other Revenues	750	750	2,801	750	750	0
<b>Fund Sub Total Revenues</b>	<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5</b>
<b>All Funds Total Revenues</b>	<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5</b>





# Facilities Department



## Public Purpose

- ➔ **Construction Management, Planning, Property Management and Building Maintenance services that assure the most effective use of taxpayer monies in support of services to County residents.**



**Digital Rendition of New Health Center to be located at 500 Tully Road, S.J.**

## Desired Results

**Appropriate, safe, functional and healthy** work environments for public service by acquiring, constructing, remodeling and maintaining County-owned and leased buildings.

### Maximum Life of Buildings and Building Systems

### Protected County Investments and Resources

## County Executive's Recommendation

### Facilities Administration

- Delete 1.0 FTE Sr. Management Analyst and 1.0 FTE Executive Assistant.

**Total Ongoing Savings: (\$158,134)**

Staff reduction (\$150,901) and Services/Supplies reduction (\$7,233)

### Property Management

- Delete 1.0 FTE Sr. Management Analyst and 1.0 FTE Associate Management Analyst B, and add 1.0 FTE Accountant Assistant.

**Total Ongoing Savings: (\$110,115)**

- Reduce various lease and utility costs for leased buildings and adjust reimbursements and appropriations for professional and specialized services.

**Total Ongoing Savings: (\$339,242)**

### Building Operations

- Reduce appropriations for computer hardware and software, small tools, and equipment.

**Total Ongoing Savings: (\$64,290)**

## Custodial and Grounds

- Delete 10.0 FTE, including 5.0 FTE Janitors, 2.0 FTE Utility Workers, 1.0 FTE Custodial Grounds Office Supervisor, 1.0 FTE Gardener, and 1.0 FTE Custodial Services Manager.

**Total Ongoing Savings: (\$728,469)**

Staff reduction (\$588,489) and Service/Supplies (\$139,980)

- Reduce contract funds for all exterior window washing, window blinds cleaning, parking lot sweeping, deep cleaning carpets in the cafeteria and in the general workplace.

**Total Ongoing Savings: (\$126,093)**

- Delete 12.0 FTE Janitors and 3.0 FTE Utility Workers based on Superior Court decision to competitively bid janitorial services.

**Total Ongoing Savings: (\$897,732)**

Staff reduction (\$823,332) and Services/Supplies reduction (\$74,400)

## Maintenance Control Center

- Reorganize the Maintenance Control Center. Add 1.0 FTE Administrative Manager II and delete 7.0 FTEs, including 1.0 FTE Maintenance Program Manager, 3.0 FTE Planner/Estimators, 1.0 FTE Sr. Building Systems Monitor, 1.0 FTE Office Specialist III, and 1.0 FTE Scheduler.

**Total Ongoing Savings: (\$783,270)**

Staff reduction (\$431,929) and  
Services/Supplies reduction (\$351,341)

- Add 1.0 FTE Project Control Specialist and delete 1.0 FTE Maintenance Contract Manager.

**Total Ongoing Savings: (\$2,574)**

## Preventive Maintenance Work Center

- Delete eight positions, including 1.0 FTE Electronic Technician, 1.0 FTE Maintenance Mechanic, 2.0 FTE Carpenter, 1.0 FTE Electrician, 2.0 FTE Painter, and 1.0 FTE Refrigeration Mechanic.

**Total Ongoing Savings: (\$855,202)**

Staff reduction (\$696,340) and  
Services/Supplies reduction (\$156,862)

## Scheduled Work Center

- Delete six positions, including 1.0 FTE Carpenter, 1.0 FTE Refrigeration Mechanic, 1.0 FTE Painter, 2.0 FTE Roofers, and 1.0 FTE Sr. Construction Inspector.

**Total Ongoing Savings: (\$667,501)**

Staff reduction (\$541,497) and  
Services/Supplies reduction (\$126,004)

## Service Work Center

- Delete five positions, including 1.0 FTE Electronic Technician, 1.0 FTE Electrician, 1.0 FTE Locksmith, and 2.0 FTE Carpenters.

**Total Ongoing Savings: (\$574,191)**

Staff reduction (\$430,033) and  
Services/Supplies reduction (\$144,158)

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended budget document, the County Executive proposed the following revision to the recommendations summarized above:

## Restore 15 Positions in Facilities Department

**Recommendation:** Restore 15 positions in the Facilities Department and appropriate funding for supplies and professional services, offset by a reduction in lease costs.

	Code	Description	
10.0	H18	Janitors	\$541,200
1.0	M59	Electrician	\$97,623
1.0	M83	Locksmith	\$87,987
1.0	M68	Painter	\$87,987
1.0	M81	Refrigeration Mechanic	\$97,623
1.0	M47	General Maintenance Mechanic	\$68,448
		Supplies	\$234,400
		Contract funds for specialty svc	\$316,229
<b>15.0</b>		<b>Total Increased Expense</b>	<b>\$1,534,607</b>
		Reduce Lease Expense	(\$1,534,607)
<b>15.0</b>		<b>Net Increased Expense</b>	<b>\$0</b>

**Background:** Subsequent to the publication of the County Executive's FY 2004 Recommended Budget (May 6, 2003), the Board approved lease amendments

with Sobrato Interest III for properties at 333 and 373 W. Julian Street, transferring the maintenance responsibility to the County and removing the Landlord's property manager and payment of a 2% property management fee. The amendments also allow the County to exercise an option to assume responsibility for custodial services. These services are currently provided by the Landlord, through a contract with a private firm.

The existing lease expense is fully reimbursed by the Social Services Agency, which receives State and Federal reimbursement for approximately 75% of the expense. The Social Services Agency will now reimburse GSA for the custodial and maintenance expense related to these properties, in the same amount as the reduced lease expense, so there is no change in anticipated State and Federal reimbursement.

**Total Ongoing Cost: \$1,534,607**  
100% offset by a reduction in lease expense

## Changes Approved by the Board

- Three positions were restored in the Facilities Department based on the agreement with SEIU Local 715.

FTE	Code	Description
1.0	D06	Custodial Grounds Supervisor - \$69,330
1.0	H17	Utility Worker - \$57,562
1.0	M42	Senior Bldg. Systems Monitor - \$72,210
<b>3.0</b>		<b>Total</b>

**Total Ongoing Cost: \$199,102**

# Fiscal Year 2004 Capital Budget

In accordance with the Board's policy regarding Capital Outlay, Capital Programs initiated the Fiscal Year 2004 Capital Budget process in July 2002 with a request for departments to submit conceptual descriptions of proposed projects. Project descriptions and analyses were evaluated and prioritized by General Services Agency Capital Programs staff and by the Administrative Capital Committee. The Finance and Government Operations Committee reviewed the priorities recommended by the Administrative Capital

Committee on two occasions, providing comments on priority and scope. The Board accepted the FGO report on March 25, 2003, and directed the Administration to maintain the Capital budget at approximately \$14 million contingent on sufficient ending balance availability. Full detail for each of the following recommendations was distributed to each Board member as part of the Finance and Government Operations Committee distribution. Copies are available from Capital Programs.

## County Executive's Recommendation

The County Executive is recommending a one-time Capital appropriation of \$8,620,000 to fund projects that total \$9,970,000. It is estimated that Fund 50 balance will generate \$1,350,000 in interest revenue in support of the FY 2004 Capital projects. The recommendation of \$9.9 million is due to a drop in available fund balance that is a result of our weak local economy.

Funding is recommended for the following projects:

### FY 2004 Capital Projects

Warehouse Seismic and Remodel	\$2,000,000
Berger Drive, Bldg. 1, Seismic	\$550,000
Grease Trap Interceptor at Elmwood	\$620,000
New Water Storage Tank at the Wright Center	\$800,000
Life-Cycle Infrastructure	\$5,000,000
Security Master Plan Improvements	\$1,000,000
<b>Total</b>	<b>\$9,970,000</b>

### Warehouse Seismic and Remodel Project

This project renovates the Berger Drive Warehouse to accommodate the acquisition of the Direct Recording Entry (DRE) voting equipment for the Registrar of Voters, storage needs of eight other proposed tenants, and additional work space for employees of the Registrar of Voters. The other prospective tenants of the warehouse are GSA Building Operations, Department of Revenue, Information Services Department, GSA Printing Services, Historic Archives, Valley Medical Center record storage and Agriculture and Resource Management and GSA Procurement Property Disposal.

There are three County buildings and a warehouse located at 1555 Berger Drive in San Jose. Building 2 houses the Registrar of Voters, Information Services Department, Department of Revenue and GSA Printing Services as well as other Departments. Building 3 houses GSA Building Operations. Building 1 houses Agriculture and ASAP and soon will include Vector Control. The warehouse is adjacent to Building 1.

Recently, GSA Procurement was authorized by the Board to discontinue using the warehouse to store goods for County departments and to assist departments with direct-from-supplier delivery. Consequently, warehouse space was made available to other departments. Using funds from Contingency Fund, authorized by the Board, GSA Capital Programs contracted with a warehousing consultant to evaluate the space needs of prospective tenants including the Registrar of Voters. Under a separate contract, Capital Programs performed a seismic study of the warehouse. Approximately 75% of the costs associated with this project are attributed to the needs of the Registrar of Voters to accommodate the new electronic voting system.

The scope of this project includes both design and construction costs due to the time constraints of the Registrar of Voters acquisition of equipment. Under current Board policy, funds for design and construction are to be requested in increments in order to best quantify the construction costs by having a design completed at the time construction funds are requested. However, Capital Programs, through a



consultant, has already performed a detailed study of the warehouse space utilization and upgrade costs, and has developed a fairly accurate estimate of the renovation costs. Since the Registrar of Voters will be acquiring the new voting machines in the near future, much of the warehouse upgrades need to be performed by that time. In order to expedite execution of this project, Capital Programs recommends funding design and construction at this time.

This project will include design and construction of warehouse seismic upgrades, office space and office furniture, electrical work to accommodate the electronic voting system, racks, temperature control (HVAC) upgrades, improved interior lighting, fire code upgrades, ADA upgrades, and security fencing.

**Total One-time Cost: \$2,000,000**

#### **Berger Drive, Building 1 Seismic Upgrade**

Approximately \$2.4 million has been appropriated for the design and remodel of space in Building 1, Berger Drive for Vector Control.

Vector Control plans to consolidate its Mountain View, Morgan Hill and Lenzen Avenue San Jose offices into a remodeled area on the second floor of Building 1 at 1555 Berger Drive., recently vacated by GSA Procurement.

The original scope included a laboratory, remodeled work stations, ADA upgrades in restrooms, fire protection upgrades, and other code-required upgrades including the addition of an elevator.

A recent seismic evaluation of Building 1 indicates that \$550,000 in upgrades will be required in order to render the building seismically safe for future occupancy. This estimate was not included in the original scope.

The recommended augmentation of \$550,000 will provide the appropriation needed to proceed with seismic upgrades. Since the warehouse is adjacent to Building 1, this seismic project will be bid together with the warehouse seismic project to gain a cost advantage.

**Total One-time Cost: \$550,000**

#### **Grease Trap Interceptor at Elmwood**

In order to prevent trash compactor runoff from entering the storm water system at Elmwood Correction Facility Capital Programs is proposing to install nearly 1,000 feet of sanitary sewer piping and a new grease trap interceptor basin.

**Total Cost: \$620,000**

#### **New Water Storage Tank at Muriel Wright Center**

In order to maintain an adequate amount of fire fighting water capacity at the Muriel Wright Center, funds are needed for the installation of a new booster pumping station, removal of the existing outdated 50,000 gallon wooden storage tank, and the installation of a new 200,000 gallon water storage tank. At the completion of this project, the water capacity will be 300,000 gallons.

The Board-authorized construction of a new Program building at the Muriel Wright Center is scheduled to be completed in June 2004. In order to be granted an occupancy permit from the Fire Marshal when the construction of that building is complete, the fire fighting water capacity needs to be 300,000 gallons.

Funds for programming and design of this project in the amount of \$150,000 were authorized from FY 2003 Unanticipated Capital Needs. The design is now underway and will be complete in the Fall of 2003. The estimated construction cost of \$800,000 is based on the cost of a very similar project in Alameda County.

**Total Cost: \$800,000**

#### **Life Cycle Infrastructure Investment Program**

The Life Cycle Infrastructure Investment Program focuses on protecting the County's assets in County-owned buildings and property. This project will provide funding to restore and repair the County buildings, systems, and equipment as part of deferred maintenance.

In accordance with Board direction from March 25, the original FY 2004 Infrastructure request of \$7,420,120 has been reduced to \$5,000,000.

A preliminary priority spending plan for the \$5,000,000 includes:

Proposed Project	Estimate
Main Jail South Air Handlers	\$1,000,000
Main Jail North Water System Upgrade	\$1,000,000
Elmwood Fire Alarm Renovation	\$200,000
Main Jail South Elevator Renovation	\$325,000
Elmwood Roof Repair/Replacement	\$674,000
Main Jail North Roof Repair/Replacement	\$352,000
Main Jail South Plumbing Renovation	\$200,000
Boiler Repair and Replacements	\$200,000
Other Backlog/Life Cycle	\$1,049,000
<b>Total</b>	<b>\$5,000,000</b>

There are additional identified unfunded backlog projects that total \$11.8 million.

**Total One-time Cost: \$5,000,000**

### Security Master Plan Implementation

A Security Master Plan study is currently being finalized. Twenty-seven (27) County buildings and four (4) parking areas were evaluated for circulation controls, intrusion detection and access control. A list of needed improvements has been identified. These improvements are classified as “essential” to enhance the security and safety of County staff and assets.

Given the magnitude of the needed improvements, Capital Programs plans to request an annual appropriation in the Capital Budget for a series of years to implement the security enhancements identified. Capital Programs will submit a request for funding for individual projects under this budget item for approval pursuant to Board policy.

**Total One-time Cost: \$1,000,000**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Facilities Department — Budget Unit 0263 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2380	Facilities Administration	599,764	599,054	428,433	527,092	527,092	-12
2400	GSA Building Operations	20,316,295	19,864,947	19,303,147	18,303,232	18,506,283	-9
2500	GSA Property Management	9,108,367	8,564,597	5,302,474	1,248,529	1,248,520	-86
2515	Capital Programs Division	30,453,978	147,988,010	98,489,905	19,437,269	19,436,913	-36
	<b>Total Expenditures</b>	<b>60,478,404</b>	<b>177,016,608</b>	<b>123,523,959</b>	<b>39,516,122</b>	<b>39,718,808</b>	<b>-34%</b>



### Facilities Department — Budget Unit 0263 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 23,055,740	\$ 22,526,692	\$ 21,099,601	\$ 20,104,546	\$ 21,288,732	-8
Services And Supplies	52,664,042	52,912,290	48,058,326	55,318,627	54,337,127	3
Other Charges	4,713	4,713	24,206	4,713	4,713	0
Fixed Assets	14,884,000	123,912,858	31,735,132	9,970,000	9,970,000	-33
Operating/Equity Transfers	16,005,701	24,844,791	70,121,245	9,449,592	9,449,592	-41
Reserves	8,000,000	8,000,000	0	0	0	-100
Expenditure Transfers	(54,135,792)	(55,184,736)	(47,516,454)	(55,331,356)	(55,331,356)	2
<b>Total Expenditures</b>	<b>60,478,404</b>	<b>177,016,608</b>	<b>123,522,056</b>	<b>39,516,122</b>	<b>39,718,808</b>	<b>-34</b>

### Facilities Department — Budget Unit 0263 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 23,055,740	\$ 22,526,692	\$ 21,099,601	\$ 20,104,546	\$ 21,288,732	-8
Services And Supplies	52,664,042	52,912,290	47,736,713	55,318,627	54,337,127	3
Other Charges	4,713	4,713	24,206	4,713	4,713	0
Operating/Equity Transfers	11,884,000	12,084,000	43,758,291	8,620,000	8,620,000	-27
Reserves	8,000,000	8,000,000	0	0	0	-100
Expenditure Transfers	(54,135,792)	(55,184,736)	(47,516,454)	(55,331,356)	(55,331,356)	2
<b>Fund Sub Total Expenditures</b>	<b>41,472,703</b>	<b>40,342,959</b>	<b>65,102,357</b>	<b>28,716,530</b>	<b>28,919,216</b>	<b>-30</b>
<b>General Capital Improvement Fund</b>						
Services And Supplies	0	0	321,613	0	0	-
Fixed Assets	14,884,000	123,912,858	31,771,424	9,970,000	9,970,000	-33
Operating/Equity Transfers	4,121,701	12,760,791	23,947,954	829,592	829,592	-80
<b>Fund Sub Total Expenditures</b>	<b>19,005,701</b>	<b>136,673,649</b>	<b>56,040,991</b>	<b>10,799,592</b>	<b>10,799,592</b>	<b>-43</b>
<b>All Funds Total Expenditures</b>	<b>60,478,404</b>	<b>177,016,608</b>	<b>121,143,348</b>	<b>39,516,122</b>	<b>39,718,808</b>	<b>-34</b>

### Facilities Department — Budget Unit 0263 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2400	GSA Building Operations	552,909	552,909	447,785			-100
2500	GSA Property Management	1,728,004	1,728,004	1,838,102	1,790,696	1,790,696	4
2515	Capital Programs Division	13,913,615	38,331,295	62,344,818	10,799,592	10,799,592	-22
	<b>Total Revenues</b>	<b>16,194,528</b>	<b>40,612,208</b>	<b>64,630,705</b>	<b>12,590,288</b>	<b>12,590,288</b>	<b>-22%</b>





## Facilities Department — Budget Unit 0263

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	2,324,648	2,324,648	2,112,463	1,375,000	1,375,000	-41
Aid From Govt Agencies-State	65,116	20,136,500	820,016	0	0	-100
Aid From Govt Agencies-Federal	192,760	192,760	344,486	0	0	-100
Charges For Current Services	1,728,004	1,817,004	1,998,480	1,740,696	1,740,696	1
Transfers	11,884,000	16,141,296	59,039,025	9,449,592	9,449,592	-20
Other Revenues	0	0	316,235	25,000	25,000	-
<b>Total Revenues</b>	<b>16,194,528</b>	<b>40,612,208</b>	<b>64,630,705</b>	<b>12,590,288</b>	<b>12,590,288</b>	<b>-22</b>

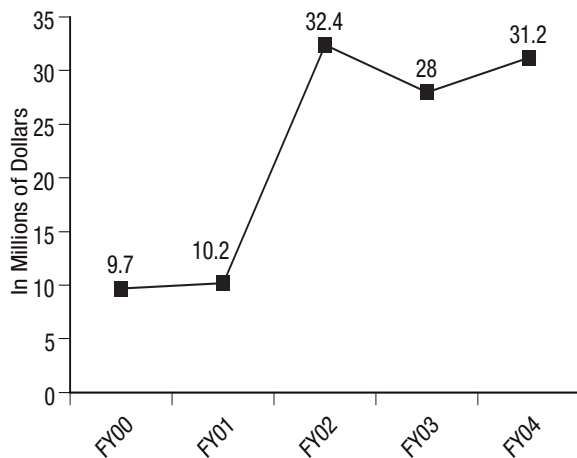
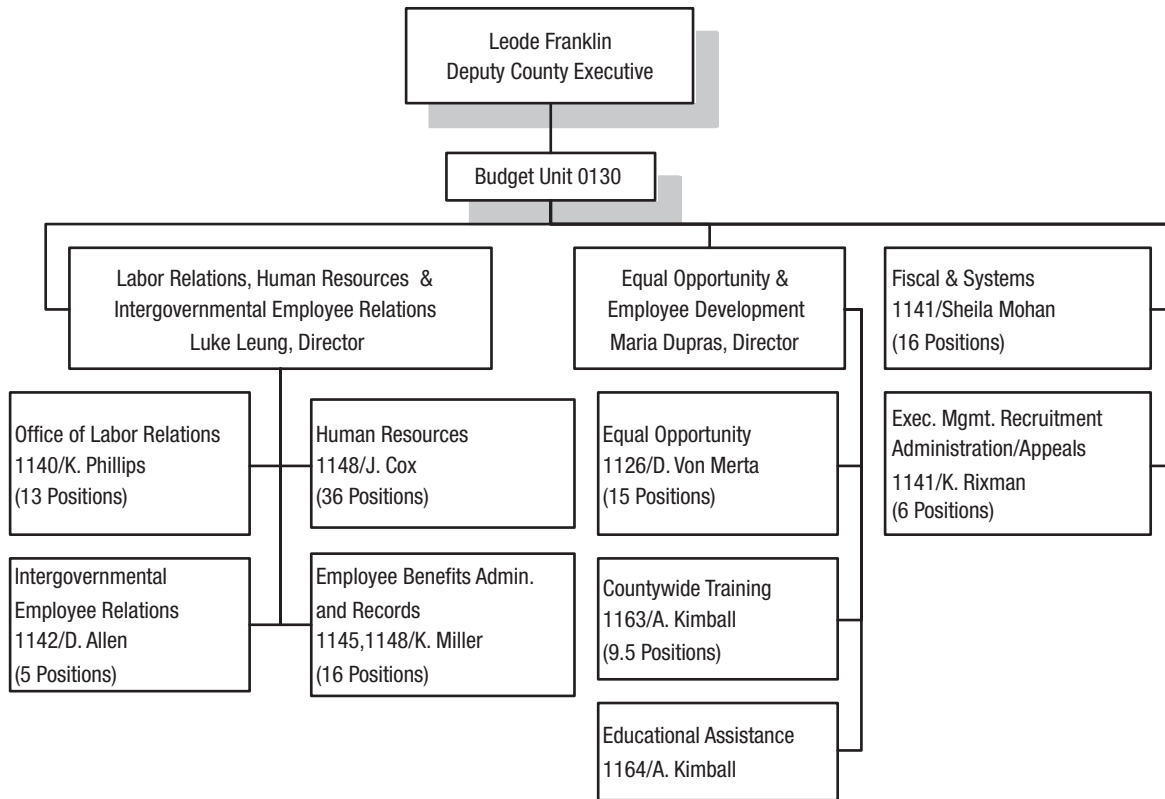
## Facilities Department — Budget Unit 0263

### Revenue by Fund

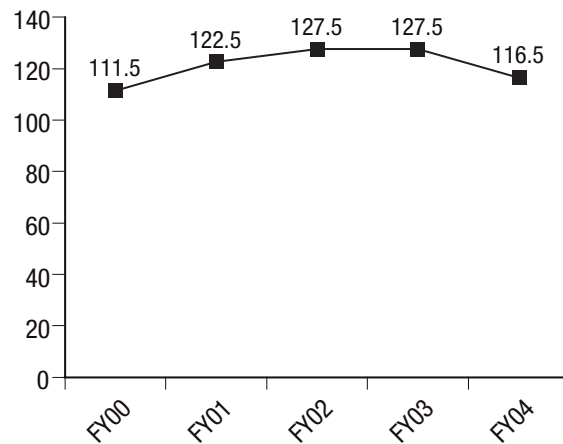
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Revenue From Use Of Money/Property	295,033	295,033	178,242	25,000	25,000	-92
Aid From Govt Agencies-State	65,116	65,116	65,116	0	0	-100
Aid From Govt Agencies-Federal	192,760	192,760	201,672	0	0	-100
Charges For Current Services	1,728,004	1,728,004	1,829,141	1,740,696	1,740,696	1
Transfers	0	0	0	829,592	829,592	-
Other Revenues	0	0	11,849	25,000	25,000	-
<b>Fund Sub Total Revenues</b>	<b>2,280,913</b>	<b>2,280,913</b>	<b>2,286,020</b>	<b>2,620,288</b>	<b>2,620,288</b>	<b>15</b>
<b>General Capital Improvement Fund</b>						
Revenue From Use Of Money/Property	2,029,615	2,029,615	1,913,624	1,350,000	1,350,000	-33
Aid From Govt Agencies-State	0	20,071,384	754,900	0	0	-
Aid From Govt Agencies-Federal	0	0	142,814	0	0	-
Charges For Current Services	0	89,000	169,339	0	0	-
Transfers	11,884,000	16,141,296	59,028,587	8,620,000	8,620,000	-27
Other Revenues	0	0	301,233	0	0	-
<b>Fund Sub Total Revenues</b>	<b>13,913,615</b>	<b>38,331,295</b>	<b>62,310,497</b>	<b>9,970,000</b>	<b>9,970,000</b>	<b>-28</b>
<b>All Funds Total Revenues</b>	<b>16,194,528</b>	<b>40,612,208</b>	<b>64,607,034</b>	<b>12,590,288</b>	<b>12,590,288</b>	<b>-22</b>



# Human Resources, Labor Relations, and Equal Opportunity & Employee Development



**Appropriation Trend**



**Staffing Trend**

The increase in FY 2002 was the result of a change in government accounting standards, requiring the County to budget previously unbudgeted trust funds for life insurance, long-term disability and dental insurance. Clarification of the accounting standard returned the long-term disability and supplemental life insurance programs to trust fund status in FY 2003.



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## Public Purpose

- ➔ **Promote a productive, skillful and diverse workforce to assure effective and efficient services for County residents**




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## Desired Results

**Recruit quality candidates for County positions** by conducting highly strategic, comprehensive and timely recruitments, and securing the appointment of highly competent and skilled candidates to the appropriate positions.

**Achieve high internal customer service satisfaction** in the provision of services including conducting successful recruitments and placements; facilitating transitional assistance (i.e. temporary housing) to newly appointed Executive Managers; and completing the annual comprehensive salary and benefit survey.

**Proper administration of a full range of benefits to employees, retirees and dependents** through timely and accurate processing of benefit transactions and by providing training programs about benefits to employees and retirees.

**Maintain productive employer-employee relationships in the County** through timely completion of labor contract negotiations; timely and accurate implementation of labor contract provisions; effective implementation of policies and procedures affecting terms and conditions of employment; constructive communication between the County, employees and bargaining units; reduction of grievances; and consistent application of progressive disciplinary actions that are aligned with internal and external requirements.

**Achieve economies of intergovernmental employee relations service delivery** by enhancing advisory and consultation service delivery to Bay Area public entities through the increased use of technologies and expansion of the customer base.

**Maintain a harassment and discrimination-free working environment** by complying with County Equal Opportunity Policies and related laws; creating, maintaining and supporting a diverse workforce, and ensuring equitable access to County employment and program services.

**Develop employees** by offering courses and training in interpersonal, management and technical skills, administering the Education Assistance funds and coordinating on-site degree programs.

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## County Executive's Recommendation

### Staff Reductions

- Delete the following 11.0 FTE including 1.0 FTE Program Manager I (U), 4.0 FTE Management Analyst/Associate Management Analyst, 1.0 FTE Supervising Personnel Services Clerk, 4.0 Human Resources Assistant II/I, and 1.0 FTE Office Specialist.

**Total Ongoing Savings: (\$855,605)**

### Reduce Appropriations for Services and Supplies

- Reduce appropriations for Recruitment and Retention services.

**Total Ongoing Savings: (\$496,000)**

- Reduce funds for services from the Information Services Department.

**Total Ongoing Savings: (\$93,750)**

- Reduce appropriations for miscellaneous services and supplies.

**Total Ongoing Savings: (\$58,824)**

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## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended with the following changes:

- Reappropriate the unspent balance of FY 2003 funds for support of the 20/20 Program on a one-time basis.

**Total One-time Cost: \$65,000**

FY 2004 Inventory Item #9



### Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1126	Equal Opportunity Division	985,101	1,133,152	1,019,586	1,134,000	1,148,913	17
1127	Life Insurance Program	895,900	895,900	613,271	900,862	900,862	1
1129	Delta Dental Insurance Program	15,823,585	17,823,585	17,107,780	19,341,042	19,341,042	22
1140	Labor Relations Administration	1,019,358	1,018,506	883,099	1,163,694	1,163,676	14
1141	Agency Administration	1,024,293	1,080,010	1,238,047	966,810	1,039,400	1
1142	Intergovernmental Employee Relations	477,462	477,107	386,565	455,567	455,559	-5
1145	County Employee Benefits	512,685	581,558	437,966	696,645	706,568	38
1148	Personnel Operations	5,071,925	5,957,025	4,425,684	4,056,386	4,048,697	-20
1163	Countywide Training Programs	1,178,310	1,547,678	1,316,461	1,302,675	1,302,663	11
1164	Training Administrative Support	980,591	980,591	1,004,371	1,045,068	1,045,068	7
<b>Total Expenditures</b>		27,969,210	31,495,112	28,432,830	31,062,752	31,152,451	11%

### Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 9,445,710	\$ 9,671,346	\$ 9,637,592	\$ 9,494,116	\$ 9,494,116	1
Services And Supplies	22,310,627	25,610,893	22,462,982	25,623,055	25,712,754	15
Expenditure Transfers	(3,787,127)	(3,787,127)	(3,667,744)	(4,054,419)	(4,054,419)	7
<b>Total Expenditures</b>	27,969,210	31,495,112	28,432,830	31,062,752	31,152,451	11



## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 9,445,710	\$ 9,671,346	\$ 9,637,592	\$ 9,494,116	\$ 9,494,116	1
Services And Supplies	5,591,142	6,891,408	4,741,931	5,381,151	5,470,850	-2
Expenditure Transfers	(3,787,127)	(3,787,127)	(3,667,744)	(4,054,419)	(4,054,419)	7
<b>Fund Sub Total Expenditures</b>	<b>11,249,725</b>	<b>12,775,627</b>	<b>10,711,779</b>	<b>10,820,848</b>	<b>10,910,547</b>	<b>-3</b>
<b>County Life Insurance Plan</b>						
Services And Supplies	895,900	895,900	613,271	900,862	900,862	1
<b>Fund Sub Total Expenditures</b>	<b>895,900</b>	<b>895,900</b>	<b>613,271</b>	<b>900,862</b>	<b>900,862</b>	<b>1</b>
<b>CA Delta Dental Service Plan ISF</b>						
Services And Supplies	15,823,585	17,823,585	17,107,780	19,341,042	19,341,042	22
<b>Fund Sub Total Expenditures</b>	<b>15,823,585</b>	<b>17,823,585</b>	<b>17,107,780</b>	<b>19,341,042</b>	<b>19,341,042</b>	<b>22</b>
<b>All Funds Total Expenditures</b>	<b>27,969,210</b>	<b>31,495,112</b>	<b>28,432,830</b>	<b>31,062,752</b>	<b>31,152,451</b>	<b>11</b>

## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1126	Equal Opportunity Division			(435)			0
1127	Life Insurance Program	46,332	46,332	(592,248)	12,465	12,465	-73
1129	Delta Dental Insurance Program	15,574,469	15,574,469	16,207,620	19,985,173	19,985,173	28
1140	Labor Relations Administration			16,661			0
1141	Agency Administration						0
1142	Intergovernmental Employee Relations	364,241	391,243	358,552	377,202	377,202	4
1145	County Employee Benefits	8,525	114,025	45,586	126,298	126,298	1,382
1148	Personnel Operations			8,376			0
1163	Countywide Training Programs			500			0
1164	Training Administrative Support			189			0
	<b>Total Revenues</b>	<b>15,993,567</b>	<b>16,126,069</b>	<b>16,044,801</b>	<b>20,501,138</b>	<b>20,501,138</b>	<b>28%</b>



## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	215,573	215,573	69,402	80,779	80,779	-63
Charges For Current Services	14,987,696	15,014,698	15,051,578	19,220,357	19,220,357	28
Other Revenues	790,298	895,798	923,821	1,200,002	1,200,002	52
<b>Total Revenues</b>	<b>15,993,567</b>	<b>16,126,069</b>	<b>16,044,801</b>	<b>20,501,138</b>	<b>20,501,138</b>	<b>28</b>

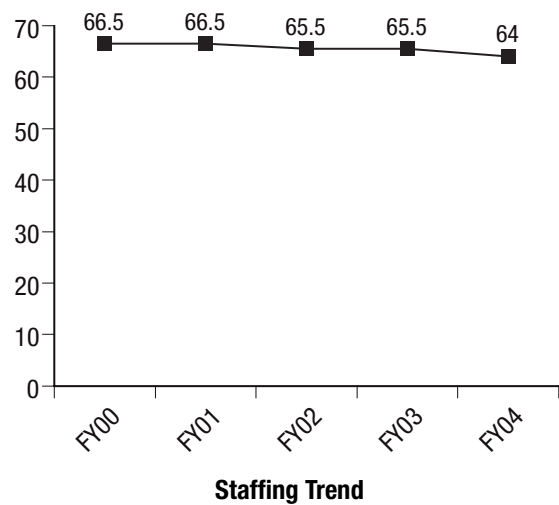
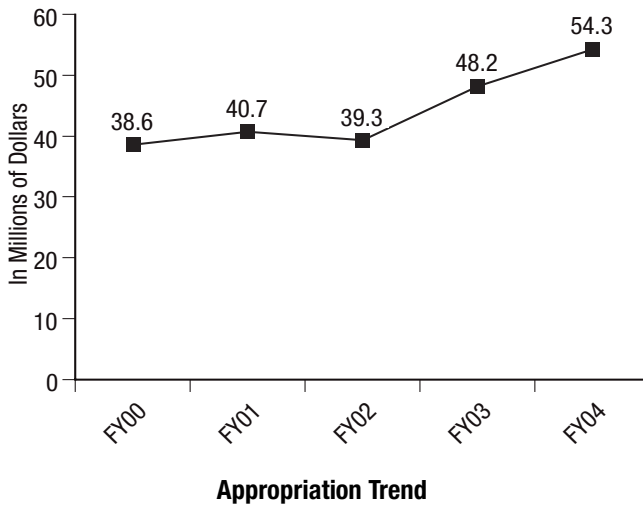
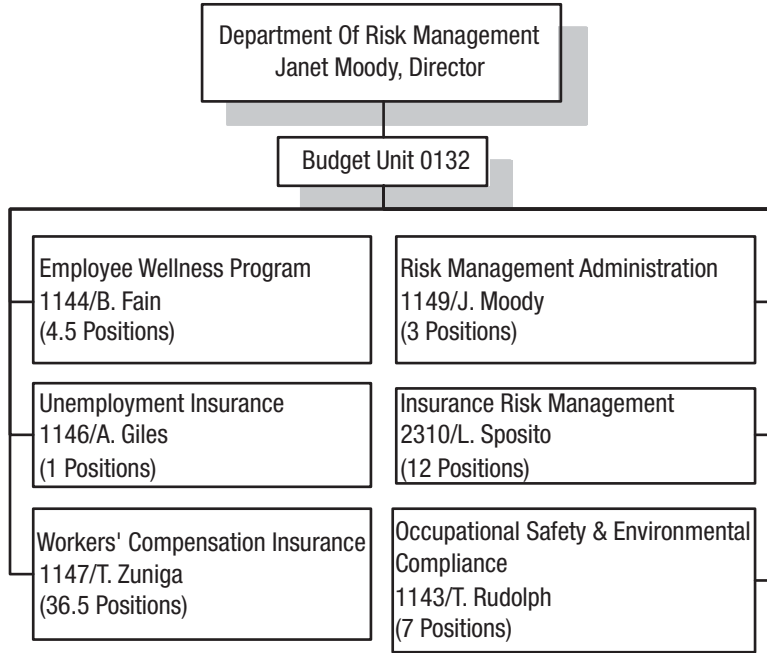
## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	372,766	399,768	369,201	390,000	390,000	5
Other Revenues	0	105,500	60,228	113,500	113,500	—
<b>Fund Sub Total Revenues</b>	<b>372,766</b>	<b>505,268</b>	<b>429,429</b>	<b>503,500</b>	<b>503,500</b>	<b>35</b>
<b>County Life Insurance Plan</b>						
Revenue From Use Of Money/Property	46,332	46,332	(26,483)	12,465	12,465	-73
Charges For Current Services	0	0	(565,765)	0	0	—
<b>Fund Sub Total Revenues</b>	<b>46,332</b>	<b>46,332</b>	<b>(592,248)</b>	<b>12,465</b>	<b>12,465</b>	<b>-73</b>
<b>County Income Protection Insurance Plan ISF</b>						
<b>CA Delta Dental Service Plan ISF</b>						
Revenue From Use Of Money/Property	169,241	169,241	95,885	68,314	68,314	-60
Charges For Current Services	14,614,930	14,614,930	15,248,142	18,830,357	18,830,357	29
Other Revenues	790,298	790,298	863,593	1,086,502	1,086,502	37
<b>Fund Sub Total Revenues</b>	<b>15,574,469</b>	<b>15,574,469</b>	<b>16,207,620</b>	<b>19,985,173</b>	<b>19,985,173</b>	<b>28</b>
<b>All Funds Total Revenues</b>	<b>15,993,567</b>	<b>16,126,069</b>	<b>16,044,801</b>	<b>20,501,138</b>	<b>20,501,138</b>	<b>28</b>



# Department of Risk Management





## Public Purpose

- ➔ **Minimize the cost of providing government services by protecting County employees and assets and controlling workers' compensation, liability/property and unemployment insurance costs.**



## Desired Results

**Protect the County's employees and assets** through safety, wellness, and insurance-related activities.

**Control workers' compensation, liability/property and unemployment insurance costs** through preventative action, training, efficient claim management and prudent self-insurance practice.

**Reduce workplace and environmental hazards.**

## County Executive's Recommendation

### Staff Adjustments

- Delete 2.5 FTE, including 1.0 FTE Sr. Environmental Safety Specialist, 1.0 FTE Workers Compensation Claims Adjuster, and 0.5 FTE Office Specialist I.
- Augment appropriations for training by \$31,000 to support training needs previously met by the deleted Sr. Environmental Safety Specialist position.

**Total Ongoing Savings: (\$100,288)**

Reflects a General Fund savings which is approximately 60% of reduction

### Reduce Appropriations for Services and Supplies

- Reduce appropriations for Information Services Department and Internal Printing.

**Total Ongoing Savings: (\$11,245)**

Reflects a General Fund savings which is approximately 60% of reduction

- Reduce various appropriations in Worker's Compensation and the Wellness Program.

**Total Ongoing Savings: (\$121,895)**

- Reduce appropriations in Liability Insurance division.

**Total Ongoing Savings: (\$45,600)**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Department of Risk Management — Budget Unit 0132 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1143	OSEC-Occupational Safety & Envrmntl Compliance	557	9,857	2	(57,973)	(85,339)	-15,421
1144	Employee Wellness Program	(3,060)	64,202	(72,667)	(18,935)	(20,977)	586
1146	Unemployment Insurance	1,149,742	1,840,615	1,819,847	2,012,594	2,012,593	75
1147	Worker's Compensation Insurance	25,748,732	29,141,999	29,411,487	30,585,944	30,585,760	19
1149	Risk Management Administration	23,963	25,484	12,906	(241,328)	(10,105)	-142
2310	Insurance Risk Management	21,277,477	21,277,477	16,303,897	21,818,603	21,818,603	3
<b>Total Expenditures</b>		<b>48,197,411</b>	<b>52,359,634</b>	<b>47,475,472</b>	<b>54,098,902</b>	<b>54,300,532</b>	<b>13%</b>

### Department of Risk Management — Budget Unit 0132 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 5,308,626	\$ 5,307,730	\$ 5,397,704	\$ 5,296,727	\$ 5,482,355	3
Services And Supplies	44,930,862	48,935,172	44,284,852	51,119,756	51,165,148	14
Fixed Assets	0	158,809	21,602	0	0	-
Reserves	6,213	6,213	0	0	0	-100
Expenditure Transfers	(2,048,290)	(2,048,290)	(2,228,686)	(2,317,581)	(2,346,971)	15
<b>Total Expenditures</b>	<b>48,197,411</b>	<b>52,359,634</b>	<b>47,475,472</b>	<b>54,098,902</b>	<b>54,300,532</b>	<b>13</b>



## Department of Risk Management — Budget Unit 0132

### Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 1,417,987	\$ 1,417,091	\$ 1,418,639	\$ 1,260,116	\$ 1,445,744	2
Services And Supplies	651,763	730,742	750,288	739,226	784,803	20
Expenditure Transfers	(2,048,290)	(2,048,290)	(2,228,686)	(2,317,581)	(2,346,971)	15
<b>Fund Sub Total Expenditures</b>	<b>21,460</b>	<b>99,543</b>	<b>(59,759)</b>	<b>(318,238)</b>	<b>(116,423)</b>	<b>-643</b>
<b>Insurance Internal Service Fund</b>						
Salaries And Employee Benefits	\$ 940,785	\$ 940,785	\$ 998,371	\$ 1,025,704	\$ 1,025,704	9
Services And Supplies	20,330,479	20,330,479	15,283,908	20,792,899	20,792,899	2
Fixed Assets	0	0	21,602	0	0	-
Reserves	6,213	6,213	0	0	0	-100
<b>Fund Sub Total Expenditures</b>	<b>21,277,477</b>	<b>21,277,477</b>	<b>16,303,881</b>	<b>21,818,603</b>	<b>21,818,603</b>	<b>3</b>
<b>Unemployment Insurance Fund Internal Service Fund</b>						
Salaries And Employee Benefits	\$ 59,885	\$ 59,885	\$ 67,699	\$ 74,038	\$ 74,038	24
Services And Supplies	1,089,857	1,780,730	1,752,164	1,938,556	1,938,555	78
<b>Fund Sub Total Expenditures</b>	<b>1,149,742</b>	<b>1,840,615</b>	<b>1,819,863</b>	<b>2,012,594</b>	<b>2,012,593</b>	<b>75</b>
<b>Workers' Compensation Insurance Fund</b>						
Salaries And Employee Benefits	\$ 2,889,969	\$ 2,889,969	\$ 2,912,995	\$ 2,936,869	\$ 2,936,869	2
Services And Supplies	22,858,763	26,093,221	26,498,492	27,649,075	27,648,891	21
Fixed Assets	0	158,809	0	0	0	-
<b>Fund Sub Total Expenditures</b>	<b>25,748,732</b>	<b>29,141,999</b>	<b>29,411,487</b>	<b>30,585,944</b>	<b>30,585,760</b>	<b>19</b>
<b>All Funds Total Expenditures</b>	<b>48,197,411</b>	<b>52,359,634</b>	<b>47,475,472</b>	<b>54,098,902</b>	<b>54,300,532</b>	<b>13</b>

## Department of Risk Management — Budget Unit 0132

### Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1146	Unemployment Insurance	1,528,141	1,912,591	1,911,142	1,974,801	1,974,801	29
1147	Worker's Compensation Insurance	25,472,646	25,472,646	24,450,394	30,108,500	30,108,500	18
1149	Risk Management Administration			213			0
2310	Insurance Risk Management	16,491,196	16,491,196	17,419,624	9,945,189	9,850,189	-40
	<b>Total Revenues</b>	<b>43,491,983</b>	<b>43,876,433</b>	<b>43,781,382</b>	<b>42,028,490</b>	<b>41,933,490</b>	<b>-4%</b>



## Department of Risk Management — Budget Unit 0132

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	4,663,999	4,663,999	3,946,926	2,442,819	2,442,819	-48
Charges For Current Services	37,582,338	37,966,788	38,638,800	38,295,171	38,200,171	2
Other Revenues	1,245,646	1,245,646	1,195,656	1,290,500	1,290,500	4
<b>Total Revenues</b>	<b>43,491,983</b>	<b>43,876,433</b>	<b>43,781,382</b>	<b>42,028,490</b>	<b>41,933,490</b>	<b>-4</b>

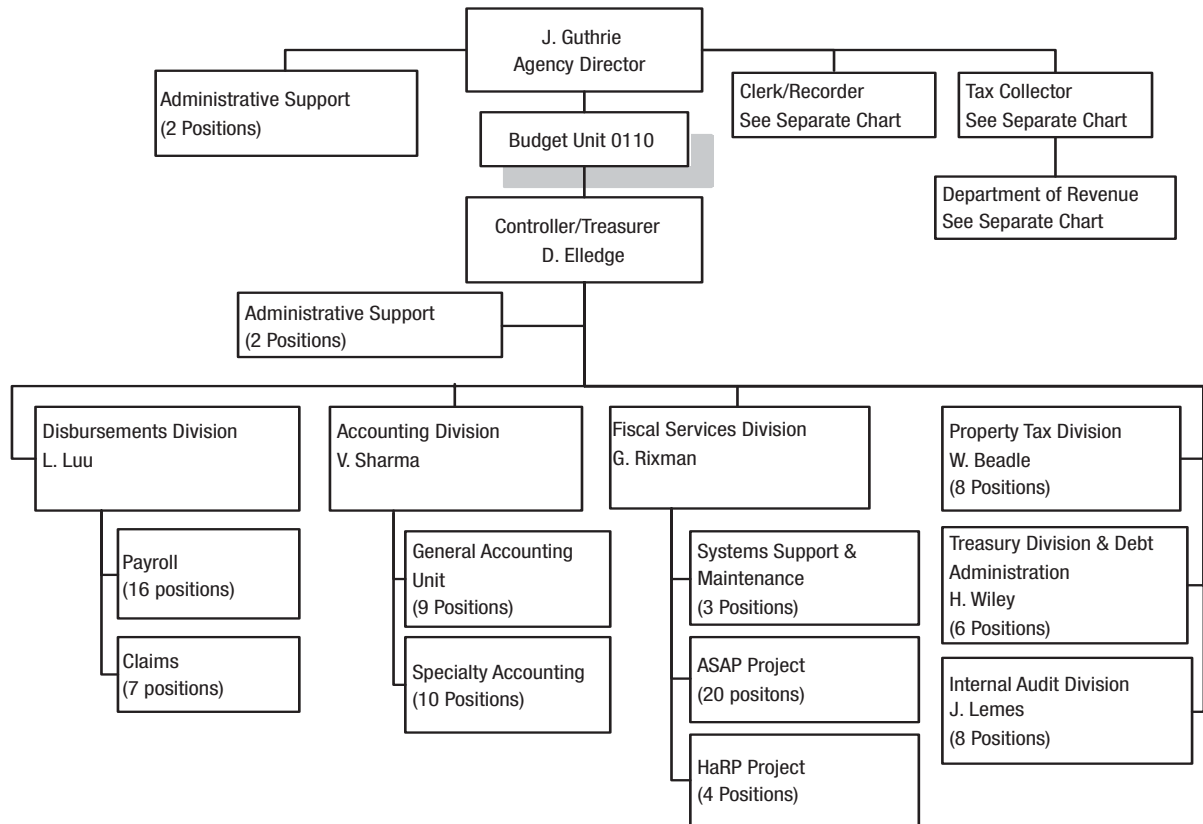
## Department of Risk Management — Budget Unit 0132

### Revenue by Fund

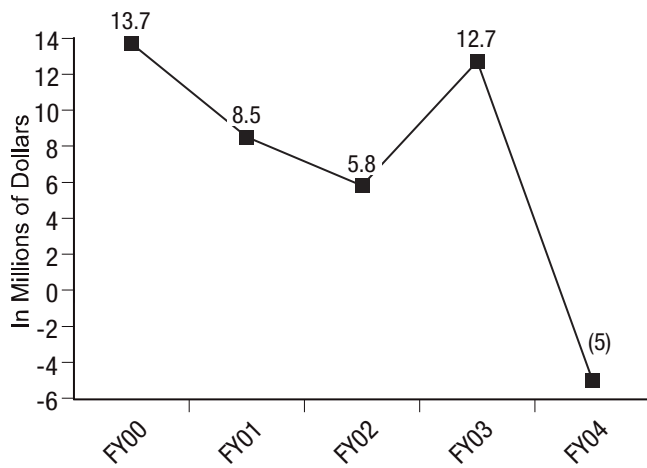
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Other Revenues	0	0	222	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>222</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Insurance Internal Service Fund</b>						
Revenue From Use Of Money/Property	1,800,000	1,800,000	2,143,376	950,000	950,000	-47
Charges For Current Services	14,691,196	14,691,196	15,276,068	8,995,189	8,900,189	-39
Other Revenues	0	0	180	0	0	-
<b>Fund Sub Total Revenues</b>	<b>16,491,196</b>	<b>16,491,196</b>	<b>17,419,624</b>	<b>9,945,189</b>	<b>9,850,189</b>	<b>-40</b>
<b>Unemployment Insurance Fund Internal Service Fund</b>						
Revenue From Use Of Money/Property	13,999	13,999	13,192	17,819	17,819	27
Charges For Current Services	1,514,142	1,898,592	1,897,950	1,956,982	1,956,982	29
<b>Fund Sub Total Revenues</b>	<b>1,528,141</b>	<b>1,912,591</b>	<b>1,911,142</b>	<b>1,974,801</b>	<b>1,974,801</b>	<b>29</b>
<b>Workers' Compensation Insurance Fund</b>						
Revenue From Use Of Money/Property	2,850,000	2,850,000	1,790,358	1,475,000	1,475,000	-48
Charges For Current Services	21,377,000	21,377,000	21,464,782	27,343,000	27,343,000	28
Other Revenues	1,245,646	1,245,646	1,195,254	1,290,500	1,290,500	4
<b>Fund Sub Total Revenues</b>	<b>25,472,646</b>	<b>25,472,646</b>	<b>24,450,394</b>	<b>30,108,500</b>	<b>30,108,500</b>	<b>18</b>
<b>All Funds Total Revenues</b>	<b>43,491,983</b>	<b>43,876,433</b>	<b>43,781,382</b>	<b>42,028,490</b>	<b>41,933,490</b>	<b>-4</b>



# Controller-Treasurer Department

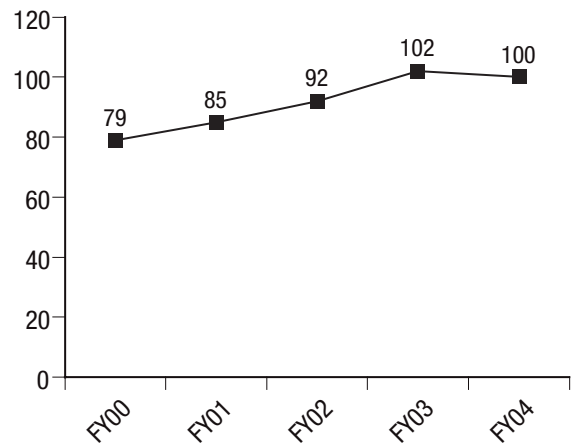


Section 1: Finance & Government Operations



**Appropriation Trend**

Data reflects July 1 net appropriation (gross appropriations less reimbursements) level for each fiscal year for both the Controller-Treasurer (BU 110) and County Debt Service (BU 810).



**Staffing Trend**



## Public Purpose

- ➔ **Maintain the financial integrity of County government in order to assure the cost-effective use of taxpayer monies to support services for County residents**



## Desired Results

**Effective Financial Management** which this department provides through timely and accurate financial operations and internal audits.

## County Executive's Recommendation

The Controller-Treasurer Department was given a reduction target of \$1,901,386. The department was able to develop \$1,888,664 in ongoing solutions. The Finance Agency has identified additional solutions and has achieved their Agency wide target of \$4,620,976.

### Revenue/Reimbursement Adjustments

- Increase revenue assumptions for the Controller's Office by \$40,000.

**Total Ongoing New Revenue: \$40,000**

- Reduce expected reimbursement from the Superior Court for costs allocated in the FY 2004 Cost Allocation Plan.

**Total Loss of Reimbursement: (\$1,352,388)**

### Staff Reductions

- Delete 9.0 FTE in the Controller's Office, including 3.0 FTE Accountant III, 2.0 FTE Account Clerk II/I, 1.0 FTE Sr. Internal Auditor, 1.0 FTE Sr. Business Information Technology Consultant, 1.0 FTE Administrative Assistant and 1.0 FTE Office Specialist.

**Total Ongoing Savings: (\$685,302)**

- Delete funding for the Controller-Treasurer Department's Rotational Accounting Program.

**Total Ongoing Savings: (\$31,345)**

**Reduce Appropriations for Services and Supplies**

- Reduce Information Services Department support.

**Total Ongoing Savings: (\$164,273)**

- Reduce appropriations for contract services.

**Total Ongoing Savings: (\$96,000)**

- Reduce appropriations for annual audit expenses in Controller's Office.

**Total Ongoing Savings: (\$100,000)**

- Reduce funding for Management Information Systems audits conducted by the Internal Audit Division.

**Total Ongoing Savings: (\$85,000)**

- Reduce the department's appropriation for the Agency Vision project.

**Total Ongoing Savings: (\$16,336)**

**Accounting System and Procurement Project (ASAP) Adjustments**

- Reduce the Accounting System and Procurement Project (ASAP) budget for facility rental.

**Total Ongoing Savings: (\$500,000)**

- Reduce appropriations supporting a service contract with consultants currently working on the ASAP project implementation.

**Total Ongoing Savings: (\$170,408)**

- Provide one-time funds for hardware. The source of funds is FY 2003 ASAP project fund balance.

**Total One-time Cost: \$142,315**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended.

**Controller Treasurer — Budget Unit 0110 Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1115	County Internal Auditor	992,125	1,166,095	1,156,017	964,699	964,685	-3
2113	Controller Treasurer	(20,864,535)	(20,908,166)	(21,617,451)	(28,477,142)	(28,477,273)	36
2116	Human Resources/Payroll System	12,886,785	13,834,631	12,125,942	4,755,605	4,755,605	-63
<b>Total Expenditures</b>		<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226%</b>



### Controller Treasurer — Budget Unit 0110 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 8,281,237	\$ 8,468,406	\$ 8,461,613	\$ 8,593,206	\$ 8,593,206	4
Services And Supplies	5,304,472	5,347,632	4,695,223	5,334,728	5,334,583	1
Fixed Assets	10,521,927	11,369,783	9,600,933	142,315	142,315	-99
Expenditure Transfers	(31,093,261)	(31,093,261)	(31,093,261)	(36,827,087)	(36,827,087)	18
<b>Total Expenditures</b>	<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226</b>

### Controller Treasurer — Budget Unit 0110 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 8,281,237	\$ 8,468,406	\$ 8,461,613	\$ 8,593,206	\$ 8,593,206	4
Services And Supplies	5,304,472	5,347,632	4,695,223	5,334,728	5,334,583	1
Fixed Assets	10,521,927	11,369,783	9,600,933	142,315	142,315	-99
Expenditure Transfers	(31,093,261)	(31,093,261)	(31,093,261)	(36,827,087)	(36,827,087)	18
<b>Fund Sub Total Expenditures</b>	<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226</b>
<b>All Funds Total Expenditures</b>	<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226</b>

### Controller Treasurer— Budget Unit 0110 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1115	County Internal Auditor	20,000	20,000	72,480	60,000	60,000	200
2113	Controller Treasurer	248,894,443	248,350,034	223,665,737	225,756,823	225,756,823	-9
	<b>Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9%</b>





### Controller Treasurer — Budget Unit 0110 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	25,862,219	25,862,219	5,301,844	5,425,000	5,425,000	-79
Fines, Forfeitures, Penalties	0	0	50	0	0	-
Revenue From Use Of Money/Property	16,195,539	16,195,539	8,602,680	6,949,401	6,949,401	-57
Aid From Govt Agencies-State	175,413,590	175,040,181	175,029,491	178,588,333	178,588,333	2
Aid From Govt Agencies-Federal	741,015	741,015	707,755	3,000	3,000	-100
Charges For Current Services	10,718,950	10,547,950	11,877,486	12,099,879	12,099,879	13
Other Revenues	19,983,130	19,983,130	22,218,911	22,751,210	22,751,210	14
<b>Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9</b>

### Controller Treasurer — Budget Unit 0110 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Other Than Current Property	25,862,219	25,862,219	5,301,844	5,425,000	5,425,000	-79
Fines, Forfeitures, Penalties	0	0	50	0	0	-
Revenue From Use Of Money/Property	16,195,539	16,195,539	8,602,680	6,949,401	6,949,401	-57
Aid From Govt Agencies-State	175,413,590	175,040,181	175,029,491	178,588,333	178,588,333	2
Aid From Govt Agencies-Federal	741,015	741,015	707,755	3,000	3,000	-100
Charges For Current Services	10,718,950	10,547,950	11,877,486	12,099,879	12,099,879	13
Other Revenues	19,983,130	19,983,130	22,218,911	22,751,210	22,751,210	14
<b>Fund Sub Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9</b>
<b>All Funds Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9</b>

### Controller-County Debt Service — Budget Unit 0810 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2111	County Debt-Tax & Rev Anticipation Notes	19,705,105	24,791,775	18,733,970	17,681,781	17,681,781	-10
	<b>Total Expenditures</b>	<b>19,705,105</b>	<b>24,791,775</b>	<b>18,733,970</b>	<b>17,681,781</b>	<b>17,681,781</b>	<b>-10%</b>



### Controller-County Debt Service — Budget Unit 0810 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	1,353,405	1,353,405	1,205,521	428,375	428,375	-68
Other Charges	17,642,700	18,892,700	17,078,906	16,593,406	16,593,406	-6
Operating/Equity Transfers	709,000	4,545,670	449,543	660,000	660,000	-7
<b>Total Expenditures</b>	<b>19,705,105</b>	<b>24,791,775</b>	<b>18,733,970</b>	<b>17,681,781</b>	<b>17,681,781</b>	<b>-10</b>

### Controller-County Debt Service — Budget Unit 0810 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	1,335,405	1,335,405	1,202,771	418,375	418,375	-69
Other Charges	8,501,400	9,751,400	9,624,076	8,508,856	8,508,856	0
Operating/Equity Transfers	709,000	709,000	449,543	660,000	660,000	-7
<b>Fund Sub Total Expenditures</b>	<b>10,545,805</b>	<b>11,795,805</b>	<b>11,276,390</b>	<b>9,587,231</b>	<b>9,587,231</b>	<b>-9</b>
<b>Health Facilities Debt Service Fund</b>						
Other Charges	2,566,000	2,566,000	879,530	1,513,000	1,513,000	-41
<b>Fund Sub Total Expenditures</b>	<b>2,566,000</b>	<b>2,566,000</b>	<b>879,530</b>	<b>1,513,000</b>	<b>1,513,000</b>	<b>-41</b>
<b>Public Facilities Corp Debt Service Fund</b>						
Services And Supplies	18,000	18,000	2,750	10,000	10,000	-44
Other Charges	6,575,300	6,575,300	6,575,300	6,571,550	6,571,550	0
<b>Fund Sub Total Expenditures</b>	<b>6,593,300</b>	<b>6,593,300</b>	<b>6,578,050</b>	<b>6,581,550</b>	<b>6,581,550</b>	<b>0</b>
<b>All Funds Total Expenditures</b>	<b>19,705,105</b>	<b>20,955,105</b>	<b>18,733,970</b>	<b>17,681,781</b>	<b>17,681,781</b>	<b>-10</b>

### Controller-County Debt Service — Budget Unit 0810 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2111	County Debt-Tax & Rev Anticipation Notes	12,090,361	12,090,361	12,028,627	10,176,427	10,176,427	-16
	<b>Total Revenues</b>	<b>12,090,361</b>	<b>12,090,361</b>	<b>13,801,664</b>	<b>10,176,427</b>	<b>10,176,427</b>	<b>-16%</b>



## Controller-County Debt Service — Budget Unit 0810

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	6,753,100	6,753,100	6,705,914	6,789,100	6,789,100	1
Revenue From Use Of Money/Property	3,958,000	3,958,000	1,028,535	2,060,000	2,060,000	-48
Charges For Current Services	670,261	670,261	670,259	667,327	667,327	0
Transfers	709,000	709,000	449,543	660,000	660,000	-7
Other Revenues	0	0	3,174,376	0	0	-
<b>Total Revenues</b>	<b>12,090,361</b>	<b>12,090,361</b>	<b>12,028,627</b>	<b>10,176,427</b>	<b>10,176,427</b>	<b>-16</b>

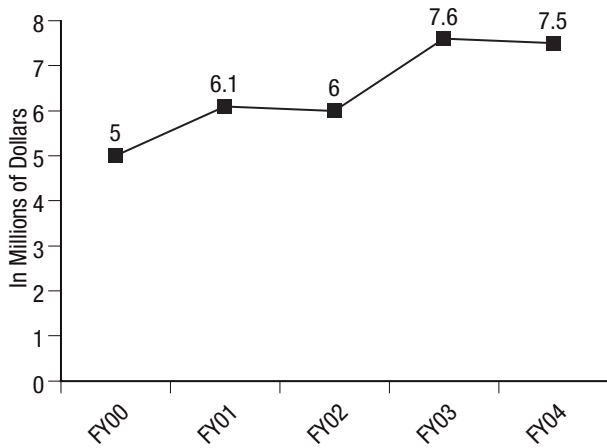
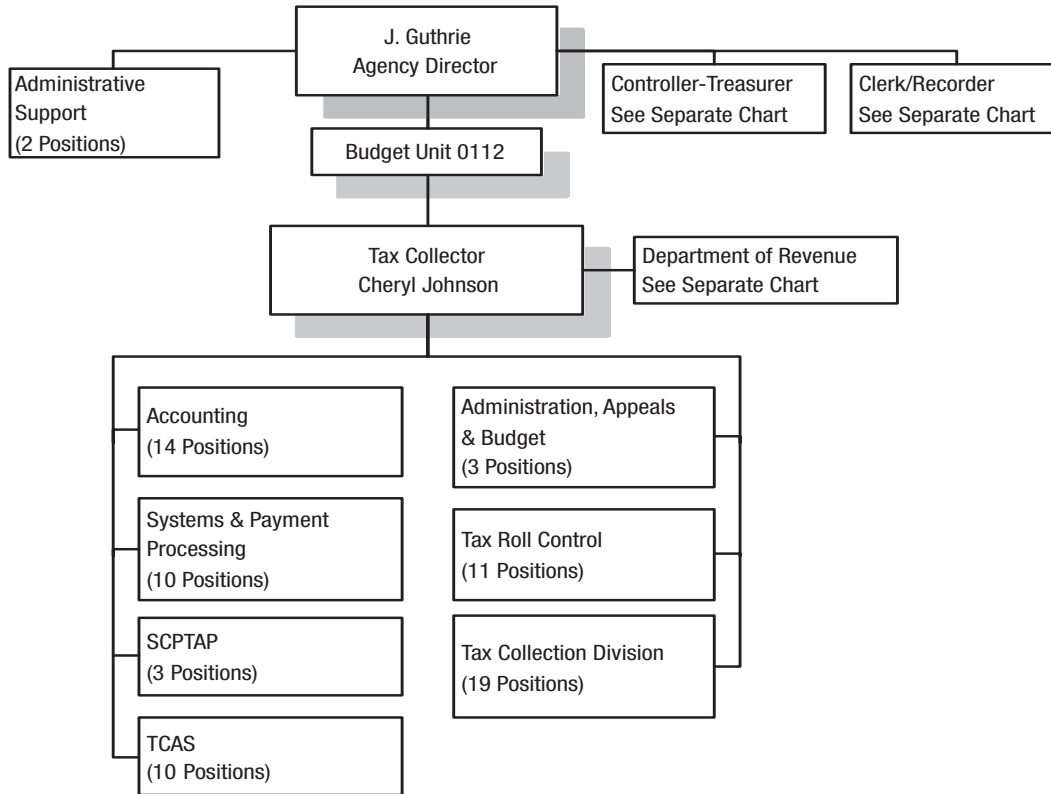
## Controller-County Debt Service — Budget Unit 0810

### Revenue by Fund

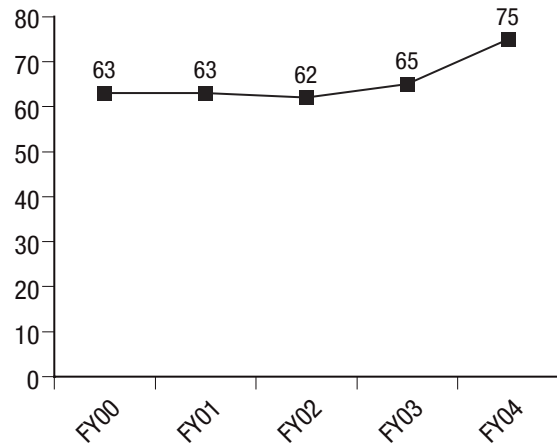
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	423,800	423,800	423,800	425,550	425,550	0
Revenue From Use Of Money/Property	1,784,000	1,784,000	293,344	0	0	-100
Charges For Current Services	670,261	670,261	670,259	667,327	667,327	0
Other Revenues	0	0	3,174,376	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,878,061</b>	<b>2,878,061</b>	<b>4,561,779</b>	<b>1,092,877</b>	<b>1,092,877</b>	<b>-62</b>
<b>Health Facilities Debt Service Fund</b>						
Revenue From Use Of Money/Property	1,910,000	1,910,000	437,722	1,842,000	1,842,000	-4
Transfers	709,000	709,000	449,543	660,000	660,000	-7
<b>Fund Sub Total Revenues</b>	<b>2,619,000</b>	<b>2,619,000</b>	<b>887,265</b>	<b>2,502,000</b>	<b>2,502,000</b>	<b>-4</b>
<b>Public Facilities Corp Debt Service Fund</b>						
Fines, Forfeitures, Penalties	6,329,300	6,329,300	6,282,114	6,363,550	6,363,550	1
Revenue From Use Of Money/Property	264,000	264,000	297,469	218,000	218,000	-17
<b>Fund Sub Total Revenues</b>	<b>6,593,300</b>	<b>6,593,300</b>	<b>6,579,583</b>	<b>6,581,550</b>	<b>6,581,550</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>12,090,361</b>	<b>12,090,361</b>	<b>12,028,627</b>	<b>10,176,427</b>	<b>10,176,427</b>	<b>-16</b>



# Tax Collector's Office



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Maximize tax revenue to support services to County residents**



## Desired Results

**Achieve High Collection Rate** by ensuring that taxpayers receive accurate and timely tax information.

**Achieve Cost Efficient Collection** by ensuring that operating expenses are kept at the lowest level possible without negatively impacting service quality.

**Comply with State Mandated Codes** by ensuring that Secured tax bills are mailed on or before November 1st and duplicate payments are returned within 60 days from the date of payment.

## County Executive's Recommendation

### Revenue Enhancements

- Increase ongoing revenue assumptions for Interest on Extended Payment plans.

**Total Ongoing New Revenue: \$850,000**

- Increase ongoing revenue assumptions for Returned Check Charges.

**Total Ongoing New Revenue: \$39,760**

- Increase ongoing revenue assumptions for various new and increased fees by a total of \$134,397.

**Total Ongoing New Revenue: \$134,397**

### Appropriation Reductions

- Delete 4.0 FTE, including 2.0 FTE Account Clerk II, 1.0 FTE Supervising Account Clerk I, and 1.0 FTE Office Specialist III.

**Total Ongoing Savings: (\$232,443)**

- Reduce appropriations for services and supplies.

**Total Ongoing Savings: (\$17,638)**

**State/County Property Tax Improvement Program Augmentations**

□ Provide one-time funding for technology and business process improvements in the Tax Collector's Office, including the addition of 1.0 Account Clerk II - Unclassified and 2.0 Revenue Collections Officer - Unclassified, necessary to support the projects. The authorized term for the new positions will be 12 months, from July 1, 2003 through June 30, 2004.

- Property Tax and Apportionment System - \$592,816
- Bankruptcy Tracking Project - \$25,000
- Staffing to Support Projects - \$182,184

**Total One-Time Cost: \$800,000**

100% of costs offset by funding from the State/County Property Tax Administration Program (AB 589)

**Changes Approved by the Board**

The three positions recommended for support of the State/County Tax Improvement Program were added to the salary ordinance as classified positions on the

advice of the Employee Services Agency - Human Resources Department. Otherwise, the Board of Supervisors approved the budget as recommended.

**Tax Collector — Budget Unit 0112 Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2212	Tax Collector	6,528,537	8,225,481	7,190,753	6,704,436	6,704,338	3
2213	Tax Collector-AB 1036	1,100,060	1,100,060	330,061	800,000	800,000	-27
<b>Total Expenditures</b>		7,628,597	9,325,541	7,520,814	7,504,436	7,504,338	-2%

**Tax Collector — Budget Unit 0112 Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 4,336,031	\$ 4,422,806	\$ 4,401,375	\$ 4,379,979	\$ 4,379,979	1
Services And Supplies	2,416,296	2,380,521	2,406,884	2,506,641	2,506,543	4
Fixed Assets	876,270	2,522,214	712,555	617,816	617,816	-29
<b>Total Expenditures</b>	7,628,597	9,325,541	7,520,814	7,504,436	7,504,338	-2



### Tax Collector — Budget Unit 0112 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,336,031	\$ 4,422,806	\$ 4,401,375	\$ 4,379,979	\$ 4,379,979	1
Services And Supplies	2,416,296	2,380,521	2,406,884	2,506,641	2,506,543	4
Fixed Assets	876,270	2,522,214	712,555	617,816	617,816	-29
<b>Fund Sub Total Expenditures</b>	<b>7,628,597</b>	<b>9,325,541</b>	<b>7,520,814</b>	<b>7,504,436</b>	<b>7,504,338</b>	<b>-2</b>
<b>All Funds Total Expenditures</b>	<b>7,628,597</b>	<b>9,325,541</b>	<b>7,520,814</b>	<b>7,504,436</b>	<b>7,504,338</b>	<b>-2</b>

### Tax Collector — Budget Unit 0112 Revenue by Cost Center

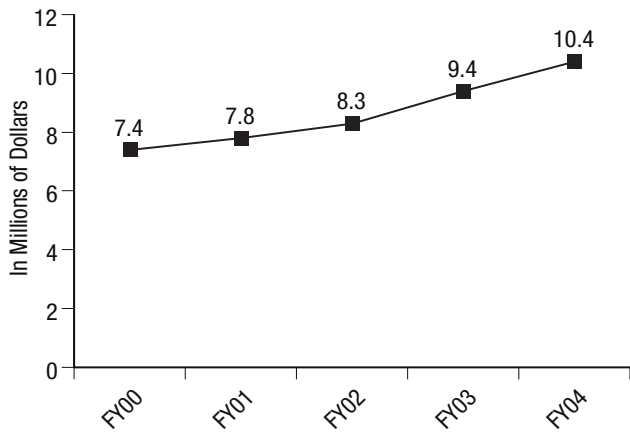
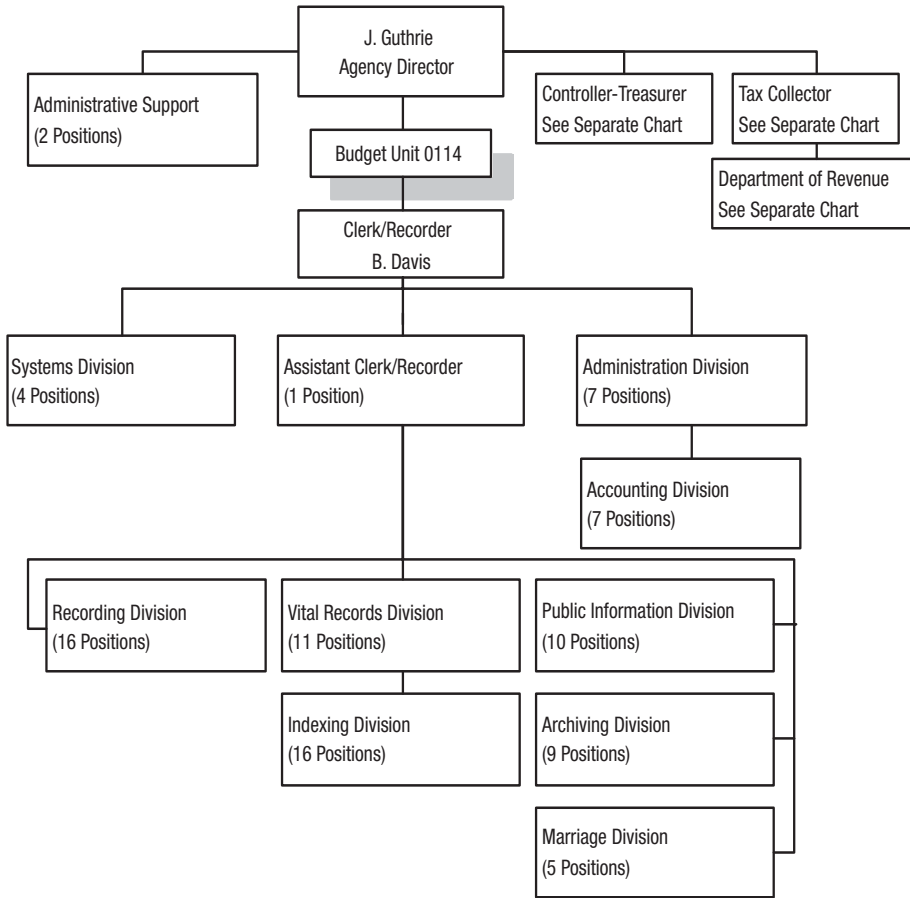
CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2212	Tax Collector	327,626,824	327,960,278	332,982,129	350,068,510	350,068,510	7
2213	Tax Collector-AB 1036	1,100,000	1,100,000	327,866	800,000	800,000	-27
<b>Total Expenditures</b>		<b>328,726,824</b>	<b>329,060,278</b>	<b>333,309,995</b>	<b>350,868,510</b>	<b>350,868,510</b>	<b>7</b>

### Tax Collector — Budget Unit 0112 Revenue by Fund

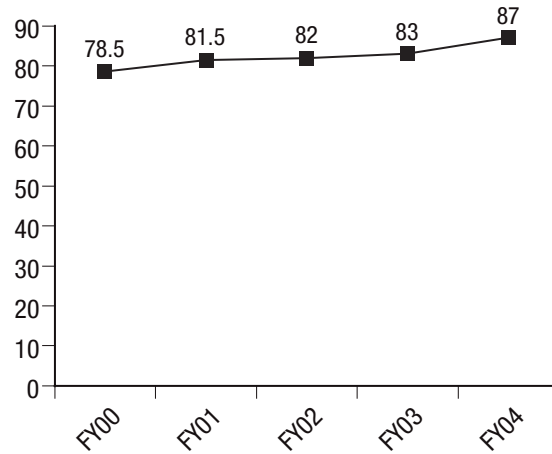
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Current Property	\$ 308,122,404	\$ 308,122,404	\$ 314,223,647	\$ 323,919,883	\$ 323,919,883	5
Taxes - Other Than Current Property	11,233,000	11,436,000	9,327,379	16,000,000	16,000,000	42
Revenue From Use Of Money/Property	0	0	469,989	1,300,000	1,300,000	-
Aid From Govt Agencies-State	1,100,000	1,100,000	327,866	800,000	800,000	-27
Charges For Current Services	8,086,420	8,216,874	8,596,143	8,414,470	8,414,470	4
Other Revenues	185,000	185,000	364,971	434,157	434,157	135
<b>Fund Sub Total Revenues</b>	<b>328,726,824</b>	<b>329,060,278</b>	<b>333,309,995</b>	<b>350,868,510</b>	<b>350,868,510</b>	<b>7</b>
<b>All Funds Total Revenues</b>	<b>328,726,824</b>	<b>329,060,278</b>	<b>333,309,995</b>	<b>350,868,510</b>	<b>350,868,510</b>	<b>7</b>



# County Clerk/Recorder's Office



**Appropriation Trend**



**Staffing Trend**





## Public Purpose

- ➔ Accessible Records for the Public
- ➔ Records Integrity
- ➔ Compliance with State Law



## Desired Results

**Documents are recorded/filed in a timely manner** by making sure mailed documents are recorded within five working days of receipt and mailed business applications are filed within three days of receipt.

**Customers can easily access records when using office equipment in the public search area** by insuring the area is set up efficiently for customer use and by posting clear and concise instructions for customers.

**Timely Retrieval of Records and Information for Customers** by performing customer service duties in a timely and efficient manner.

**Responsive Customer Service** by rating in the 90th percentile in customer surveys in the areas of helpfulness, professionalism and with an overall rating of good or excellent in all areas.

## County Executive's Recommendation

### Revenue Adjustments

- Increase ongoing revenue assumptions based on an increase in various fees to maximize cost recovery.

**Total Ongoing New Revenue: \$165,000**

- Increase revenue based on an extension in hours for the Passport application window.

**Total Ongoing New Revenue: \$75,000**



- ☐ Increase the operating transfer from the Recorder's Modernization Fund to the General Fund by \$430,000 on a one-time basis.

**Total One-time Revenue: \$430,000**

### Appropriation Reductions

- ☐ Reduce \$17,500 in Services and Supplies.

**Total Ongoing Savings: (\$17,500)**

### Non-General Fund Adjustments

- ☐ Increase appropriations in the Recorder's special funds for projects and equipment as reflected in the table below:

#### Non-General Fund Appropriations for FY 2004

Fund	Description of Expense	Amount
0026	Image Support Upgrade and Expansion	\$530,000
0026	Automated Folding & Inserting Machine	\$25,000
0027	Equipment Maintenance for Scanners	*\$12,000
0026	Ethernet Conversion	\$10,000
0027	Microfilm Readers for Archiving	\$20,000
0024	Commercial Shredder	\$4,500
0026	Computer Replacements	\$75,000
0026	Map Book Restoration	\$88,000
0026	New Computer Workstations	\$40,000
0026	Pallet Truck	\$1,000
0026	Software Subscription Program	*\$18,000
<b>Total Cost</b>		<b>\$823,500</b>
<i>*ongoing expenses</i>		

**Total Cost: \$823,500**

Fund 0024: \$4,500 one-time

Fund 0026: \$769,000 one-time; \$18,000 ongoing

Fund 0027: \$20,000 one-time; \$12,000 ongoing

## Changes Approved by the Board

The Board of Supervisor's approved the budget as recommended including the following changes:

- ☐ The budgeted revenue generated by Recorder Document fees were increased by \$250,000 based on the recommendation of the Board's Management Auditor in their review of the FY 2004 Recommended Budget

**Total Ongoing Revenue: \$250,000**

### County Recorder — Budget Unit 0114 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations		Actual	FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted				
5655	County Recorder	8,644,983	8,732,669	8,756,469	9,628,863	9,628,756	11
5656	County Clerk	764,935	763,964	697,640	787,388	787,373	3
<b>Total Expenditures</b>		<b>9,409,918</b>	<b>9,496,633</b>	<b>9,454,109</b>	<b>10,416,251</b>	<b>10,416,129</b>	<b>11%</b>



## County Recorder — Budget Unit 0114 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 5,191,469	\$ 5,385,231	\$ 5,370,480	\$ 5,743,310	\$ 5,743,310	11
Services And Supplies	1,640,236	1,487,289	1,370,766	2,178,533	2,178,411	33
Fixed Assets	40,000	40,000	139,459	20,000	20,000	-50
Operating/Equity Transfers	2,538,213	2,584,113	2,573,404	2,474,408	2,474,408	-3
<b>Total Expenditures</b>	<b>9,409,918</b>	<b>9,496,633</b>	<b>9,454,109</b>	<b>10,416,251</b>	<b>10,416,129</b>	<b>11</b>

## County Recorder — Budget Unit 0114 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 5,191,469	\$ 5,385,231	\$ 5,370,480	\$ 5,743,310	\$ 5,743,310	11
Services And Supplies	607,818	624,871	634,402	591,237	591,115	-3
<b>Fund Sub Total Expenditures</b>	<b>5,799,287</b>	<b>6,010,102</b>	<b>6,004,882</b>	<b>6,334,547</b>	<b>6,334,425</b>	<b>9</b>
<b>Recorded Vital Statistics Fund</b>						
Services And Supplies	94,672	94,672	71,591	87,172	87,172	-8
Operating/Equity Transfers	8,600	8,600	8,600	8,600	8,600	0
<b>Fund Sub Total Expenditures</b>	<b>103,272</b>	<b>103,272</b>	<b>80,191</b>	<b>95,772</b>	<b>95,772</b>	<b>-7</b>
<b>Records Modernization Fund</b>						
Services And Supplies	683,846	513,846	620,357	1,236,724	1,236,724	81
Fixed Assets	40,000	40,000	38,354	0	0	-100
Operating/Equity Transfers	2,005,222	2,051,122	2,051,122	1,908,102	1,908,102	-5
<b>Fund Sub Total Expenditures</b>	<b>2,729,068</b>	<b>2,604,968</b>	<b>2,709,833</b>	<b>3,144,826</b>	<b>3,144,826</b>	<b>15</b>
<b>Records Documentation Fund</b>						
Services And Supplies	253,900	253,900	44,416	263,400	263,400	4
Fixed Assets	0	0	101,105	20,000	20,000	-
Operating/Equity Transfers	524,391	524,391	513,682	557,706	557,706	6
<b>Fund Sub Total Expenditures</b>	<b>778,291</b>	<b>778,291</b>	<b>659,203</b>	<b>841,106</b>	<b>841,106</b>	<b>8</b>
<b>All Funds Total Expenditures</b>	<b>9,409,918</b>	<b>9,496,633</b>	<b>9,454,109</b>	<b>10,416,251</b>	<b>10,416,129</b>	<b>11</b>

## County Recorder — Budget Unit 0114 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5655	County Recorder	26,628,074	26,753,974	33,836,510	32,731,408	32,981,408	24
5656	County Clerk	1,286,500	1,286,500	1,462,458	1,448,500	1,448,500	13
	<b>Total Revenues</b>	<b>27,914,574</b>	<b>28,040,474</b>	<b>35,298,968</b>	<b>34,179,908</b>	<b>34,429,908</b>	<b>23%</b>



## County Recorder — Budget Unit 0114

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	16,190,000	16,190,000	14,230,042	20,200,000	20,200,000	25
Licenses, Permits, Franchises	1,060,000	1,060,000	1,180,119	1,155,000	1,155,000	9
Aid From Govt Agencies-Federal	472,700	472,700	484,459	500,000	500,000	6
Charges For Current Services	7,543,000	7,543,000	16,559,538	8,668,000	8,918,000	18
Transfers	2,518,374	2,564,274	2,573,404	3,334,408	3,334,408	32
Other Revenues	130,500	210,500	271,406	322,500	322,500	147
<b>Total Revenues</b>	<b>27,914,574</b>	<b>28,040,474</b>	<b>35,298,968</b>	<b>34,179,908</b>	<b>34,429,908</b>	<b>23</b>

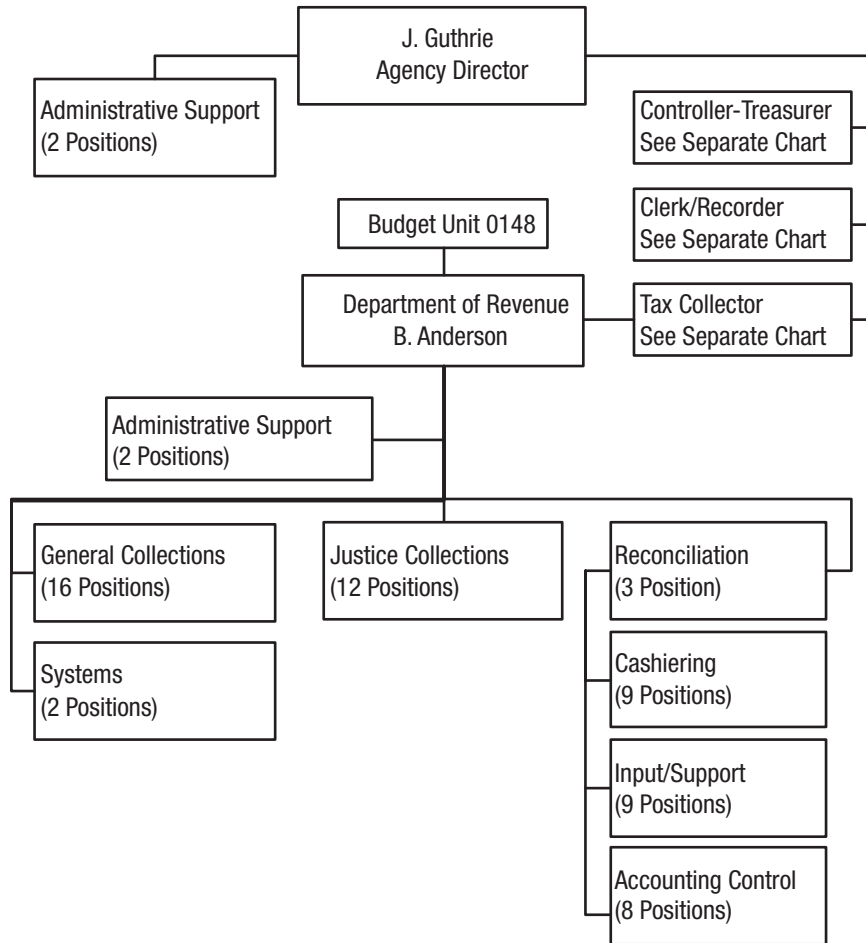
## County Recorder — Budget Unit 0114

### Revenue by Fund

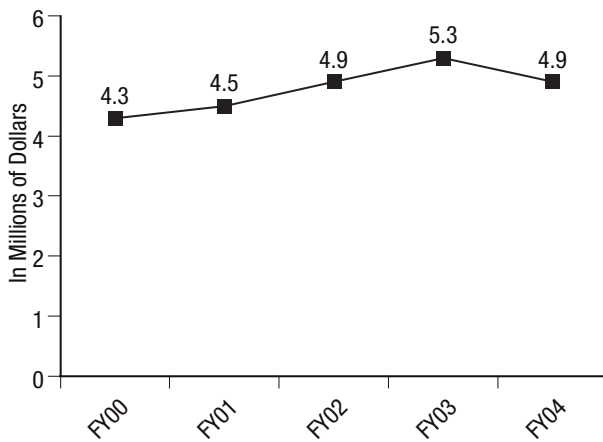
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Other Than Current Property	16,190,000	16,190,000	14,230,042	20,200,000	20,200,000	25
Licenses, Permits, Franchises	1,060,000	1,060,000	1,180,119	1,155,000	1,155,000	9
Aid From Govt Agencies-Federal	472,700	472,700	484,459	500,000	500,000	6
Charges For Current Services	5,243,000	5,243,000	10,202,447	5,523,000	5,773,000	10
Transfers	2,509,774	2,555,674	2,564,804	3,325,808	3,325,808	33
Other Revenues	130,500	210,500	265,800	322,500	322,500	147
<b>Fund Sub Total Revenues</b>	<b>25,605,974</b>	<b>25,731,874</b>	<b>28,927,671</b>	<b>31,026,308</b>	<b>31,276,308</b>	<b>22</b>
<b>Recorded Vital Statistics Fund</b>						
Charges For Current Services	90,000	90,000	145,131	110,000	110,000	22
<b>Fund Sub Total Revenues</b>	<b>90,000</b>	<b>90,000</b>	<b>145,131</b>	<b>110,000</b>	<b>110,000</b>	<b>22</b>
<b>Records Modernization Fund</b>						
Charges For Current Services	1,700,000	1,700,000	5,275,906	2,500,000	2,500,000	47
Transfers	8,600	8,600	8,600	8,600	8,600	0
<b>Fund Sub Total Revenues</b>	<b>1,708,600</b>	<b>1,708,600</b>	<b>5,284,506</b>	<b>2,508,600</b>	<b>2,508,600</b>	<b>47</b>
<b>Records Documentation Fund</b>						
Charges For Current Services	510,000	510,000	936,054	535,000	535,000	5
Other Revenues	0	0	5,606	0	0	-
<b>Fund Sub Total Revenues</b>	<b>510,000</b>	<b>510,000</b>	<b>941,660</b>	<b>535,000</b>	<b>535,000</b>	<b>5</b>
<b>All Funds Total Revenues</b>	<b>27,914,574</b>	<b>28,040,474</b>	<b>35,298,968</b>	<b>34,179,908</b>	<b>34,429,908</b>	<b>23</b>



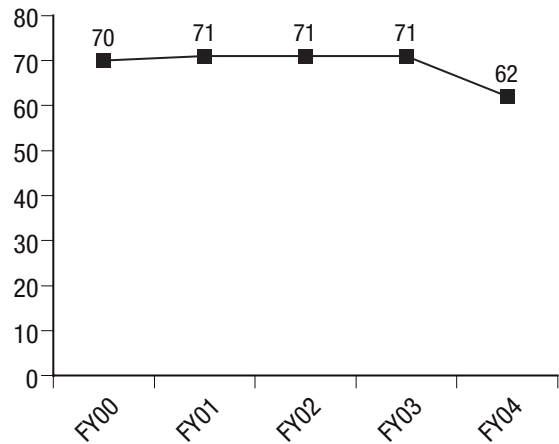
# Department of Revenue



Section 1: Finance & Government Operations



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Maximize revenue collection to support services for County residents**



## Desired Results

**Cost efficiency** which is achieved by keeping expenditures for personnel, supplies, and equipment to a minimum while optimizing revenue collection.

**A high collection rate** which is achieved through optimum use of staff and technology resources and accurate and timely communication with debtors.

**Clients receive payment in a timely manner** in compliance with State regulations, through the effective use of technology.

## County Executive's Recommendation

### Revenue Enhancement

- Increase revenue assumptions for interest on small accounts by \$60,000.

**Total Ongoing Revenues: \$60,000**

- Increase revenue assumptions in the Department of Correction by \$380,000.

**Total Ongoing Revenue: \$380,000**

This revenue is budgeted and collected in the Department of Revenue, but was part of the Department of Correction's reduction plan

### Staff Reductions

- Delete the Director of Revenue Collection (Executive Management) and eight other positions, including 2.0 FTE Revenue Collections Officer I, 2.0 FTE Revenue Collections Clerk, 3.0 FTE Account Clerk II/I, and 2.0 FTE Office Specialist I.

**Total Ongoing Savings: (\$569,160)**

- Reduce funding for temporary employee services.

**Total Ongoing Savings: (\$19,882)**

**Reduce Appropriations for Services and Supplies**

- Reduce various appropriations for services and supplies.

**Total Ongoing Savings: (\$50,000)**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended, with the following changes:

- Reduce revenue assumptions from fees collected for the Public Service Program and the Weekend Work Program in the Department of Correction based on a recommendation from the Board's Management Auditor.

**Total Ongoing Revenue Reduction: (\$200,000)**

This revenue is budgeted and collected in the Department of Revenue, but was part of the Department of Correction's reduction plan

**Department Of Revenue — Budget Unit 0148  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2148	Collection Operations	5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7
<b>Total Expenditures</b>		5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7%

**Department Of Revenue — Budget Unit 0148  
Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 4,199,486	\$ 4,198,035	\$ 4,139,801	\$ 3,908,225	\$ 3,908,225	-7
Services And Supplies	1,065,218	1,064,011	944,860	985,023	984,797	-8
<b>Total Expenditures</b>	5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7



## Department Of Revenue — Budget Unit 0148 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,199,486	\$ 4,198,035	\$ 4,139,801	\$ 3,908,225	\$ 3,908,225	-7
Services And Supplies	1,065,218	1,064,011	944,860	985,023	984,797	-8
<b>Fund Sub Total Expenditures</b>	<b>5,264,704</b>	<b>5,262,046</b>	<b>5,084,661</b>	<b>4,893,248</b>	<b>4,893,022</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>5,264,704</b>	<b>5,262,046</b>	<b>5,084,661</b>	<b>4,893,248</b>	<b>4,893,022</b>	<b>-7</b>

## Department Of Revenue — Budget Unit 0148 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2148	Collection Operations	7,957,886	7,957,886	7,672,901	8,357,518	8,157,518	3
	<b>Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3%</b>

## Department Of Revenue — Budget Unit 0148 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	295,000	295,000	380,653	375,653	375,653	27
Licenses, Permits, Franchises	1,000,000	1,000,000	1,016,734	1,150,000	1,150,000	15
Fines, Forfeitures, Penalties	1,310,000	1,310,000	1,412,701	1,385,000	1,385,000	6
Aid From Govt Agencies-Federal	39	39	39	0	0	-100
Charges For Current Services	4,027,847	4,027,847	3,450,500	4,076,865	3,876,865	-4
Other Revenues	1,325,000	1,325,000	1,412,274	1,370,000	1,370,000	3
<b>Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3</b>





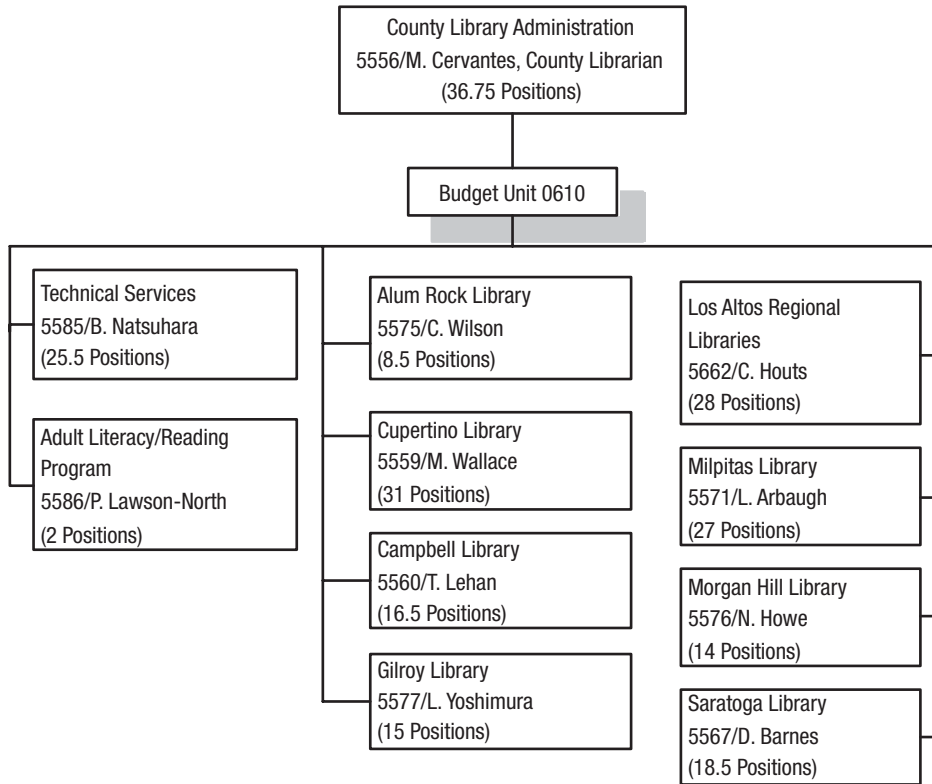
**Department Of Revenue — Budget Unit 0148**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Other Than Current Property	295,000	295,000	380,653	375,653	375,653	27
Licenses, Permits, Franchises	1,000,000	1,000,000	1,016,734	1,150,000	1,150,000	15
Fines, Forfeitures, Penalties	1,310,000	1,310,000	1,412,701	1,385,000	1,385,000	6
Aid From Govt Agencies- Federal	39	39	39	0	0	-100
Charges For Current Services	4,027,847	4,027,847	3,450,500	4,076,865	3,876,865	-4
Other Revenues	1,325,000	1,325,000	1,412,274	1,370,000	1,370,000	3
<b>Fund Sub Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3</b>
<b>All Funds Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3</b>

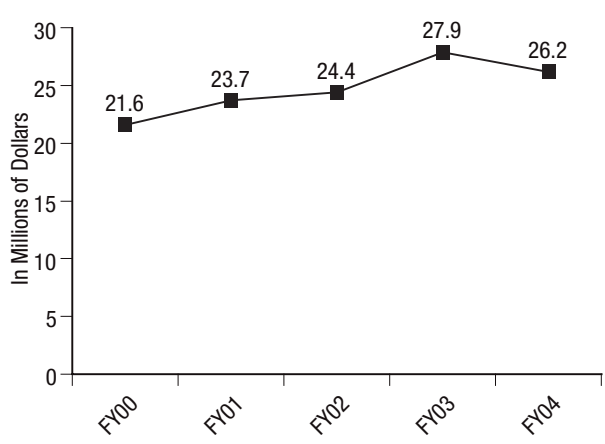




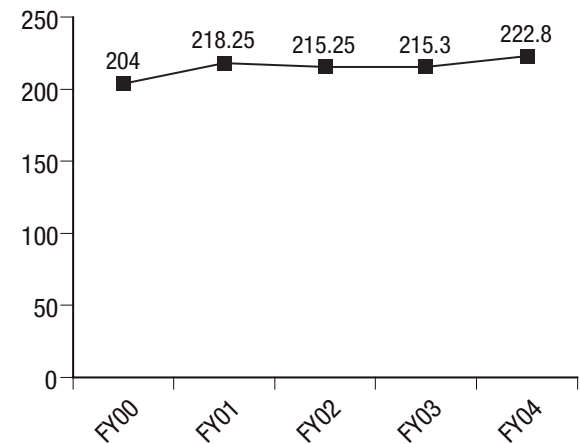
# County Library



Section 1: Finance & Government Operations



**Appropriation Trend**



**Staffing Trend**



## Overview

The Santa Clara County Library District is a dependent special district funded primarily from property tax revenue. In 1994, the voters approved an advisory measure to levy a benefit assessment throughout the Library district. Subsequently, the Board of Supervisors created a County Service Area (CSA) for the provision of library service, and levied a benefit assessment to both replace property tax diverted to the State, and to augment existing library resources.

The County Library district is governed by a Joint Powers Authority (JPA), and provides service to nine cities and the unincorporated areas of the County. The JPA is comprised of representatives from each of the nine participating cities and two representatives from the County Board of Supervisors. The participating cities are: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill and Saratoga. A tenth library is located in Alum Rock, an unincorporated area just east of San Jose. The Library

district's recommended budget was approved by the JPA in April 2002, and must be formally adopted by the Board as well.

The County Library provides service to nine cities and the unincorporated areas of the County. Eight community libraries and one branch provide a full range of services to the community. One bookmobile serves locations isolated by geography or other circumstances, such as the rural South County, the mountains, nursing homes, migrant camps and locked facilities. In addition, the County Library reaches out to the community through its award-winning literacy Program, recently renamed Vision Literacy, which has now expanded its service to South County in joint programming with Planetree medical library.

The JPA has begun to plan for renewal of its benefit assessment, which will expire in 2005, by approving a revised Joint Powers Authority agreement.

## County Executive's Recommendation

The Library Joint Powers Authority (JPA) is the governing body for the County Library. The County Executive's recommended budget for this department reflects the FY 2004 budget proposed to the JPA. The

County Executive's Office of Budget and Analysis and the Employee Services Agency will adjust Final Budget staffing, expenditure and revenue levels to match the FY 2004 budget adopted by the JPA.

## County Executive's Revisions to Recommendation

The County Executive made the following revisions to the recommended budget for the County Library, as approved by the Library Joint Powers Authority.

**Recommendation:** Add 0.5 FTE Janitor (H18) and reduce extra help expense by a corresponding amount.

**Background:** An additional 0.5 FTE Janitor will allow the Library to replace extra help resources. The position will be assigned to the newly remodeled Saratoga Library, scheduled to open in Summer 2003.

**Recommendation:** Allocate \$60,000 from the Library fund balance for outside counsel and consultant services.

**Background:** These services are needed in order to pursue renewal of the Library assessment fee, which will expire in 2005.

**Total One-Time New Cost: \$60,000**  
Allocation to be made from Library Fund Balance

**Total Ongoing New Cost: \$23,472**  
100% offset by a reduction in extra help costs



## Changes Approved by the Board

The Board approved the County Library budget as approved by the Library Joint Powers Authority with no changes.

### County Library — Budget Unit 0610 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004	FY 2004	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual	Recommended	Approved	
5556	Library Headquarters	9,394,974	9,595,716	8,618,869	9,477,510	9,537,000	2
5559	Cupertino Library	2,446,182	2,466,121	2,478,284	2,625,845	2,625,845	7
5560	Campbell Library	1,459,715	1,473,697	1,460,489	1,508,957	1,508,957	3
5567	Saratoga Library	2,502,637	2,515,888	1,937,276	1,609,623	1,609,623	-36
5571	Milpitas Library	2,211,452	2,232,770	2,220,592	2,364,084	2,364,084	7
5575	Alum Rock Library	727,403	732,106	740,543	755,744	755,744	4
5576	Morgan Hill Library	1,142,392	1,153,829	1,182,954	1,193,120	1,193,120	4
5577	Gilroy Library	1,217,060	1,227,520	1,238,509	1,290,373	1,290,373	6
5585	Library Technical Services	3,974,914	3,974,914	3,771,812	2,555,507	2,555,507	-36
5586	Adult Literacy	637,610	748,252	709,781	505,052	505,052	-21
5662	Los Altos Library	2,161,060	2,178,010	2,183,857	2,214,136	2,214,136	2
<b>Total Expenditures</b>		<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6%</b>

### County Library — Budget Unit 0610 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004	FY 2004	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual	Recommended	Approved	
Salaries And Employee Benefits	\$ 15,724,448	\$ 15,912,730	\$ 15,912,041	\$ 17,186,514	\$ 17,186,514	9
Services And Supplies	11,014,951	11,250,093	10,259,221	8,352,937	8,412,427	-24
Fixed Assets	660,000	660,000	389,704	84,500	84,500	-87
Reserves	494,000	494,000	0	494,000	494,000	0
Expenditure Transfers	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	0
<b>Total Expenditures</b>	<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6</b>



### County Library — Budget Unit 0610 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Library Fund</b>						
Salaries And Employee Benefits	\$ 15,724,448	\$ 15,912,730	\$ 15,912,041	\$ 17,186,514	\$ 17,186,514	9
Services And Supplies	11,014,951	11,250,093	10,259,221	8,352,937	8,412,427	-24
Fixed Assets	660,000	660,000	389,704	84,500	84,500	-87
Reserves	494,000	494,000	0	494,000	494,000	0
Expenditure Transfers	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	0
<b>Fund Sub Total Expenditures</b>	<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6</b>
<b>All Funds Total Expenditures</b>	<b>27,875,399</b>	<b>28,298,823</b>	<b>26,542,966</b>	<b>26,099,951</b>	<b>26,159,441</b>	<b>-6</b>

### County Library— Budget Unit 0610 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5556	Library Headquarters	24,563,444	24,833,984	25,950,285	25,389,903	25,449,903	4
5585	Library Technical Services			531			
5586	Adult Literacy	463,784	586,668	478,361	330,000	330,000	-29
	<b>Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3%</b>

### County Library — Budget Unit 0610 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 13,738,910	\$ 13,850,950	\$ 15,016,294	\$ 15,000,000	\$ 15,000,000	9
Taxes - Other Than Current Property	0	0	32,145	0	0	-
Fines, Forfeitures, Penalties	720,000	720,000	663,243	650,000	650,000	-10
Revenue From Use Of Money/Property	310,000	310,000	281,080	220,000	220,000	-29
Aid From Govt Agencies-State	1,887,800	1,887,800	1,997,977	1,950,000	1,950,000	3
Charges For Current Services	7,689,518	7,812,402	7,793,861	7,817,903	7,817,903	2
Transfers	51,000	51,000	51,000	51,000	51,000	0
Other Revenues	630,000	788,500	593,577	31,000	91,000	-86
<b>Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3</b>

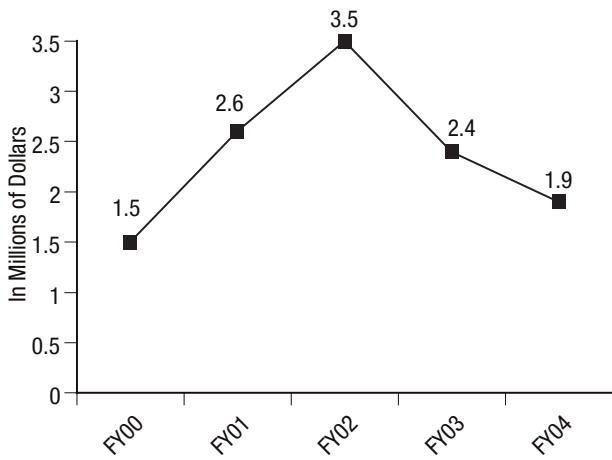
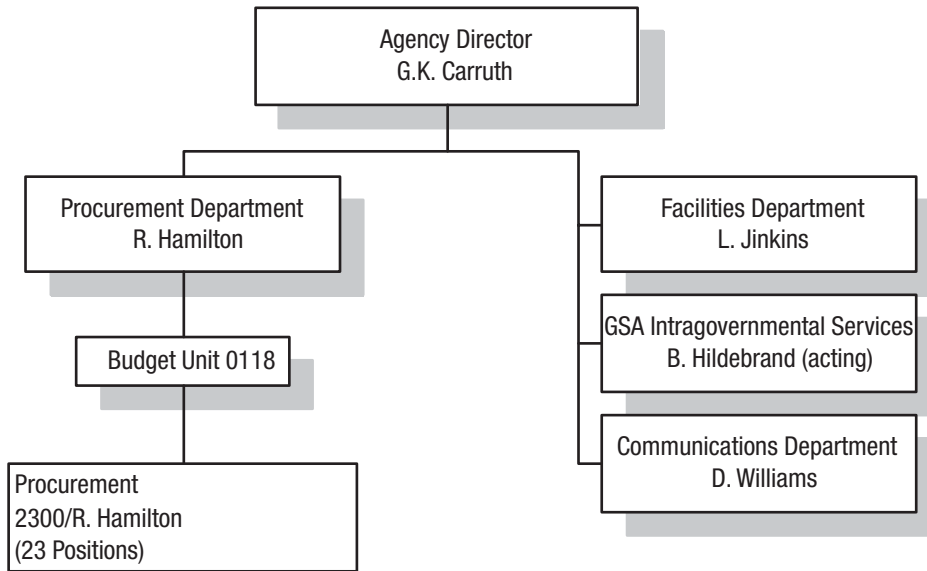


**County Library — Budget Unit 0610**  
**Revenue by Fund**

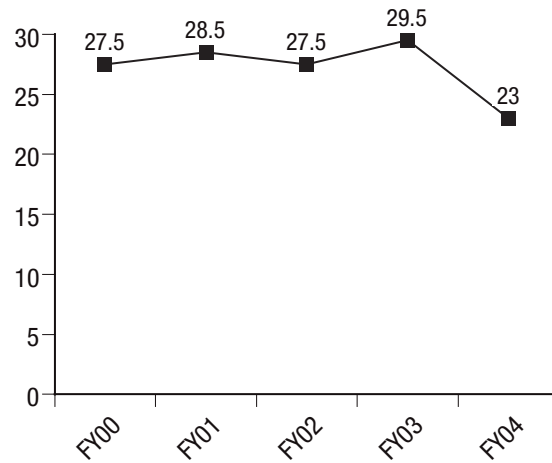
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Library Fund</b>						
Taxes - Current Property	\$ 13,738,910	\$ 13,850,950	\$ 15,016,294	\$ 15,000,000	\$ 15,000,000	9
Taxes - Other Than Current Property	0	0	32,145	0	0	-
Fines, Forfeitures, Penalties	720,000	720,000	663,243	650,000	650,000	-10
Revenue From Use Of Money/Property	310,000	310,000	281,080	220,000	220,000	-29
Aid From Govt Agencies- State	1,887,800	1,887,800	1,997,977	1,950,000	1,950,000	3
Charges For Current Services	7,689,518	7,812,402	7,793,861	7,817,903	7,817,903	2
Transfers	51,000	51,000	51,000	51,000	51,000	0
Other Revenues	630,000	788,500	593,577	31,000	91,000	-86
<b>Fund Sub Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3</b>
<b>All Funds Total Revenues</b>	<b>25,027,228</b>	<b>25,420,652</b>	<b>26,429,177</b>	<b>25,719,903</b>	<b>25,779,903</b>	<b>3</b>



# Procurement Department



**Appropriation Trend**



**Staffing Trend**





**Public Purpose**

- ➔ **Procurement of goods and services in a manner that assures the most effective use of taxpayer monies in support of services to County residents.**



**Desired Results**

**Appropriate Equipment, Tools, Furniture and Food Necessary to Provide Quality Public Service** which the Procurement Department promotes by purchasing safe, durable products in a timely fashion

**Best Value, Negotiated Prices and Maximum Rebates and Discounts** by effective negotiation and management of programs such as the Procurement Card and E-Procurement Programs

**Maximum Investment Recovery of Public Property**

**County Executive's Recommendation**

**Staffing Adjustments**

- Delete 4.0 FTE, including 1.0 FTE Accountant Assistant, 2.0 FTE Buyer Assistants, and 1.0 FTE Information Systems Manager II.
- Add 3.0 FTE Unclassified Senior Management Analyst (W1N) positions.

**Total One-Time Cost: \$331,419**  
 Salaries and benefits \$316,419;  
 Equipment and supplies \$15,000

**Total Ongoing Savings: (\$312,359)**

**Reduce Appropriations for Services and Supplies**

**Total Ongoing Savings: (\$217,117)**

- Reduce ongoing appropriations for services and supplies.



## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Purchasing — Budget Unit 0118 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2300	Purchasing Department	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21
<b>Total Expenditures</b>		2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21%

### Purchasing — Budget Unit 0118 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 2,149,969	\$ 2,163,508	\$ 2,017,342	\$ 1,987,233	\$ 1,987,233	-8
Services And Supplies	754,928	884,522	687,382	567,657	567,278	-25
Fixed Assets	0	0	254,244	0	0	-
Expenditure Transfers	(480,000)	(480,000)	(673,606)	(634,211)	(634,211)	32
<b>Total Expenditures</b>	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21

### Purchasing — Budget Unit 0118 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 2,149,969	\$ 2,163,508	\$ 2,017,342	\$ 1,987,233	\$ 1,987,233	-8
Services And Supplies	754,928	884,522	687,382	567,657	567,278	-25
Fixed Assets	0	0	254,244	0	0	-
Expenditure Transfers	(480,000)	(480,000)	(673,606)	(634,211)	(634,211)	32
<b>Fund Sub Total Expenditures</b>	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21
<b>All Funds Total Expenditures</b>	2,424,897	2,568,030	2,285,362	1,920,679	1,920,300	-21

### Purchasing — Budget Unit 0118 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2300	Purchasing Department	130,000	209,150	186,117	75,000	75,000	-42
<b>Total Revenues</b>		130,000	209,150	186,117	75,000	75,000	-42%



**Purchasing — Budget Unit 0118**  
**Revenue by Type**

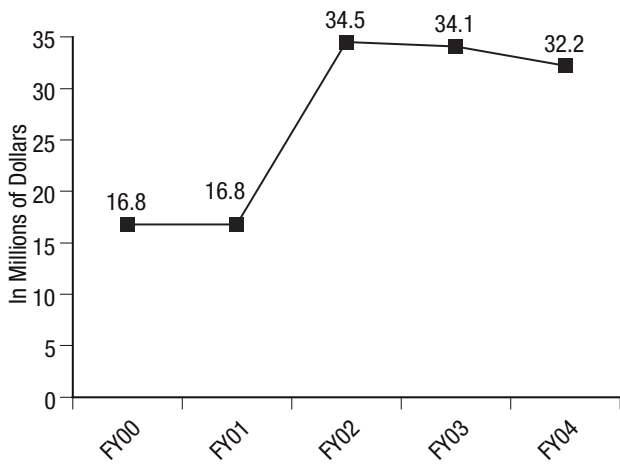
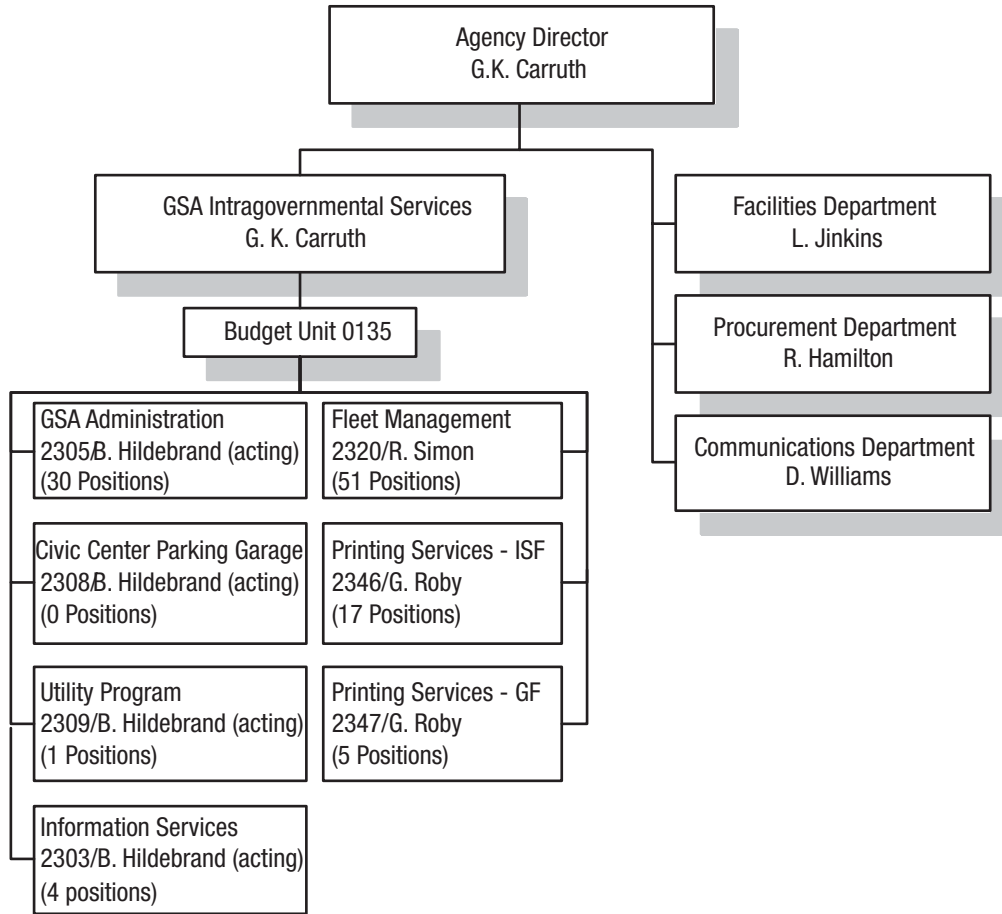
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Charges For Current Services	50,000	50,000	53,509	30,000	30,000	-40
Other Revenues	80,000	159,150	132,608	45,000	45,000	-44
<b>Total Revenues</b>	<b>130,000</b>	<b>209,150</b>	<b>186,117</b>	<b>75,000</b>	<b>75,000</b>	<b>-42</b>

**Purchasing — Budget Unit 0118**  
**Revenue by Fund**

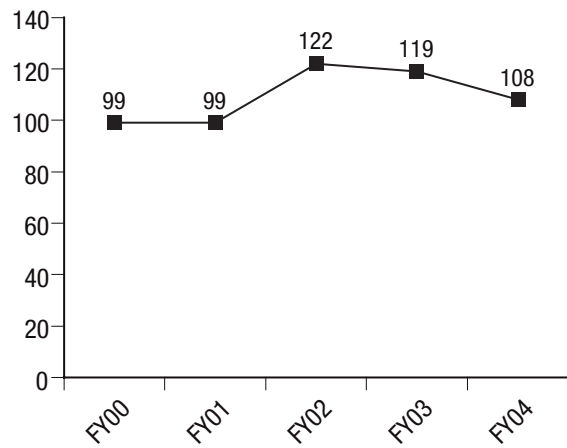
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	50,000	50,000	53,509	30,000	30,000	-40
Other Revenues	80,000	159,150	132,608	45,000	45,000	-44
<b>Fund Sub Total Revenues</b>	<b>130,000</b>	<b>209,150</b>	<b>186,117</b>	<b>75,000</b>	<b>75,000</b>	<b>-42</b>
<b>All Funds Total Revenues</b>	<b>130,000</b>	<b>209,150</b>	<b>186,117</b>	<b>75,000</b>	<b>75,000</b>	<b>-42</b>



# GSA Intragovernmental Services



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Energy Conservation, Fleet, Printing, Postage, and Mail Handling Services** in a manner that assures the most effective use of taxpayer monies in support of services to County residents



## Desired Results

**Countywide Energy Saving Measures** that Result in Cost Reduction for the County

**Appropriate number of reliable vehicles** in order for County Departments to render services which Fleet Management promotes by acquiring best-value vehicles that support Department needs

**High Quality, timely copy and printing services** at a price competitive with private companies

**High Quality, timely copy and printing services** at a price competitive with private companies

## County Executive's Recommendation

### Fleet Reductions

- Reduce revenue assumptions based on a reduced level of service to various departments resulting from departmental reduction plans that call for the use of fewer vehicles.

**Total Ongoing Revenue Reduction: (\$906,798)**

- Delete 2.0 FTE night shift Automotive Mechanics, night shift differentials and lead differentials.

**Total Ongoing Savings: (\$164,753)**

- Delete an Administrative Support Officer III position and add an alternately staffed Administrative Support Officer II/I.

**Total Ongoing Savings: (\$22,218)**

- Reduce appropriations for various services and supplies.

**Total Ongoing Savings: (\$125,000)**

### GSA Messenger/Mail Reductions

- Delete 2.0 FTE (filled) Messenger/Driver positions in GSA Printing-Messenger/Mail Unit and associated vehicle.

**Total Ongoing Savings: (\$109,725)**

Staff Reduction (\$107,232) and  
Vehicle/Equipment Reduction (\$2,493)

- Authorize Printing Services to utilize \$60,315 of one-time accumulated earnings to retain a store-keeper position to continue the provision of record archiving storage services until FY 2005 when an ongoing solution will become available.

**Total One-time Savings: (\$60, 315)**

### Reduce GSA Administration Appropriations

- Delete 4.0 FTE, including 1.0 FTE Accountant III/II/Accountant Auditor Appraiser, 1.0 FTE Program Manager II/I, 1.0 FTE Office Specialist III, and 1.0 FTE Account Clerk II.

**Total Ongoing Savings: (\$306,805)**

Staff reduction (\$306,555) and Services/Supplies reduction (\$250)

### Reduce GSA Utilities Division Appropriations

- Delete 1.0 FTE Office Specialist III.

**Total Ongoing Savings: (\$47,832)**

- Reduce appropriations for utilities based on planned energy saving measures.

**Total Ongoing Savings: (\$660,506)**

### Civic Center Parking Garage

- Reduce appropriations for the maintenance of the Civic Center parking garage.

**Total Ongoing Savings: (\$36,012)**

- Increase revenue assumption based on new fees at the Civic Center parking garage.

**Total Ongoing New Revenue: \$745,144**

### GSA Information Services

- Add 1.0 FTE Information Systems Manager II position (transfer from Procurement Department).

**Total Ongoing Cost: \$133,679**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2303	GSA Info Services	316,716	316,716	387,033	460,295	460,295	45
2305	GSA Administration	1,793,799	1,791,465	2,226,128	2,138,352	2,138,304	19
2308	Civic Center Parking Garage	333,328	408,328	295,580	293,748	293,748	-12
2309	GSA Utilities	14,293,661	13,597,350	12,662,953	12,994,132	12,994,132	-9
2320	GSA Fleet Management Division	14,318,918	19,360,670	15,494,871	13,142,406	13,142,325	-8
2321	Fleet Management-Roads			(71,197)			
2346	GSA Printing ISF	2,268,251	2,421,542	2,648,005	2,478,802	2,478,776	9
2347	GSA Printing GF	780,348	779,993	274,448	703,636	703,628	-10
<b>Total Expenditures</b>		<b>34,105,021</b>	<b>38,676,064</b>	<b>33,917,821</b>	<b>32,211,371</b>	<b>32,211,208</b>	<b>-6%</b>

### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 8,201,764	\$ 7,999,252	\$ 7,884,718	\$ 8,262,288	\$ 8,262,288	1
Services And Supplies	22,684,841	22,110,521	21,241,839	22,185,585	22,185,422	-2
Other Charges	5,920,301	5,920,301	4,325,600	4,136,640	4,136,640	-30
Fixed Assets	0	5,347,875	2,864,924	0	0	-
Operating/Equity Transfers	0	0	0	60,315	60,315	-
Expenditure Transfers	(2,701,885)	(2,701,885)	(2,399,260)	(2,433,457)	(2,433,457)	-10
<b>Total Expenditures</b>	<b>34,105,021</b>	<b>38,676,064</b>	<b>33,917,821</b>	<b>32,211,371</b>	<b>32,211,208</b>	<b>-6</b>

### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 3,233,218	\$ 3,108,448	\$ 3,162,365	\$ 3,069,773	\$ 3,069,773	-5
Services And Supplies	16,381,468	15,807,238	15,066,563	15,348,796	15,348,740	-6
Other Charges	605,051	605,051	537,177	605,051	605,051	0
Fixed Assets	0	75,000	0	0	0	-
Expenditure Transfers	(2,701,885)	(2,701,885)	(2,399,260)	(2,433,457)	(2,433,457)	-10
<b>Fund Sub Total Expenditures</b>	<b>17,517,852</b>	<b>16,893,852</b>	<b>16,366,845</b>	<b>16,590,163</b>	<b>16,590,107</b>	<b>-5</b>
<b>Garage Internal Service Fund</b>						
Salaries And Employee Benefits	\$ 3,909,402	\$ 3,815,070	\$ 3,770,841	\$ 4,037,452	\$ 4,037,452	3
Services And Supplies	5,094,266	5,094,266	5,145,951	5,573,365	5,573,284	9
Other Charges	5,315,250	5,315,250	3,788,423	3,531,589	3,531,589	-34



### GSA Intragovernmental Services — Budget Unit 0135 Expenditures by Fund (Continued)

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fixed Assets	0	5,136,084	2,718,459	0	0	-
<b>Fund Sub Total Expenditures</b>	<b>14,318,918</b>	<b>19,360,670</b>	<b>15,423,674</b>	<b>13,142,406</b>	<b>13,142,325</b>	<b>-8</b>
<b>Printing Services Fund</b>						
Salaries And Employee Benefits	\$ 1,059,144	\$ 1,075,734	\$ 951,512	\$ 1,155,063	\$ 1,155,063	9
Services And Supplies	1,209,107	1,209,017	1,029,325	1,263,424	1,263,398	4
Fixed Assets	0	136,791	146,465	0	0	-
Operating/Equity Transfers	0	0	0	60,315	60,315	-
<b>Fund Sub Total Expenditures</b>	<b>2,268,251</b>	<b>2,421,542</b>	<b>2,127,302</b>	<b>2,478,802</b>	<b>2,478,776</b>	<b>9</b>
<b>All Funds Total Expenditures</b>	<b>34,105,021</b>	<b>38,676,064</b>	<b>33,917,821</b>	<b>32,211,371</b>	<b>32,211,208</b>	<b>-6</b>

### GSA Intragovernmental Services — Budget Unit 0135 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2303	GSA Info Services			26			0
2305	GSA Administration	48,000	48,000	62,097	43,885	43,885	-9
2308	Civic Center Parking Garage	562,440	562,440	583,977	1,307,584	1,307,584	132
2309	GSA Utilities		20,000	20,322			0
2320	GSA Fleet Management Division	15,696,826	15,607,582	13,288,365	14,097,633	14,031,774	-11
2321	Fleet Management-Roads			101,525			0
2346	GSA Printing ISF	2,166,449	2,166,449	1,945,168	1,950,930	1,950,930	-10
2347	GSA Printing GF	110,000	110,000	113,770	170,315	170,315	55
	<b>Total Revenues</b>	<b>18,583,715</b>	<b>18,514,471</b>	<b>16,115,250</b>	<b>17,570,347</b>	<b>17,504,488</b>	<b>-6%</b>

### GSA Intragovernmental Services — Budget Unit 0135 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	58,000	58,000	66,211	45,000	45,000	-22
Charges For Current Services	17,060,275	16,854,491	14,793,985	15,654,448	15,588,589	-9
Transfers	0	56,540	0	60,315	60,315	-
Other Revenues	1,465,440	1,545,440	1,255,054	1,810,584	1,810,584	24
<b>Total Revenues</b>	<b>18,583,715</b>	<b>18,514,471</b>	<b>16,115,250</b>	<b>17,570,347</b>	<b>17,504,488</b>	<b>-6</b>



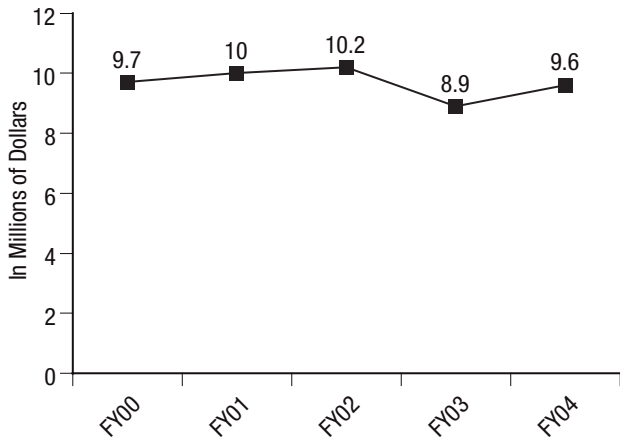
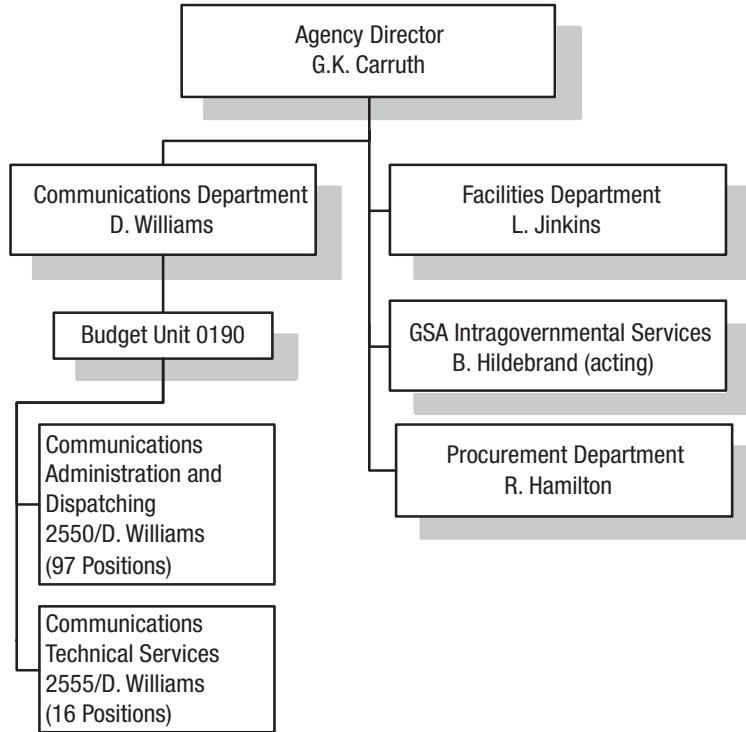


**GSA Intragovernmental Services — Budget Unit 0135**  
**Revenue by Fund**

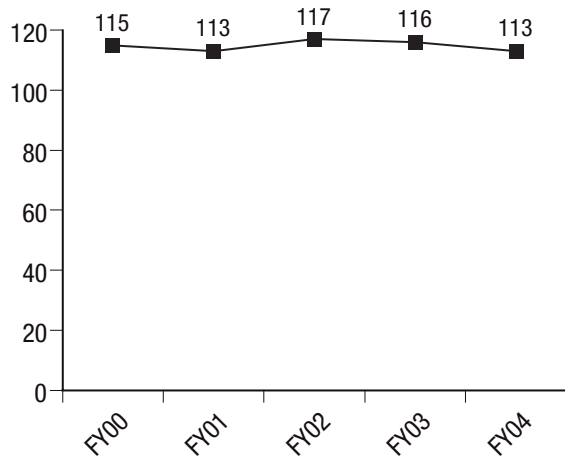
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	170,000	170,000	170,301	165,885	165,885	-2
Transfers	0	0	0	60,315	60,315	-
Other Revenues	550,440	570,440	609,891	1,295,584	1,295,584	135
<b>Fund Sub Total Revenues</b>	<b>720,440</b>	<b>740,440</b>	<b>780,192</b>	<b>1,521,784</b>	<b>1,521,784</b>	<b>111</b>
<b>Garage Internal Service Fund</b>						
Revenue From Use Of Money/Property	38,000	38,000	31,466	25,000	25,000	-34
Charges For Current Services	14,743,826	14,538,042	12,714,500	13,557,633	13,491,774	-8
Transfers	0	56,540	0	0	0	-
Other Revenues	915,000	975,000	643,924	515,000	515,000	-44
<b>Fund Sub Total Revenues</b>	<b>15,696,826</b>	<b>15,607,582</b>	<b>13,389,890</b>	<b>14,097,633</b>	<b>14,031,774</b>	<b>-11</b>
<b>Printing Services Fund</b>						
Revenue From Use Of Money/Property	20,000	20,000	34,745	20,000	20,000	0
Charges For Current Services	2,146,449	2,146,449	1,909,184	1,930,930	1,930,930	-10
Other Revenues	0	0	1,239	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,166,449</b>	<b>2,166,449</b>	<b>1,945,168</b>	<b>1,950,930</b>	<b>1,950,930</b>	<b>-10</b>
<b>All Funds Total Revenues</b>	<b>18,583,715</b>	<b>18,514,471</b>	<b>16,115,250</b>	<b>17,570,347</b>	<b>17,504,488</b>	<b>-6</b>



# County Communications



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- Protection of the Public
- Safety of Emergency Personnel
- Protection of Property



## Desired Results

**Prompt access to Public Safety Services** by quickly answering and screening emergency telephone calls eliciting information needed to dispatch the appropriate response and resources

**Prompt delivery of public safety services** by quickly dispatching processed emergency calls for service

**Accurate Dispatching services** by improving recruitment, training and retention of 911 dispatchers

**Public Safety** audio systems reliability

## County Executive's Recommendation

### Staff Reductions and Reorganization

- Add a new position of Assistant Communications Director and delete 3.0 FTE, including 1.0 FTE Sr. Communications Dispatcher, 1.0 FTE Chief Communications Dispatcher, and 1.0 FTE Administrative Assistant.

**Total Ongoing Savings: (\$114,847)**

Total cost savings of \$177,266 offset by a loss of \$62,419 in reimbursements

- Delete 1.0 FTE (G91) Senior Communication Dispatcher and eliminate the 9-1-1 Outreach Program.

**Total Ongoing Savings: (\$77,192)**

Total cost savings of \$123,230 offset by a loss of \$46,038 in reimbursements

**Reduce Appropriations for Services and Supplies**

- Reduce ongoing appropriations for various services and supplies.

**Total Ongoing Savings: (\$51,978)**

**Computer Aided Dispatch (CAD) Upgrade**

- Allocate one-time funds to support the completion of a Computer Aided Dispatch (CAD) upgrade.

**Total One-time Cost: \$227,830**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended with the following changes:

- Increase revenue from outside agencies for dispatching services based on a recommendation by the Board's Management Auditor.

**Total Ongoing Revenue: \$40,494**

**GSA Services - Communications — Budget Unit 0190  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2550	Communication Administration	8,819,904	9,570,086	11,742,348	9,539,698	9,539,546	8
2555	Communication Technical Services	75,881	51,023	110,862	51,686	51,663	-32
<b>Total Expenditures</b>		<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8%</b>

**GSA Services - Communications — Budget Unit 0190  
Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 9,812,753	\$ 9,812,753	\$ 10,991,559	\$ 10,744,470	\$ 10,744,470	9
Services And Supplies	3,013,743	3,491,872	3,986,314	3,311,343	3,311,168	10
Fixed Assets	0	247,195	670,833	0	0	-
Expenditure Transfers	(3,930,711)	(3,930,711)	(3,795,496)	(4,464,429)	(4,464,429)	14
<b>Total Expenditures</b>	<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8</b>



### GSA Services - Communications — Budget Unit 0190 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 9,812,753	\$ 9,812,753	\$ 10,991,559	\$ 10,744,470	\$ 10,744,470	9
Services And Supplies	3,013,743	3,491,872	3,986,314	3,311,343	3,311,168	10
Fixed Assets	0	247,195	670,833	0	0	-
Expenditure Transfers	(3,930,711)	(3,930,711)	(3,795,496)	(4,464,429)	(4,464,429)	14
<b>Fund Sub Total Expenditures</b>	<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8</b>
<b>All Funds Total Expenditures</b>	<b>8,895,785</b>	<b>9,621,109</b>	<b>11,853,210</b>	<b>9,591,384</b>	<b>9,591,209</b>	<b>8</b>

### GSA Services - Communications — Budget Unit 0190 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2550	Communication Administration	1,240,014	1,232,014	2,001,559	1,258,102	1,298,596	5
2555	Communication Technical Services	25,800	25,800	97,849	25,800	25,800	0
	<b>Total Revenues</b>	<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5%</b>

### GSA Services - Communications — Budget Unit 0190 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-State	8,000	0	207,625	10,000	10,000	25
Aid From Govt Agencies-Federal	8,912	8,912	486,350	0	0	-100
Charges For Current Services	1,248,152	1,248,152	1,402,632	1,273,152	1,313,646	5
Other Revenues	750	750	2,801	750	750	0
<b>Total Revenues</b>	<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5</b>

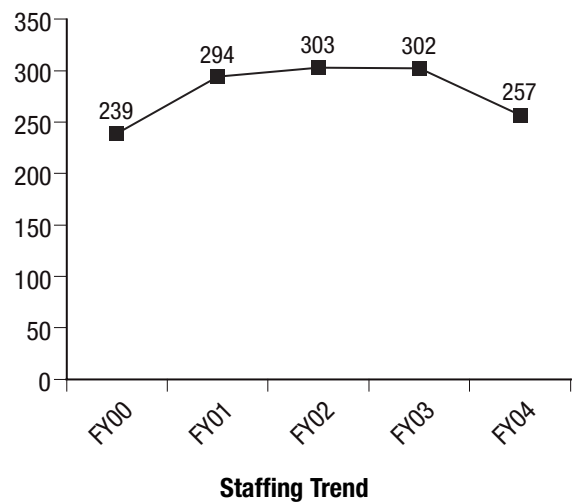
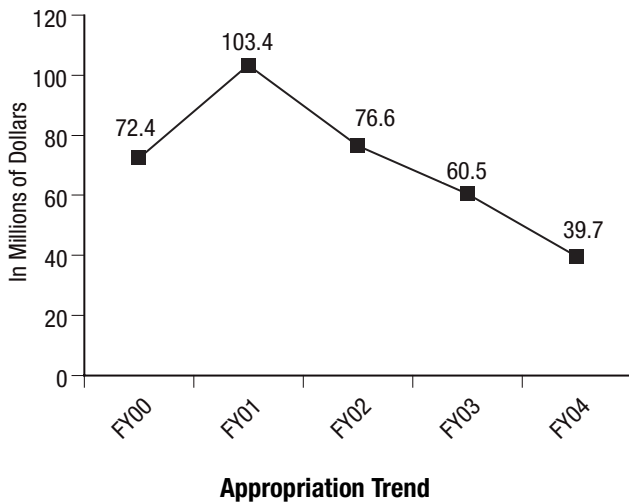
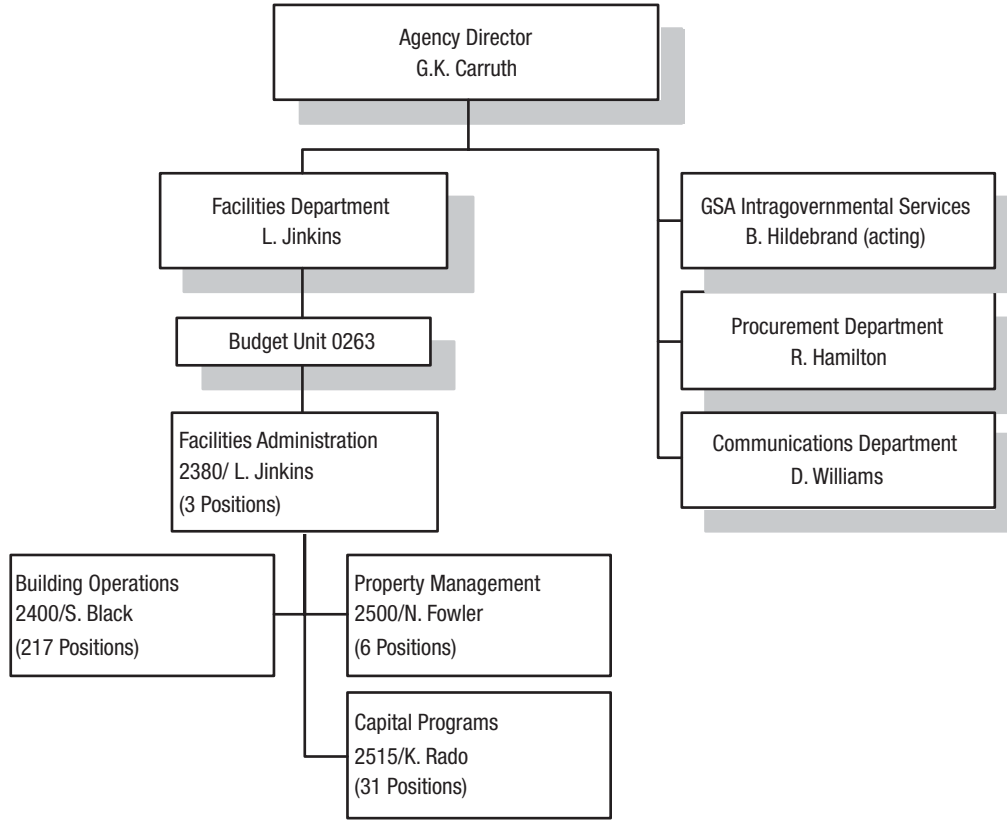


**GSA Services - Communications — Budget Unit 0190**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies- State	8,000	0	207,625	10,000	10,000	25
Aid From Govt Agencies- Federal	8,912	8,912	486,350	0	0	-100
Charges For Current Services	1,248,152	1,248,152	1,402,632	1,273,152	1,313,646	5
Other Revenues	750	750	2,801	750	750	0
<b>Fund Sub Total Revenues</b>	<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5</b>
<b>All Funds Total Revenues</b>	<b>1,265,814</b>	<b>1,257,814</b>	<b>2,099,408</b>	<b>1,283,902</b>	<b>1,324,396</b>	<b>5</b>



# Facilities Department



## Public Purpose

- ➔ **Construction Management, Planning, Property Management and Building Maintenance services that assure the most effective use of taxpayer monies in support of services to County residents.**



**Digital Rendition of New Health Center to be located at 500 Tully Road, S.J.**

## Desired Results

**Appropriate, safe, functional and healthy** work environments for public service by acquiring, constructing, remodeling and maintaining County-owned and leased buildings.

### Maximum Life of Buildings and Building Systems

### Protected County Investments and Resources

## County Executive's Recommendation

### Facilities Administration

- Delete 1.0 FTE Sr. Management Analyst and 1.0 FTE Executive Assistant.

**Total Ongoing Savings: (\$158,134)**

Staff reduction (\$150,901) and Services/Supplies reduction (\$7,233)

### Property Management

- Delete 1.0 FTE Sr. Management Analyst and 1.0 FTE Associate Management Analyst B, and add 1.0 FTE Accountant Assistant.

**Total Ongoing Savings: (\$110,115)**

- Reduce various lease and utility costs for leased buildings and adjust reimbursements and appropriations for professional and specialized services.

**Total Ongoing Savings: (\$339,242)**

### Building Operations

- Reduce appropriations for computer hardware and software, small tools, and equipment.

**Total Ongoing Savings: (\$64,290)**



## Custodial and Grounds

- ❑ Delete 10.0 FTE, including 5.0 FTE Janitors, 2.0 FTE Utility Workers, 1.0 FTE Custodial Grounds Office Supervisor, 1.0 FTE Gardener, and 1.0 FTE Custodial Services Manager.

**Total Ongoing Savings: (\$728,469)**

Staff reduction (\$588,489) and Service/Supplies (\$139,980)

- ❑ Reduce contract funds for all exterior window washing, window blinds cleaning, parking lot sweeping, deep cleaning carpets in the cafeteria and in the general workplace.

**Total Ongoing Savings: (\$126,093)**

- ❑ Delete 12.0 FTE Janitors and 3.0 FTE Utility Workers based on Superior Court decision to competitively bid janitorial services.

**Total Ongoing Savings: (\$897,732)**

Staff reduction (\$823,332) and Services/Supplies reduction (\$74,400)

## Maintenance Control Center

- ❑ Reorganize the Maintenance Control Center. Add 1.0 FTE Administrative Manager II and delete 7.0 FTEs, including 1.0 FTE Maintenance Program Manager, 3.0 FTE Planner/Estimators, 1.0 FTE Sr. Building Systems Monitor, 1.0 FTE Office Specialist III, and 1.0 FTE Scheduler.

**Total Ongoing Savings: (\$783,270)**

Staff reduction (\$431,929) and  
Services/Supplies reduction (\$351,341)

- ❑ Add 1.0 FTE Project Control Specialist and delete 1.0 FTE Maintenance Contract Manager.

**Total Ongoing Savings: (\$2,574)**

## Preventive Maintenance Work Center

- ❑ Delete eight positions, including 1.0 FTE Electronic Technician, 1.0 FTE Maintenance Mechanic, 2.0 FTE Carpenter, 1.0 FTE Electrician, 2.0 FTE Painter, and 1.0 FTE Refrigeration Mechanic.

**Total Ongoing Savings: (\$855,202)**

Staff reduction (\$696,340) and  
Services/Supplies reduction (\$156,862)

## Scheduled Work Center

- ❑ Delete six positions, including 1.0 FTE Carpenter, 1.0 FTE Refrigeration Mechanic, 1.0 FTE Painter, 2.0 FTE Roofers, and 1.0 FTE Sr. Construction Inspector.

**Total Ongoing Savings: (\$667,501)**

Staff reduction (\$541,497) and  
Services/Supplies reduction (\$126,004)

## Service Work Center

- ❑ Delete five positions, including 1.0 FTE Electronic Technician, 1.0 FTE Electrician, 1.0 FTE Locksmith, and 2.0 FTE Carpenters.

**Total Ongoing Savings: (\$574,191)**

Staff reduction (\$430,033) and  
Services/Supplies reduction (\$144,158)

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended budget document, the County Executive proposed the following revision to the recommendations summarized above:

## Restore 15 Positions in Facilities Department

**Recommendation:** Restore 15 positions in the Facilities Department and appropriate funding for supplies and professional services, offset by a reduction in lease costs.

	Code	Description	
10.0	H18	Janitors	\$541,200
1.0	M59	Electrician	\$97,623
1.0	M83	Locksmith	\$87,987
1.0	M68	Painter	\$87,987
1.0	M81	Refrigeration Mechanic	\$97,623
1.0	M47	General Maintenance Mechanic	\$68,448
		Supplies	\$234,400
		Contract funds for specialty svc	\$316,229
<b>15.0</b>		<b>Total Increased Expense</b>	<b>\$1,534,607</b>
		Reduce Lease Expense	(\$1,534,607)
<b>15.0</b>		<b>Net Increased Expense</b>	<b>\$0</b>

**Background:** Subsequent to the publication of the County Executive's FY 2004 Recommended Budget (May 6, 2003), the Board approved lease amendments

with Sobrato Interest III for properties at 333 and 373 W. Julian Street, transferring the maintenance responsibility to the County and removing the Landlord's property manager and payment of a 2% property management fee. The amendments also allow the County to exercise an option to assume responsibility for custodial services. These services are currently provided by the Landlord, through a contract with a private firm.

The existing lease expense is fully reimbursed by the Social Services Agency, which receives State and Federal reimbursement for approximately 75% of the expense. The Social Services Agency will now reimburse GSA for the custodial and maintenance expense related to these properties, in the same amount as the reduced lease expense, so there is no change in anticipated State and Federal reimbursement.

**Total Ongoing Cost: \$1,534,607**  
100% offset by a reduction in lease expense

## Changes Approved by the Board

- Three positions were restored in the Facilities Department based on the agreement with SEIU Local 715.

FTE	Code	Description
1.0	D06	Custodial Grounds Supervisor - \$69,330
1.0	H17	Utility Worker - \$57,562
1.0	M42	Senior Bldg. Systems Monitor - \$72,210
<b>3.0</b>		<b>Total</b>

**Total Ongoing Cost: \$199,102**

# Fiscal Year 2004 Capital Budget

In accordance with the Board's policy regarding Capital Outlay, Capital Programs initiated the Fiscal Year 2004 Capital Budget process in July 2002 with a request for departments to submit conceptual descriptions of proposed projects. Project descriptions and analyses were evaluated and prioritized by General Services Agency Capital Programs staff and by the Administrative Capital Committee. The Finance and Government Operations Committee reviewed the priorities recommended by the Administrative Capital

Committee on two occasions, providing comments on priority and scope. The Board accepted the FGO report on March 25, 2003, and directed the Administration to maintain the Capital budget at approximately \$14 million contingent on sufficient ending balance availability. Full detail for each of the following recommendations was distributed to each Board member as part of the Finance and Government Operations Committee distribution. Copies are available from Capital Programs.

## County Executive's Recommendation

The County Executive is recommending a one-time Capital appropriation of \$8,620,000 to fund projects that total \$9,970,000. It is estimated that Fund 50 balance will generate \$1,350,000 in interest revenue in support of the FY 2004 Capital projects. The recommendation of \$9.9 million is due to a drop in available fund balance that is a result of our weak local economy.

Funding is recommended for the following projects:

### FY 2004 Capital Projects

Warehouse Seismic and Remodel	\$2,000,000
Berger Drive, Bldg. 1, Seismic	\$550,000
Grease Trap Interceptor at Elmwood	\$620,000
New Water Storage Tank at the Wright Center	\$800,000
Life-Cycle Infrastructure	\$5,000,000
Security Master Plan Improvements	\$1,000,000
<b>Total</b>	<b>\$9,970,000</b>

### Warehouse Seismic and Remodel Project

This project renovates the Berger Drive Warehouse to accommodate the acquisition of the Direct Recording Entry (DRE) voting equipment for the Registrar of Voters, storage needs of eight other proposed tenants, and additional work space for employees of the Registrar of Voters. The other prospective tenants of the warehouse are GSA Building Operations, Department of Revenue, Information Services Department, GSA Printing Services, Historic Archives, Valley Medical Center record storage and Agriculture and Resource Management and GSA Procurement Property Disposal.

There are three County buildings and a warehouse located at 1555 Berger Drive in San Jose. Building 2 houses the Registrar of Voters, Information Services Department, Department of Revenue and GSA Printing Services as well as other Departments. Building 3 houses GSA Building Operations. Building 1 houses Agriculture and ASAP and soon will include Vector Control. The warehouse is adjacent to Building 1.

Recently, GSA Procurement was authorized by the Board to discontinue using the warehouse to store goods for County departments and to assist departments with direct-from-supplier delivery. Consequently, warehouse space was made available to other departments. Using funds from Contingency Fund, authorized by the Board, GSA Capital Programs contracted with a warehousing consultant to evaluate the space needs of prospective tenants including the Registrar of Voters. Under a separate contract, Capital Programs performed a seismic study of the warehouse. Approximately 75% of the costs associated with this project are attributed to the needs of the Registrar of Voters to accommodate the new electronic voting system.

The scope of this project includes both design and construction costs due to the time constraints of the Registrar of Voters acquisition of equipment. Under current Board policy, funds for design and construction are to be requested in increments in order to best quantify the construction costs by having a design completed at the time construction funds are requested. However, Capital Programs, through a



consultant, has already performed a detailed study of the warehouse space utilization and upgrade costs, and has developed a fairly accurate estimate of the renovation costs. Since the Registrar of Voters will be acquiring the new voting machines in the near future, much of the warehouse upgrades need to be performed by that time. In order to expedite execution of this project, Capital Programs recommends funding design and construction at this time.

This project will include design and construction of warehouse seismic upgrades, office space and office furniture, electrical work to accommodate the electronic voting system, racks, temperature control (HVAC) upgrades, improved interior lighting, fire code upgrades, ADA upgrades, and security fencing.

**Total One-time Cost: \$2,000,000**

#### **Berger Drive, Building 1 Seismic Upgrade**

Approximately \$2.4 million has been appropriated for the design and remodel of space in Building 1, Berger Drive for Vector Control.

Vector Control plans to consolidate its Mountain View, Morgan Hill and Lenzen Avenue San Jose offices into a remodeled area on the second floor of Building 1 at 1555 Berger Drive., recently vacated by GSA Procurement.

The original scope included a laboratory, remodeled work stations, ADA upgrades in restrooms, fire protection upgrades, and other code-required upgrades including the addition of an elevator.

A recent seismic evaluation of Building 1 indicates that \$550,000 in upgrades will be required in order to render the building seismically safe for future occupancy. This estimate was not included in the original scope.

The recommended augmentation of \$550,000 will provide the appropriation needed to proceed with seismic upgrades. Since the warehouse is adjacent to Building 1, this seismic project will be bid together with the warehouse seismic project to gain a cost advantage.

**Total One-time Cost: \$550,000**

#### **Grease Trap Interceptor at Elmwood**

In order to prevent trash compactor runoff from entering the storm water system at Elmwood Correction Facility Capital Programs is proposing to install nearly 1,000 feet of sanitary sewer piping and a new grease trap interceptor basin.

**Total Cost: \$620,000**

#### **New Water Storage Tank at Muriel Wright Center**

In order to maintain an adequate amount of fire fighting water capacity at the Muriel Wright Center, funds are needed for the installation of a new booster pumping station, removal of the existing outdated 50,000 gallon wooden storage tank, and the installation of a new 200,000 gallon water storage tank. At the completion of this project, the water capacity will be 300,000 gallons.

The Board-authorized construction of a new Program building at the Muriel Wright Center is scheduled to be completed in June 2004. In order to be granted an occupancy permit from the Fire Marshal when the construction of that building is complete, the fire fighting water capacity needs to be 300,000 gallons.

Funds for programming and design of this project in the amount of \$150,000 were authorized from FY 2003 Unanticipated Capital Needs. The design is now underway and will be complete in the Fall of 2003. The estimated construction cost of \$800,000 is based on the cost of a very similar project in Alameda County.

**Total Cost: \$800,000**

#### **Life Cycle Infrastructure Investment Program**

The Life Cycle Infrastructure Investment Program focuses on protecting the County's assets in County-owned buildings and property. This project will provide funding to restore and repair the County buildings, systems, and equipment as part of deferred maintenance.

In accordance with Board direction from March 25, the original FY 2004 Infrastructure request of \$7,420,120 has been reduced to \$5,000,000.

A preliminary priority spending plan for the \$5,000,000 includes:

Proposed Project	Estimate
Main Jail South Air Handlers	\$1,000,000
Main Jail North Water System Upgrade	\$1,000,000
Elmwood Fire Alarm Renovation	\$200,000
Main Jail South Elevator Renovation	\$325,000
Elmwood Roof Repair/Replacement	\$674,000
Main Jail North Roof Repair/Replacement	\$352,000
Main Jail South Plumbing Renovation	\$200,000
Boiler Repair and Replacements	\$200,000
Other Backlog/Life Cycle	\$1,049,000
<b>Total</b>	<b>\$5,000,000</b>

There are additional identified unfunded backlog projects that total \$11.8 million.

**Total One-time Cost: \$5,000,000**

### Security Master Plan Implementation

A Security Master Plan study is currently being finalized. Twenty-seven (27) County buildings and four (4) parking areas were evaluated for circulation controls, intrusion detection and access control. A list of needed improvements has been identified. These improvements are classified as “essential” to enhance the security and safety of County staff and assets.

Given the magnitude of the needed improvements, Capital Programs plans to request an annual appropriation in the Capital Budget for a series of years to implement the security enhancements identified. Capital Programs will submit a request for funding for individual projects under this budget item for approval pursuant to Board policy.

**Total One-time Cost: \$1,000,000**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Facilities Department — Budget Unit 0263 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2380	Facilities Administration	599,764	599,054	428,433	527,092	527,092	-12
2400	GSA Building Operations	20,316,295	19,864,947	19,303,147	18,303,232	18,506,283	-9
2500	GSA Property Management	9,108,367	8,564,597	5,302,474	1,248,529	1,248,520	-86
2515	Capital Programs Division	30,453,978	147,988,010	98,489,905	19,437,269	19,436,913	-36
	<b>Total Expenditures</b>	<b>60,478,404</b>	<b>177,016,608</b>	<b>123,523,959</b>	<b>39,516,122</b>	<b>39,718,808</b>	<b>-34%</b>



### Facilities Department — Budget Unit 0263 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 23,055,740	\$ 22,526,692	\$ 21,099,601	\$ 20,104,546	\$ 21,288,732	-8
Services And Supplies	52,664,042	52,912,290	48,058,326	55,318,627	54,337,127	3
Other Charges	4,713	4,713	24,206	4,713	4,713	0
Fixed Assets	14,884,000	123,912,858	31,735,132	9,970,000	9,970,000	-33
Operating/Equity Transfers	16,005,701	24,844,791	70,121,245	9,449,592	9,449,592	-41
Reserves	8,000,000	8,000,000	0	0	0	-100
Expenditure Transfers	(54,135,792)	(55,184,736)	(47,516,454)	(55,331,356)	(55,331,356)	2
<b>Total Expenditures</b>	<b>60,478,404</b>	<b>177,016,608</b>	<b>123,522,056</b>	<b>39,516,122</b>	<b>39,718,808</b>	<b>-34</b>

### Facilities Department — Budget Unit 0263 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 23,055,740	\$ 22,526,692	\$ 21,099,601	\$ 20,104,546	\$ 21,288,732	-8
Services And Supplies	52,664,042	52,912,290	47,736,713	55,318,627	54,337,127	3
Other Charges	4,713	4,713	24,206	4,713	4,713	0
Operating/Equity Transfers	11,884,000	12,084,000	43,758,291	8,620,000	8,620,000	-27
Reserves	8,000,000	8,000,000	0	0	0	-100
Expenditure Transfers	(54,135,792)	(55,184,736)	(47,516,454)	(55,331,356)	(55,331,356)	2
<b>Fund Sub Total Expenditures</b>	<b>41,472,703</b>	<b>40,342,959</b>	<b>65,102,357</b>	<b>28,716,530</b>	<b>28,919,216</b>	<b>-30</b>
<b>General Capital Improvement Fund</b>						
Services And Supplies	0	0	321,613	0	0	-
Fixed Assets	14,884,000	123,912,858	31,771,424	9,970,000	9,970,000	-33
Operating/Equity Transfers	4,121,701	12,760,791	23,947,954	829,592	829,592	-80
<b>Fund Sub Total Expenditures</b>	<b>19,005,701</b>	<b>136,673,649</b>	<b>56,040,991</b>	<b>10,799,592</b>	<b>10,799,592</b>	<b>-43</b>
<b>All Funds Total Expenditures</b>	<b>60,478,404</b>	<b>177,016,608</b>	<b>121,143,348</b>	<b>39,516,122</b>	<b>39,718,808</b>	<b>-34</b>

### Facilities Department — Budget Unit 0263 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2400	GSA Building Operations	552,909	552,909	447,785			-100
2500	GSA Property Management	1,728,004	1,728,004	1,838,102	1,790,696	1,790,696	4
2515	Capital Programs Division	13,913,615	38,331,295	62,344,818	10,799,592	10,799,592	-22
	<b>Total Revenues</b>	<b>16,194,528</b>	<b>40,612,208</b>	<b>64,630,705</b>	<b>12,590,288</b>	<b>12,590,288</b>	<b>-22%</b>



## Facilities Department — Budget Unit 0263

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	2,324,648	2,324,648	2,112,463	1,375,000	1,375,000	-41
Aid From Govt Agencies-State	65,116	20,136,500	820,016	0	0	-100
Aid From Govt Agencies-Federal	192,760	192,760	344,486	0	0	-100
Charges For Current Services	1,728,004	1,817,004	1,998,480	1,740,696	1,740,696	1
Transfers	11,884,000	16,141,296	59,039,025	9,449,592	9,449,592	-20
Other Revenues	0	0	316,235	25,000	25,000	-
<b>Total Revenues</b>	<b>16,194,528</b>	<b>40,612,208</b>	<b>64,630,705</b>	<b>12,590,288</b>	<b>12,590,288</b>	<b>-22</b>

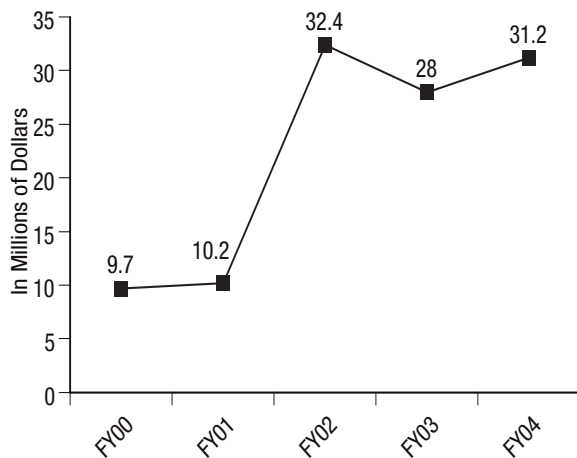
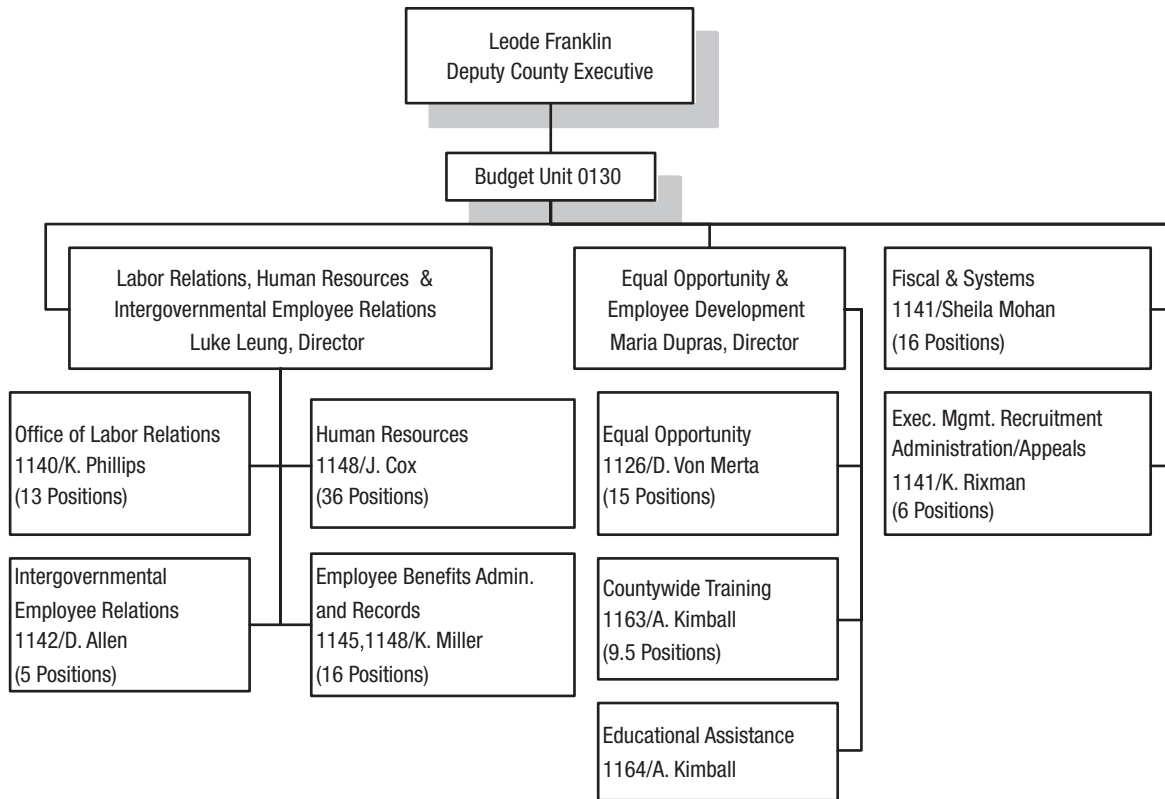
## Facilities Department — Budget Unit 0263

### Revenue by Fund

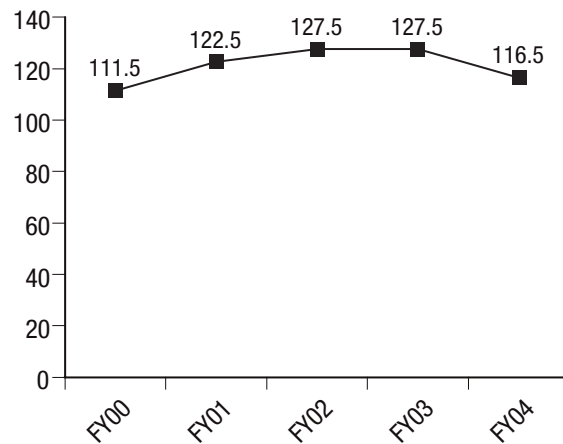
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Revenue From Use Of Money/Property	295,033	295,033	178,242	25,000	25,000	-92
Aid From Govt Agencies-State	65,116	65,116	65,116	0	0	-100
Aid From Govt Agencies-Federal	192,760	192,760	201,672	0	0	-100
Charges For Current Services	1,728,004	1,728,004	1,829,141	1,740,696	1,740,696	1
Transfers	0	0	0	829,592	829,592	-
Other Revenues	0	0	11,849	25,000	25,000	-
<b>Fund Sub Total Revenues</b>	<b>2,280,913</b>	<b>2,280,913</b>	<b>2,286,020</b>	<b>2,620,288</b>	<b>2,620,288</b>	<b>15</b>
<b>General Capital Improvement Fund</b>						
Revenue From Use Of Money/Property	2,029,615	2,029,615	1,913,624	1,350,000	1,350,000	-33
Aid From Govt Agencies-State	0	20,071,384	754,900	0	0	-
Aid From Govt Agencies-Federal	0	0	142,814	0	0	-
Charges For Current Services	0	89,000	169,339	0	0	-
Transfers	11,884,000	16,141,296	59,028,587	8,620,000	8,620,000	-27
Other Revenues	0	0	301,233	0	0	-
<b>Fund Sub Total Revenues</b>	<b>13,913,615</b>	<b>38,331,295</b>	<b>62,310,497</b>	<b>9,970,000</b>	<b>9,970,000</b>	<b>-28</b>
<b>All Funds Total Revenues</b>	<b>16,194,528</b>	<b>40,612,208</b>	<b>64,607,034</b>	<b>12,590,288</b>	<b>12,590,288</b>	<b>-22</b>



# Human Resources, Labor Relations, and Equal Opportunity & Employee Development



**Appropriation Trend**



**Staffing Trend**

The increase in FY 2002 was the result of a change in government accounting standards, requiring the County to budget previously unbudgeted trust funds for life insurance, long-term disability and dental insurance. Clarification of the accounting standard returned the long-term disability and supplemental life insurance programs to trust fund status in FY 2003.





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## Public Purpose

- ➔ **Promote a productive, skillful and diverse workforce to assure effective and efficient services for County residents**




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## Desired Results

**Recruit quality candidates for County positions** by conducting highly strategic, comprehensive and timely recruitments, and securing the appointment of highly competent and skilled candidates to the appropriate positions.

**Achieve high internal customer service satisfaction** in the provision of services including conducting successful recruitments and placements; facilitating transitional assistance (i.e. temporary housing) to newly appointed Executive Managers; and completing the annual comprehensive salary and benefit survey.

**Proper administration of a full range of benefits to employees, retirees and dependents** through timely and accurate processing of benefit transactions and by providing training programs about benefits to employees and retirees.

**Maintain productive employer-employee relationships in the County** through timely completion of labor contract negotiations; timely and accurate implementation of labor contract provisions; effective implementation of policies and procedures affecting terms and conditions of employment; constructive communication between the County, employees and bargaining units; reduction of grievances; and consistent application of progressive disciplinary actions that are aligned with internal and external requirements.

**Achieve economies of intergovernmental employee relations service delivery** by enhancing advisory and consultation service delivery to Bay Area public entities through the increased use of technologies and expansion of the customer base.

**Maintain a harassment and discrimination-free working environment** by complying with County Equal Opportunity Policies and related laws; creating, maintaining and supporting a diverse workforce, and ensuring equitable access to County employment and program services.

**Develop employees** by offering courses and training in interpersonal, management and technical skills, administering the Education Assistance funds and coordinating on-site degree programs.

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## County Executive's Recommendation

### Staff Reductions

- Delete the following 11.0 FTE including 1.0 FTE Program Manager I (U), 4.0 FTE Management Analyst/Associate Management Analyst, 1.0 FTE Supervising Personnel Services Clerk, 4.0 Human Resources Assistant II/I, and 1.0 FTE Office Specialist.

**Total Ongoing Savings: (\$855,605)**

### Reduce Appropriations for Services and Supplies

- Reduce appropriations for Recruitment and Retention services.

**Total Ongoing Savings: (\$496,000)**

- Reduce funds for services from the Information Services Department.

**Total Ongoing Savings: (\$93,750)**

- Reduce appropriations for miscellaneous services and supplies.

**Total Ongoing Savings: (\$58,824)**

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## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended with the following changes:

- Reappropriate the unspent balance of FY 2003 funds for support of the 20/20 Program on a one-time basis.

**Total One-time Cost: \$65,000**

FY 2004 Inventory Item #9



## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1126	Equal Opportunity Division	985,101	1,133,152	1,019,586	1,134,000	1,148,913	17
1127	Life Insurance Program	895,900	895,900	613,271	900,862	900,862	1
1129	Delta Dental Insurance Program	15,823,585	17,823,585	17,107,780	19,341,042	19,341,042	22
1140	Labor Relations Administration	1,019,358	1,018,506	883,099	1,163,694	1,163,676	14
1141	Agency Administration	1,024,293	1,080,010	1,238,047	966,810	1,039,400	1
1142	Intergovernmental Employee Relations	477,462	477,107	386,565	455,567	455,559	-5
1145	County Employee Benefits	512,685	581,558	437,966	696,645	706,568	38
1148	Personnel Operations	5,071,925	5,957,025	4,425,684	4,056,386	4,048,697	-20
1163	Countywide Training Programs	1,178,310	1,547,678	1,316,461	1,302,675	1,302,663	11
1164	Training Administrative Support	980,591	980,591	1,004,371	1,045,068	1,045,068	7
<b>Total Expenditures</b>		27,969,210	31,495,112	28,432,830	31,062,752	31,152,451	11%

## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 9,445,710	\$ 9,671,346	\$ 9,637,592	\$ 9,494,116	\$ 9,494,116	1
Services And Supplies	22,310,627	25,610,893	22,462,982	25,623,055	25,712,754	15
Expenditure Transfers	(3,787,127)	(3,787,127)	(3,667,744)	(4,054,419)	(4,054,419)	7
<b>Total Expenditures</b>	27,969,210	31,495,112	28,432,830	31,062,752	31,152,451	11



## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 9,445,710	\$ 9,671,346	\$ 9,637,592	\$ 9,494,116	\$ 9,494,116	1
Services And Supplies	5,591,142	6,891,408	4,741,931	5,381,151	5,470,850	-2
Expenditure Transfers	(3,787,127)	(3,787,127)	(3,667,744)	(4,054,419)	(4,054,419)	7
<b>Fund Sub Total Expenditures</b>	<b>11,249,725</b>	<b>12,775,627</b>	<b>10,711,779</b>	<b>10,820,848</b>	<b>10,910,547</b>	<b>-3</b>
<b>County Life Insurance Plan</b>						
Services And Supplies	895,900	895,900	613,271	900,862	900,862	1
<b>Fund Sub Total Expenditures</b>	<b>895,900</b>	<b>895,900</b>	<b>613,271</b>	<b>900,862</b>	<b>900,862</b>	<b>1</b>
<b>CA Delta Dental Service Plan ISF</b>						
Services And Supplies	15,823,585	17,823,585	17,107,780	19,341,042	19,341,042	22
<b>Fund Sub Total Expenditures</b>	<b>15,823,585</b>	<b>17,823,585</b>	<b>17,107,780</b>	<b>19,341,042</b>	<b>19,341,042</b>	<b>22</b>
<b>All Funds Total Expenditures</b>	<b>27,969,210</b>	<b>31,495,112</b>	<b>28,432,830</b>	<b>31,062,752</b>	<b>31,152,451</b>	<b>11</b>

## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1126	Equal Opportunity Division			(435)			0
1127	Life Insurance Program	46,332	46,332	(592,248)	12,465	12,465	-73
1129	Delta Dental Insurance Program	15,574,469	15,574,469	16,207,620	19,985,173	19,985,173	28
1140	Labor Relations Administration			16,661			0
1141	Agency Administration						0
1142	Intergovernmental Employee Relations	364,241	391,243	358,552	377,202	377,202	4
1145	County Employee Benefits	8,525	114,025	45,586	126,298	126,298	1,382
1148	Personnel Operations			8,376			0
1163	Countywide Training Programs			500			0
1164	Training Administrative Support			189			0
	<b>Total Revenues</b>	<b>15,993,567</b>	<b>16,126,069</b>	<b>16,044,801</b>	<b>20,501,138</b>	<b>20,501,138</b>	<b>28%</b>



## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	215,573	215,573	69,402	80,779	80,779	-63
Charges For Current Services	14,987,696	15,014,698	15,051,578	19,220,357	19,220,357	28
Other Revenues	790,298	895,798	923,821	1,200,002	1,200,002	52
<b>Total Revenues</b>	<b>15,993,567</b>	<b>16,126,069</b>	<b>16,044,801</b>	<b>20,501,138</b>	<b>20,501,138</b>	<b>28</b>

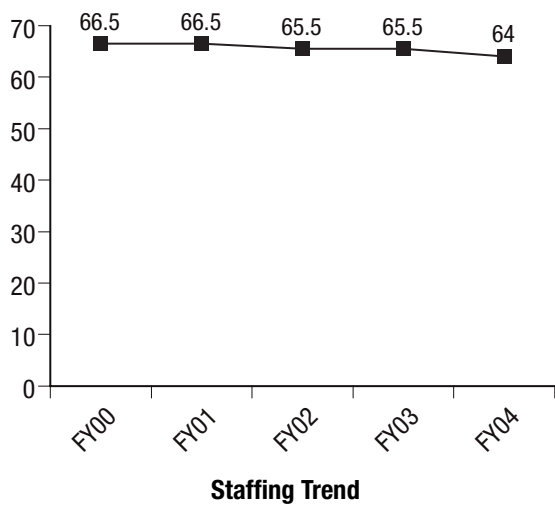
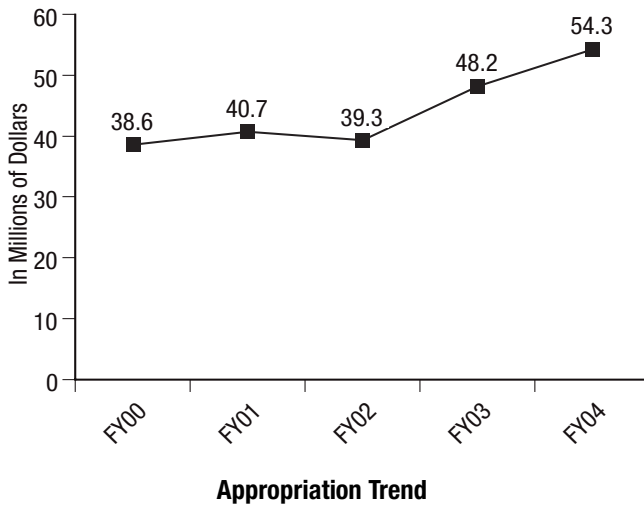
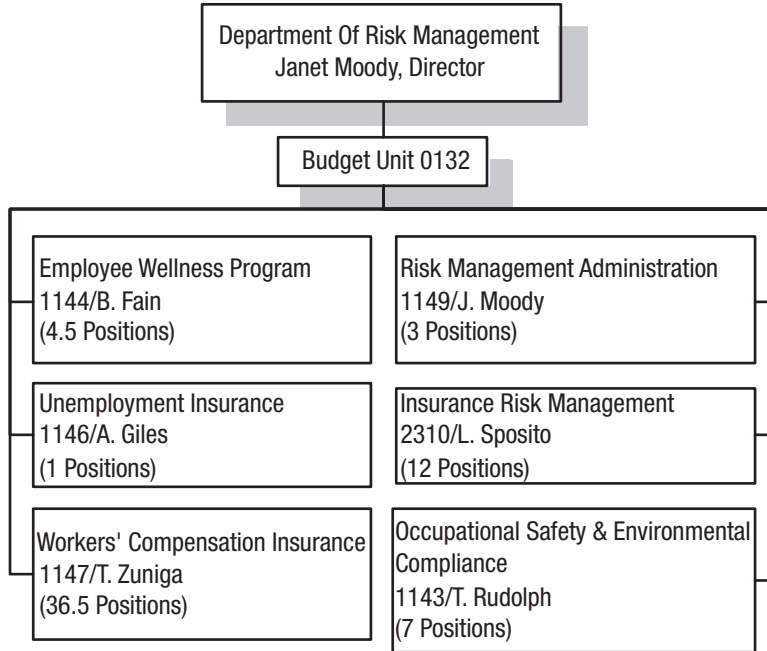
## Human Resources, Labor Relations and Equal Opportu — Budget Unit 0130

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	372,766	399,768	369,201	390,000	390,000	5
Other Revenues	0	105,500	60,228	113,500	113,500	—
<b>Fund Sub Total Revenues</b>	<b>372,766</b>	<b>505,268</b>	<b>429,429</b>	<b>503,500</b>	<b>503,500</b>	<b>35</b>
<b>County Life Insurance Plan</b>						
Revenue From Use Of Money/Property	46,332	46,332	(26,483)	12,465	12,465	-73
Charges For Current Services	0	0	(565,765)	0	0	—
<b>Fund Sub Total Revenues</b>	<b>46,332</b>	<b>46,332</b>	<b>(592,248)</b>	<b>12,465</b>	<b>12,465</b>	<b>-73</b>
<b>County Income Protection Insurance Plan ISF</b>						
<b>CA Delta Dental Service Plan ISF</b>						
Revenue From Use Of Money/Property	169,241	169,241	95,885	68,314	68,314	-60
Charges For Current Services	14,614,930	14,614,930	15,248,142	18,830,357	18,830,357	29
Other Revenues	790,298	790,298	863,593	1,086,502	1,086,502	37
<b>Fund Sub Total Revenues</b>	<b>15,574,469</b>	<b>15,574,469</b>	<b>16,207,620</b>	<b>19,985,173</b>	<b>19,985,173</b>	<b>28</b>
<b>All Funds Total Revenues</b>	<b>15,993,567</b>	<b>16,126,069</b>	<b>16,044,801</b>	<b>20,501,138</b>	<b>20,501,138</b>	<b>28</b>



# Department of Risk Management



## Public Purpose

- ➔ **Minimize the cost of providing government services by protecting County employees and assets and controlling workers' compensation, liability/property and unemployment insurance costs.**



## Desired Results

**Protect the County's employees and assets** through safety, wellness, and insurance-related activities.

**Control workers' compensation, liability/property and unemployment insurance costs** through preventative action, training, efficient claim management and prudent self-insurance practice.

**Reduce workplace and environmental hazards.**

## County Executive's Recommendation

### Staff Adjustments

- Delete 2.5 FTE, including 1.0 FTE Sr. Environmental Safety Specialist, 1.0 FTE Workers Compensation Claims Adjuster, and 0.5 FTE Office Specialist I.
- Augment appropriations for training by \$31,000 to support training needs previously met by the deleted Sr. Environmental Safety Specialist position.

**Total Ongoing Savings: (\$100,288)**

Reflects a General Fund savings which is approximately 60% of reduction

### Reduce Appropriations for Services and Supplies

- Reduce appropriations for Information Services Department and Internal Printing.

**Total Ongoing Savings: (\$11,245)**

Reflects a General Fund savings which is approximately 60% of reduction

- Reduce various appropriations in Worker's Compensation and the Wellness Program.

**Total Ongoing Savings: (\$121,895)**

- Reduce appropriations in Liability Insurance division.

**Total Ongoing Savings: (\$45,600)**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Department of Risk Management — Budget Unit 0132 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1143	OSEC-Occupational Safety & Envrmntl Compliance	557	9,857	2	(57,973)	(85,339)	-15,421
1144	Employee Wellness Program	(3,060)	64,202	(72,667)	(18,935)	(20,977)	586
1146	Unemployment Insurance	1,149,742	1,840,615	1,819,847	2,012,594	2,012,593	75
1147	Worker's Compensation Insurance	25,748,732	29,141,999	29,411,487	30,585,944	30,585,760	19
1149	Risk Management Administration	23,963	25,484	12,906	(241,328)	(10,105)	-142
2310	Insurance Risk Management	21,277,477	21,277,477	16,303,897	21,818,603	21,818,603	3
<b>Total Expenditures</b>		<b>48,197,411</b>	<b>52,359,634</b>	<b>47,475,472</b>	<b>54,098,902</b>	<b>54,300,532</b>	<b>13%</b>

### Department of Risk Management — Budget Unit 0132 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 5,308,626	\$ 5,307,730	\$ 5,397,704	\$ 5,296,727	\$ 5,482,355	3
Services And Supplies	44,930,862	48,935,172	44,284,852	51,119,756	51,165,148	14
Fixed Assets	0	158,809	21,602	0	0	-
Reserves	6,213	6,213	0	0	0	-100
Expenditure Transfers	(2,048,290)	(2,048,290)	(2,228,686)	(2,317,581)	(2,346,971)	15
<b>Total Expenditures</b>	<b>48,197,411</b>	<b>52,359,634</b>	<b>47,475,472</b>	<b>54,098,902</b>	<b>54,300,532</b>	<b>13</b>





## Department of Risk Management — Budget Unit 0132

### Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 1,417,987	\$ 1,417,091	\$ 1,418,639	\$ 1,260,116	\$ 1,445,744	2
Services And Supplies	651,763	730,742	750,288	739,226	784,803	20
Expenditure Transfers	(2,048,290)	(2,048,290)	(2,228,686)	(2,317,581)	(2,346,971)	15
<b>Fund Sub Total Expenditures</b>	<b>21,460</b>	<b>99,543</b>	<b>(59,759)</b>	<b>(318,238)</b>	<b>(116,423)</b>	<b>-643</b>
<b>Insurance Internal Service Fund</b>						
Salaries And Employee Benefits	\$ 940,785	\$ 940,785	\$ 998,371	\$ 1,025,704	\$ 1,025,704	9
Services And Supplies	20,330,479	20,330,479	15,283,908	20,792,899	20,792,899	2
Fixed Assets	0	0	21,602	0	0	-
Reserves	6,213	6,213	0	0	0	-100
<b>Fund Sub Total Expenditures</b>	<b>21,277,477</b>	<b>21,277,477</b>	<b>16,303,881</b>	<b>21,818,603</b>	<b>21,818,603</b>	<b>3</b>
<b>Unemployment Insurance Fund Internal Service Fund</b>						
Salaries And Employee Benefits	\$ 59,885	\$ 59,885	\$ 67,699	\$ 74,038	\$ 74,038	24
Services And Supplies	1,089,857	1,780,730	1,752,164	1,938,556	1,938,555	78
<b>Fund Sub Total Expenditures</b>	<b>1,149,742</b>	<b>1,840,615</b>	<b>1,819,863</b>	<b>2,012,594</b>	<b>2,012,593</b>	<b>75</b>
<b>Workers' Compensation Insurance Fund</b>						
Salaries And Employee Benefits	\$ 2,889,969	\$ 2,889,969	\$ 2,912,995	\$ 2,936,869	\$ 2,936,869	2
Services And Supplies	22,858,763	26,093,221	26,498,492	27,649,075	27,648,891	21
Fixed Assets	0	158,809	0	0	0	-
<b>Fund Sub Total Expenditures</b>	<b>25,748,732</b>	<b>29,141,999</b>	<b>29,411,487</b>	<b>30,585,944</b>	<b>30,585,760</b>	<b>19</b>
<b>All Funds Total Expenditures</b>	<b>48,197,411</b>	<b>52,359,634</b>	<b>47,475,472</b>	<b>54,098,902</b>	<b>54,300,532</b>	<b>13</b>

## Department of Risk Management — Budget Unit 0132

### Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1146	Unemployment Insurance	1,528,141	1,912,591	1,911,142	1,974,801	1,974,801	29
1147	Worker's Compensation Insurance	25,472,646	25,472,646	24,450,394	30,108,500	30,108,500	18
1149	Risk Management Administration			213			0
2310	Insurance Risk Management	16,491,196	16,491,196	17,419,624	9,945,189	9,850,189	-40
	<b>Total Revenues</b>	<b>43,491,983</b>	<b>43,876,433</b>	<b>43,781,382</b>	<b>42,028,490</b>	<b>41,933,490</b>	<b>-4%</b>



## Department of Risk Management — Budget Unit 0132

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	4,663,999	4,663,999	3,946,926	2,442,819	2,442,819	-48
Charges For Current Services	37,582,338	37,966,788	38,638,800	38,295,171	38,200,171	2
Other Revenues	1,245,646	1,245,646	1,195,656	1,290,500	1,290,500	4
<b>Total Revenues</b>	<b>43,491,983</b>	<b>43,876,433</b>	<b>43,781,382</b>	<b>42,028,490</b>	<b>41,933,490</b>	<b>-4</b>

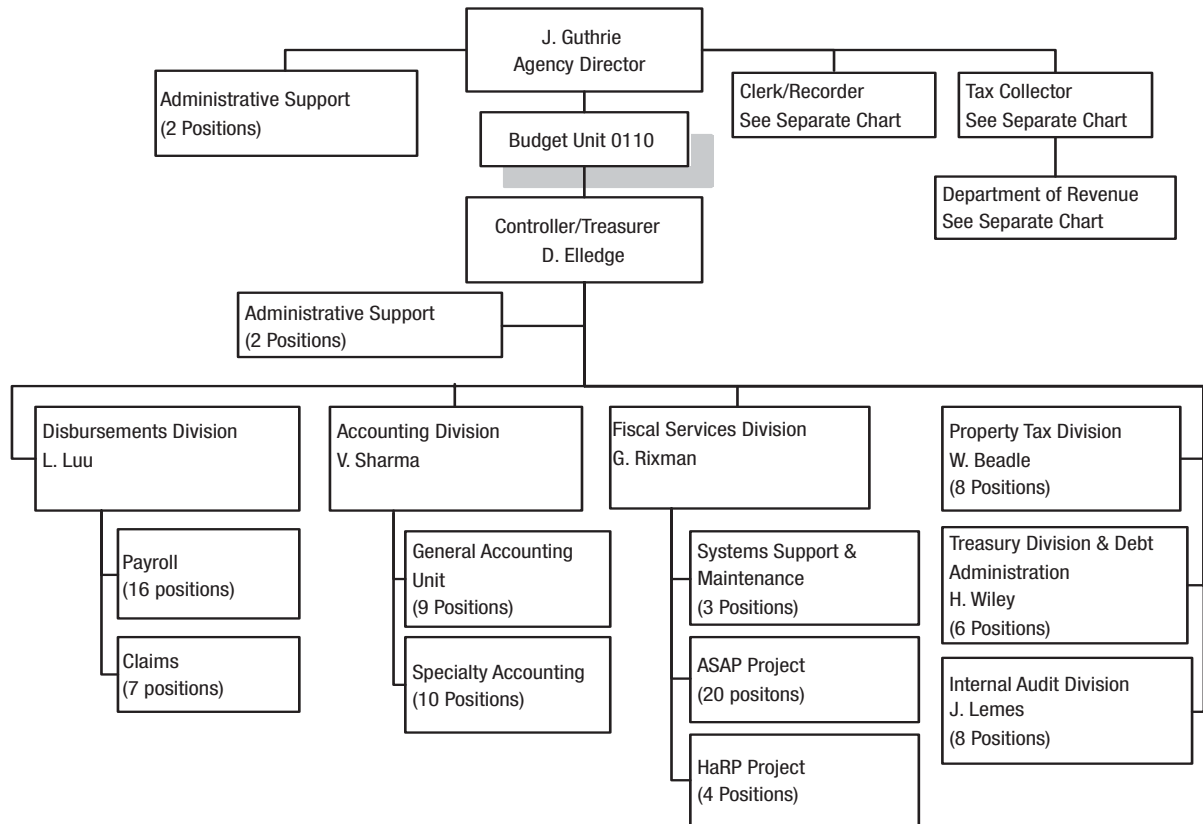
## Department of Risk Management — Budget Unit 0132

### Revenue by Fund

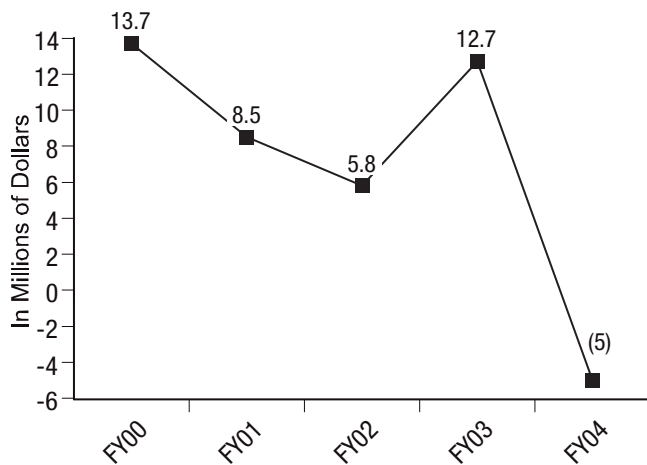
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Other Revenues	0	0	222	0	0	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>222</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Insurance Internal Service Fund</b>						
Revenue From Use Of Money/Property	1,800,000	1,800,000	2,143,376	950,000	950,000	-47
Charges For Current Services	14,691,196	14,691,196	15,276,068	8,995,189	8,900,189	-39
Other Revenues	0	0	180	0	0	-
<b>Fund Sub Total Revenues</b>	<b>16,491,196</b>	<b>16,491,196</b>	<b>17,419,624</b>	<b>9,945,189</b>	<b>9,850,189</b>	<b>-40</b>
<b>Unemployment Insurance Fund Internal Service Fund</b>						
Revenue From Use Of Money/Property	13,999	13,999	13,192	17,819	17,819	27
Charges For Current Services	1,514,142	1,898,592	1,897,950	1,956,982	1,956,982	29
<b>Fund Sub Total Revenues</b>	<b>1,528,141</b>	<b>1,912,591</b>	<b>1,911,142</b>	<b>1,974,801</b>	<b>1,974,801</b>	<b>29</b>
<b>Workers' Compensation Insurance Fund</b>						
Revenue From Use Of Money/Property	2,850,000	2,850,000	1,790,358	1,475,000	1,475,000	-48
Charges For Current Services	21,377,000	21,377,000	21,464,782	27,343,000	27,343,000	28
Other Revenues	1,245,646	1,245,646	1,195,254	1,290,500	1,290,500	4
<b>Fund Sub Total Revenues</b>	<b>25,472,646</b>	<b>25,472,646</b>	<b>24,450,394</b>	<b>30,108,500</b>	<b>30,108,500</b>	<b>18</b>
<b>All Funds Total Revenues</b>	<b>43,491,983</b>	<b>43,876,433</b>	<b>43,781,382</b>	<b>42,028,490</b>	<b>41,933,490</b>	<b>-4</b>



# Controller-Treasurer Department

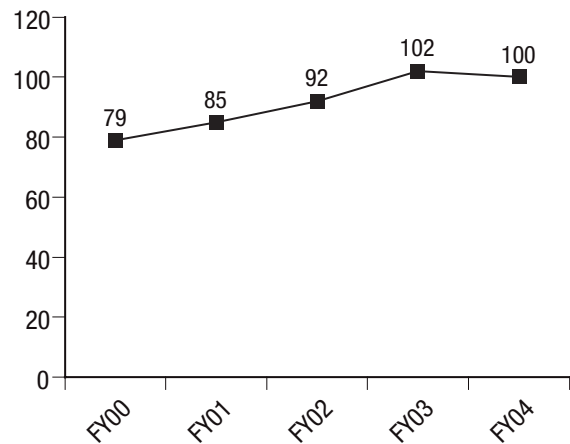


Section 1: Finance & Government Operations



**Appropriation Trend**

Data reflects July 1 net appropriation (gross appropriations less reimbursements) level for each fiscal year for both the Controller-Treasurer (BU 110) and County Debt Service (BU 810).



**Staffing Trend**



## Public Purpose

- ➔ **Maintain the financial integrity of County government in order to assure the cost-effective use of taxpayer monies to support services for County residents**



## Desired Results

**Effective Financial Management** which this department provides through timely and accurate financial operations and internal audits.

## County Executive's Recommendation

The Controller-Treasurer Department was given a reduction target of \$1,901,386. The department was able to develop \$1,888,664 in ongoing solutions. The Finance Agency has identified additional solutions and has achieved their Agency wide target of \$4,620,976.

### Revenue/Reimbursement Adjustments

- Increase revenue assumptions for the Controller's Office by \$40,000.

**Total Ongoing New Revenue: \$40,000**

- Reduce expected reimbursement from the Superior Court for costs allocated in the FY 2004 Cost Allocation Plan.

**Total Loss of Reimbursement: (\$1,352,388)**

### Staff Reductions

- Delete 9.0 FTE in the Controller's Office, including 3.0 FTE Accountant III, 2.0 FTE Account Clerk II/I, 1.0 FTE Sr. Internal Auditor, 1.0 FTE Sr. Business Information Technology Consultant, 1.0 FTE Administrative Assistant and 1.0 FTE Office Specialist.

**Total Ongoing Savings: (\$685,302)**

- Delete funding for the Controller-Treasurer Department's Rotational Accounting Program.

**Total Ongoing Savings: (\$31,345)**

**Reduce Appropriations for Services and Supplies**

- Reduce Information Services Department support.

**Total Ongoing Savings: (\$164,273)**

- Reduce appropriations for contract services.

**Total Ongoing Savings: (\$96,000)**

- Reduce appropriations for annual audit expenses in Controller's Office.

**Total Ongoing Savings: (\$100,000)**

- Reduce funding for Management Information Systems audits conducted by the Internal Audit Division.

**Total Ongoing Savings: (\$85,000)**

- Reduce the department's appropriation for the Agency Vision project.

**Total Ongoing Savings: (\$16,336)**

**Accounting System and Procurement Project (ASAP) Adjustments**

- Reduce the Accounting System and Procurement Project (ASAP) budget for facility rental.

**Total Ongoing Savings: (\$500,000)**

- Reduce appropriations supporting a service contract with consultants currently working on the ASAP project implementation.

**Total Ongoing Savings: (\$170,408)**

- Provide one-time funds for hardware. The source of funds is FY 2003 ASAP project fund balance.

**Total One-time Cost: \$142,315**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended.

**Controller Treasurer — Budget Unit 0110 Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1115	County Internal Auditor	992,125	1,166,095	1,156,017	964,699	964,685	-3
2113	Controller Treasurer	(20,864,535)	(20,908,166)	(21,617,451)	(28,477,142)	(28,477,273)	36
2116	Human Resources/Payroll System	12,886,785	13,834,631	12,125,942	4,755,605	4,755,605	-63
<b>Total Expenditures</b>		<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226%</b>



### Controller Treasurer — Budget Unit 0110 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 8,281,237	\$ 8,468,406	\$ 8,461,613	\$ 8,593,206	\$ 8,593,206	4
Services And Supplies	5,304,472	5,347,632	4,695,223	5,334,728	5,334,583	1
Fixed Assets	10,521,927	11,369,783	9,600,933	142,315	142,315	-99
Expenditure Transfers	(31,093,261)	(31,093,261)	(31,093,261)	(36,827,087)	(36,827,087)	18
<b>Total Expenditures</b>	<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226</b>

### Controller Treasurer — Budget Unit 0110 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 8,281,237	\$ 8,468,406	\$ 8,461,613	\$ 8,593,206	\$ 8,593,206	4
Services And Supplies	5,304,472	5,347,632	4,695,223	5,334,728	5,334,583	1
Fixed Assets	10,521,927	11,369,783	9,600,933	142,315	142,315	-99
Expenditure Transfers	(31,093,261)	(31,093,261)	(31,093,261)	(36,827,087)	(36,827,087)	18
<b>Fund Sub Total Expenditures</b>	<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226</b>
<b>All Funds Total Expenditures</b>	<b>(6,985,625)</b>	<b>(5,907,439)</b>	<b>(8,335,492)</b>	<b>(22,756,837)</b>	<b>(22,756,982)</b>	<b>226</b>

### Controller Treasurer— Budget Unit 0110 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1115	County Internal Auditor	20,000	20,000	72,480	60,000	60,000	200
2113	Controller Treasurer	248,894,443	248,350,034	223,665,737	225,756,823	225,756,823	-9
	<b>Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9%</b>



### Controller Treasurer — Budget Unit 0110 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	25,862,219	25,862,219	5,301,844	5,425,000	5,425,000	-79
Fines, Forfeitures, Penalties	0	0	50	0	0	-
Revenue From Use Of Money/Property	16,195,539	16,195,539	8,602,680	6,949,401	6,949,401	-57
Aid From Govt Agencies-State	175,413,590	175,040,181	175,029,491	178,588,333	178,588,333	2
Aid From Govt Agencies-Federal	741,015	741,015	707,755	3,000	3,000	-100
Charges For Current Services	10,718,950	10,547,950	11,877,486	12,099,879	12,099,879	13
Other Revenues	19,983,130	19,983,130	22,218,911	22,751,210	22,751,210	14
<b>Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9</b>

### Controller Treasurer — Budget Unit 0110 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Other Than Current Property	25,862,219	25,862,219	5,301,844	5,425,000	5,425,000	-79
Fines, Forfeitures, Penalties	0	0	50	0	0	-
Revenue From Use Of Money/Property	16,195,539	16,195,539	8,602,680	6,949,401	6,949,401	-57
Aid From Govt Agencies-State	175,413,590	175,040,181	175,029,491	178,588,333	178,588,333	2
Aid From Govt Agencies-Federal	741,015	741,015	707,755	3,000	3,000	-100
Charges For Current Services	10,718,950	10,547,950	11,877,486	12,099,879	12,099,879	13
Other Revenues	19,983,130	19,983,130	22,218,911	22,751,210	22,751,210	14
<b>Fund Sub Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9</b>
<b>All Funds Total Revenues</b>	<b>248,914,443</b>	<b>248,370,034</b>	<b>223,738,217</b>	<b>225,816,823</b>	<b>225,816,823</b>	<b>-9</b>

### Controller-County Debt Service — Budget Unit 0810 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2111	County Debt-Tax & Rev Anticipation Notes	19,705,105	24,791,775	18,733,970	17,681,781	17,681,781	-10
	<b>Total Expenditures</b>	<b>19,705,105</b>	<b>24,791,775</b>	<b>18,733,970</b>	<b>17,681,781</b>	<b>17,681,781</b>	<b>-10%</b>



### Controller-County Debt Service — Budget Unit 0810 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	1,353,405	1,353,405	1,205,521	428,375	428,375	-68
Other Charges	17,642,700	18,892,700	17,078,906	16,593,406	16,593,406	-6
Operating/Equity Transfers	709,000	4,545,670	449,543	660,000	660,000	-7
<b>Total Expenditures</b>	<b>19,705,105</b>	<b>24,791,775</b>	<b>18,733,970</b>	<b>17,681,781</b>	<b>17,681,781</b>	<b>-10</b>

### Controller-County Debt Service — Budget Unit 0810 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	1,335,405	1,335,405	1,202,771	418,375	418,375	-69
Other Charges	8,501,400	9,751,400	9,624,076	8,508,856	8,508,856	0
Operating/Equity Transfers	709,000	709,000	449,543	660,000	660,000	-7
<b>Fund Sub Total Expenditures</b>	<b>10,545,805</b>	<b>11,795,805</b>	<b>11,276,390</b>	<b>9,587,231</b>	<b>9,587,231</b>	<b>-9</b>
<b>Health Facilities Debt Service Fund</b>						
Other Charges	2,566,000	2,566,000	879,530	1,513,000	1,513,000	-41
<b>Fund Sub Total Expenditures</b>	<b>2,566,000</b>	<b>2,566,000</b>	<b>879,530</b>	<b>1,513,000</b>	<b>1,513,000</b>	<b>-41</b>
<b>Public Facilities Corp Debt Service Fund</b>						
Services And Supplies	18,000	18,000	2,750	10,000	10,000	-44
Other Charges	6,575,300	6,575,300	6,575,300	6,571,550	6,571,550	0
<b>Fund Sub Total Expenditures</b>	<b>6,593,300</b>	<b>6,593,300</b>	<b>6,578,050</b>	<b>6,581,550</b>	<b>6,581,550</b>	<b>0</b>
<b>All Funds Total Expenditures</b>	<b>19,705,105</b>	<b>20,955,105</b>	<b>18,733,970</b>	<b>17,681,781</b>	<b>17,681,781</b>	<b>-10</b>

### Controller-County Debt Service — Budget Unit 0810 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2111	County Debt-Tax & Rev Anticipation Notes	12,090,361	12,090,361	12,028,627	10,176,427	10,176,427	-16
	<b>Total Revenues</b>	<b>12,090,361</b>	<b>12,090,361</b>	<b>13,801,664</b>	<b>10,176,427</b>	<b>10,176,427</b>	<b>-16%</b>





## Controller-County Debt Service — Budget Unit 0810

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	6,753,100	6,753,100	6,705,914	6,789,100	6,789,100	1
Revenue From Use Of Money/Property	3,958,000	3,958,000	1,028,535	2,060,000	2,060,000	-48
Charges For Current Services	670,261	670,261	670,259	667,327	667,327	0
Transfers	709,000	709,000	449,543	660,000	660,000	-7
Other Revenues	0	0	3,174,376	0	0	-
<b>Total Revenues</b>	<b>12,090,361</b>	<b>12,090,361</b>	<b>12,028,627</b>	<b>10,176,427</b>	<b>10,176,427</b>	<b>-16</b>

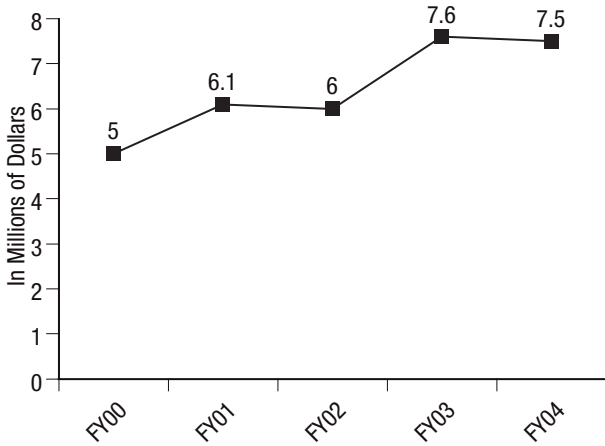
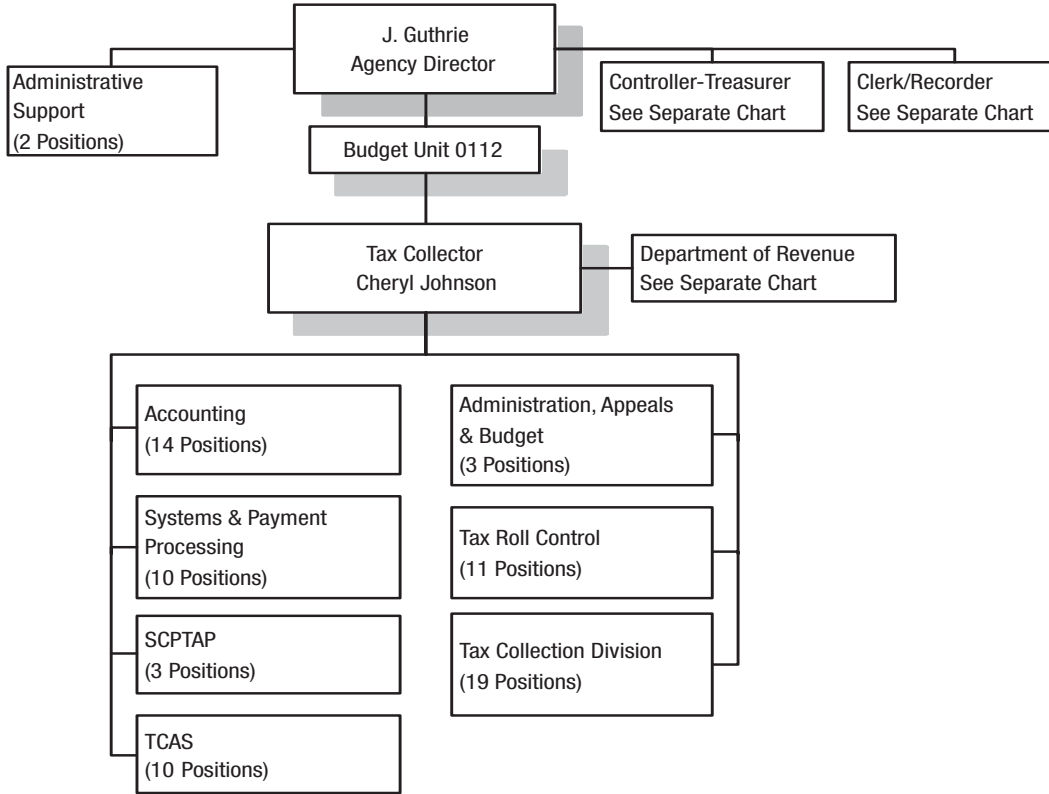
## Controller-County Debt Service — Budget Unit 0810

### Revenue by Fund

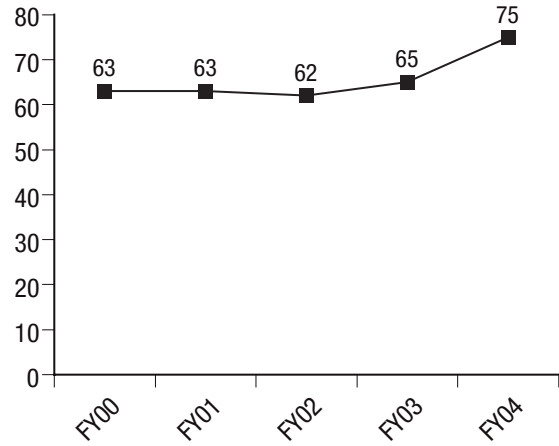
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	423,800	423,800	423,800	425,550	425,550	0
Revenue From Use Of Money/Property	1,784,000	1,784,000	293,344	0	0	-100
Charges For Current Services	670,261	670,261	670,259	667,327	667,327	0
Other Revenues	0	0	3,174,376	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,878,061</b>	<b>2,878,061</b>	<b>4,561,779</b>	<b>1,092,877</b>	<b>1,092,877</b>	<b>-62</b>
<b>Health Facilities Debt Service Fund</b>						
Revenue From Use Of Money/Property	1,910,000	1,910,000	437,722	1,842,000	1,842,000	-4
Transfers	709,000	709,000	449,543	660,000	660,000	-7
<b>Fund Sub Total Revenues</b>	<b>2,619,000</b>	<b>2,619,000</b>	<b>887,265</b>	<b>2,502,000</b>	<b>2,502,000</b>	<b>-4</b>
<b>Public Facilities Corp Debt Service Fund</b>						
Fines, Forfeitures, Penalties	6,329,300	6,329,300	6,282,114	6,363,550	6,363,550	1
Revenue From Use Of Money/Property	264,000	264,000	297,469	218,000	218,000	-17
<b>Fund Sub Total Revenues</b>	<b>6,593,300</b>	<b>6,593,300</b>	<b>6,579,583</b>	<b>6,581,550</b>	<b>6,581,550</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>12,090,361</b>	<b>12,090,361</b>	<b>12,028,627</b>	<b>10,176,427</b>	<b>10,176,427</b>	<b>-16</b>



# Tax Collector's Office



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Maximize tax revenue to support services to County residents**



## Desired Results

**Achieve High Collection Rate** by ensuring that taxpayers receive accurate and timely tax information.

**Achieve Cost Efficient Collection** by ensuring that operating expenses are kept at the lowest level possible without negatively impacting service quality.

**Comply with State Mandated Codes** by ensuring that Secured tax bills are mailed on or before November 1st and duplicate payments are returned within 60 days from the date of payment.

## County Executive's Recommendation

### Revenue Enhancements

- Increase ongoing revenue assumptions for Interest on Extended Payment plans.

**Total Ongoing New Revenue: \$850,000**

- Increase ongoing revenue assumptions for Returned Check Charges.

**Total Ongoing New Revenue: \$39,760**

- Increase ongoing revenue assumptions for various new and increased fees by a total of \$134,397.

**Total Ongoing New Revenue: \$134,397**

### Appropriation Reductions

- Delete 4.0 FTE, including 2.0 FTE Account Clerk II, 1.0 FTE Supervising Account Clerk I, and 1.0 FTE Office Specialist III.

**Total Ongoing Savings: (\$232,443)**

- Reduce appropriations for services and supplies.

**Total Ongoing Savings: (\$17,638)**

## State/County Property Tax Improvement Program Augmentations

- Provide one-time funding for technology and business process improvements in the Tax Collector's Office, including the addition of 1.0 Account Clerk II - Unclassified and 2.0 Revenue Collections Officer - Unclassified, necessary to support the projects. The authorized term for the new positions will be 12 months, from July 1, 2003 through June 30, 2004.

- Property Tax and Apportionment System - \$592,816
- Bankruptcy Tracking Project - \$25,000
- Staffing to Support Projects - \$182,184

**Total One-Time Cost: \$800,000**

100% of costs offset by funding from the State/County Property Tax Administration Program (AB 589)

## Changes Approved by the Board

The three positions recommended for support of the State/County Tax Improvement Program were added to the salary ordinance as classified positions on the

advice of the Employee Services Agency - Human Resources Department. Otherwise, the Board of Supervisors approved the budget as recommended.

### Tax Collector — Budget Unit 0112 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2212	Tax Collector	6,528,537	8,225,481	7,190,753	6,704,436	6,704,338	3
2213	Tax Collector-AB 1036	1,100,060	1,100,060	330,061	800,000	800,000	-27
<b>Total Expenditures</b>		<b>7,628,597</b>	<b>9,325,541</b>	<b>7,520,814</b>	<b>7,504,436</b>	<b>7,504,338</b>	<b>-2%</b>

### Tax Collector — Budget Unit 0112 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 4,336,031	\$ 4,422,806	\$ 4,401,375	\$ 4,379,979	\$ 4,379,979	1
Services And Supplies	2,416,296	2,380,521	2,406,884	2,506,641	2,506,543	4
Fixed Assets	876,270	2,522,214	712,555	617,816	617,816	-29
<b>Total Expenditures</b>	<b>7,628,597</b>	<b>9,325,541</b>	<b>7,520,814</b>	<b>7,504,436</b>	<b>7,504,338</b>	<b>-2</b>



### Tax Collector — Budget Unit 0112 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,336,031	\$ 4,422,806	\$ 4,401,375	\$ 4,379,979	\$ 4,379,979	1
Services And Supplies	2,416,296	2,380,521	2,406,884	2,506,641	2,506,543	4
Fixed Assets	876,270	2,522,214	712,555	617,816	617,816	-29
<b>Fund Sub Total Expenditures</b>	<b>7,628,597</b>	<b>9,325,541</b>	<b>7,520,814</b>	<b>7,504,436</b>	<b>7,504,338</b>	<b>-2</b>
<b>All Funds Total Expenditures</b>	<b>7,628,597</b>	<b>9,325,541</b>	<b>7,520,814</b>	<b>7,504,436</b>	<b>7,504,338</b>	<b>-2</b>

### Tax Collector — Budget Unit 0112 Revenue by Cost Center

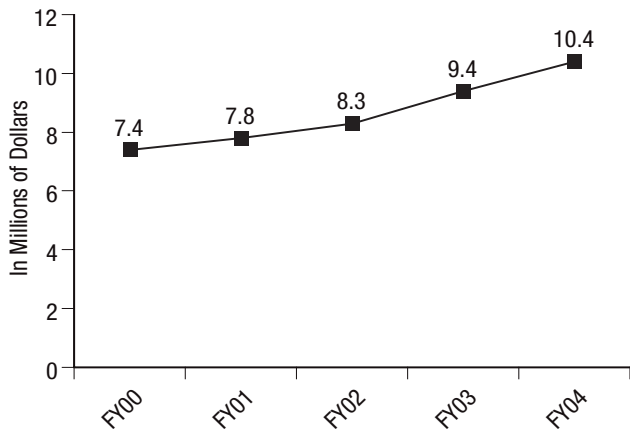
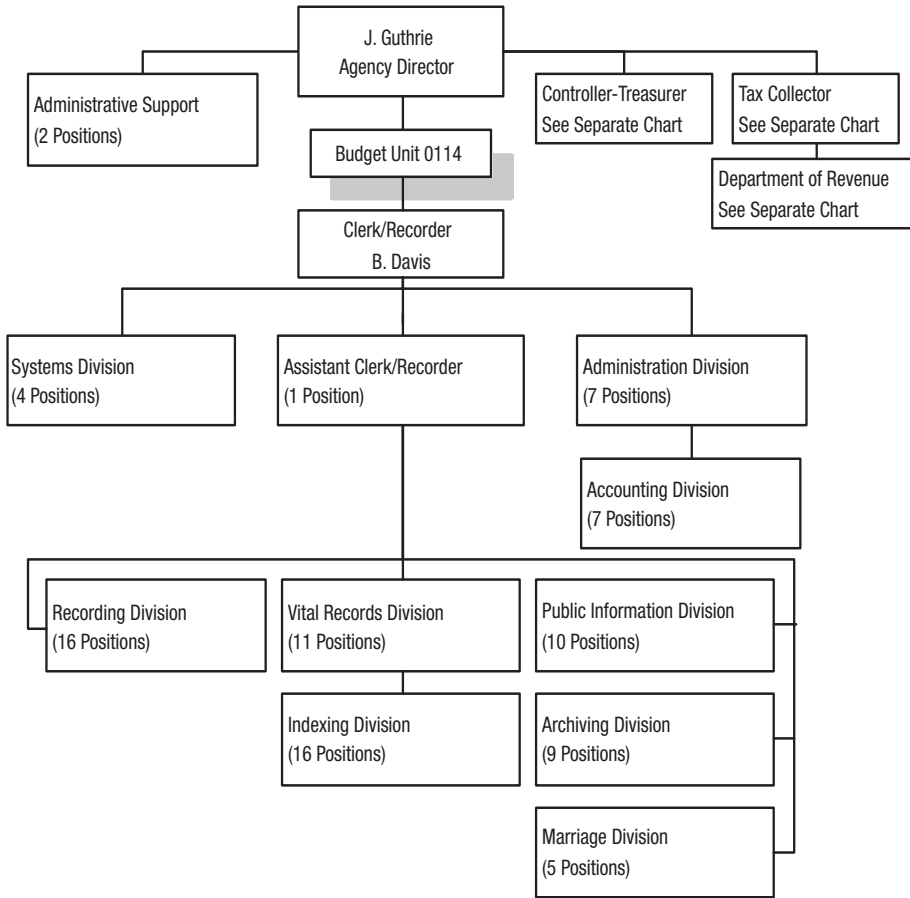
CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2212	Tax Collector	327,626,824	327,960,278	332,982,129	350,068,510	350,068,510	7
2213	Tax Collector-AB 1036	1,100,000	1,100,000	327,866	800,000	800,000	-27
<b>Total Expenditures</b>		<b>328,726,824</b>	<b>329,060,278</b>	<b>333,309,995</b>	<b>350,868,510</b>	<b>350,868,510</b>	<b>7</b>

### Tax Collector — Budget Unit 0112 Revenue by Fund

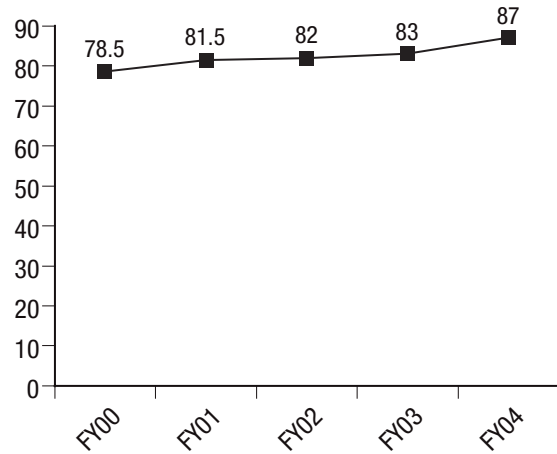
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Current Property	\$ 308,122,404	\$ 308,122,404	\$ 314,223,647	\$ 323,919,883	\$ 323,919,883	5
Taxes - Other Than Current Property	11,233,000	11,436,000	9,327,379	16,000,000	16,000,000	42
Revenue From Use Of Money/Property	0	0	469,989	1,300,000	1,300,000	-
Aid From Govt Agencies-State	1,100,000	1,100,000	327,866	800,000	800,000	-27
Charges For Current Services	8,086,420	8,216,874	8,596,143	8,414,470	8,414,470	4
Other Revenues	185,000	185,000	364,971	434,157	434,157	135
<b>Fund Sub Total Revenues</b>	<b>328,726,824</b>	<b>329,060,278</b>	<b>333,309,995</b>	<b>350,868,510</b>	<b>350,868,510</b>	<b>7</b>
<b>All Funds Total Revenues</b>	<b>328,726,824</b>	<b>329,060,278</b>	<b>333,309,995</b>	<b>350,868,510</b>	<b>350,868,510</b>	<b>7</b>



# County Clerk/Recorder's Office



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ Accessible Records for the Public
- ➔ Records Integrity
- ➔ Compliance with State Law



## Desired Results

**Documents are recorded/filed in a timely manner** by making sure mailed documents are recorded within five working days of receipt and mailed business applications are filed within three days of receipt.

**Customers can easily access records when using office equipment in the public search area** by insuring the area is set up efficiently for customer use and by posting clear and concise instructions for customers.

**Timely Retrieval of Records and Information for Customers** by performing customer service duties in a timely and efficient manner.

**Responsive Customer Service** by rating in the 90th percentile in customer surveys in the areas of helpfulness, professionalism and with an overall rating of good or excellent in all areas.

## County Executive's Recommendation

### Revenue Adjustments

- Increase ongoing revenue assumptions based on an increase in various fees to maximize cost recovery.

**Total Ongoing New Revenue: \$165,000**

- Increase revenue based on an extension in hours for the Passport application window.

**Total Ongoing New Revenue: \$75,000**



- ☐ Increase the operating transfer from the Recorder’s Modernization Fund to the General Fund by \$430,000 on a one-time basis.

**Total One-time Revenue: \$430,000**

**Appropriation Reductions**

- ☐ Reduce \$17,500 in Services and Supplies.

**Total Ongoing Savings: (\$17,500)**

**Non-General Fund Adjustments**

- ☐ Increase appropriations in the Recorder’s special funds for projects and equipment as reflected in the table below:

**Non-General Fund Appropriations for FY 2004**

Fund	Description of Expense	Amount
0026	Image Support Upgrade and Expansion	\$530,000
0026	Automated Folding & Inserting Machine	\$25,000
0027	Equipment Maintenance for Scanners	*\$12,000
0026	Ethernet Conversion	\$10,000
0027	Microfilm Readers for Archiving	\$20,000
0024	Commercial Shredder	\$4,500
0026	Computer Replacements	\$75,000
0026	Map Book Restoration	\$88,000
0026	New Computer Workstations	\$40,000
0026	Pallet Truck	\$1,000
0026	Software Subscription Program	*\$18,000
<b>Total Cost</b>		<b>\$823,500</b>
<i>*ongoing expenses</i>		

**Total Cost: \$823,500**

Fund 0024: \$4,500 one-time

Fund 0026: \$769,000 one-time; \$18,000 ongoing

Fund 0027: \$20,000 one-time; \$12,000 ongoing

**Changes Approved by the Board**

The Board of Supervisor’s approved the budget as recommended including the following changes:

- ☐ The budgeted revenue generated by Recorder Document fees were increased by \$250,000 based on the recommendation of the Board’s Management Auditor in their review of the FY 2004 Recommended Budget

**Total Ongoing Revenue: \$250,000**

**County Recorder — Budget Unit 0114  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations		Actual	FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted				
5655	County Recorder	8,644,983	8,732,669	8,756,469	9,628,863	9,628,756	11
5656	County Clerk	764,935	763,964	697,640	787,388	787,373	3
<b>Total Expenditures</b>		9,409,918	9,496,633	9,454,109	10,416,251	10,416,129	11%





## County Recorder — Budget Unit 0114 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 5,191,469	\$ 5,385,231	\$ 5,370,480	\$ 5,743,310	\$ 5,743,310	11
Services And Supplies	1,640,236	1,487,289	1,370,766	2,178,533	2,178,411	33
Fixed Assets	40,000	40,000	139,459	20,000	20,000	-50
Operating/Equity Transfers	2,538,213	2,584,113	2,573,404	2,474,408	2,474,408	-3
<b>Total Expenditures</b>	<b>9,409,918</b>	<b>9,496,633</b>	<b>9,454,109</b>	<b>10,416,251</b>	<b>10,416,129</b>	<b>11</b>

## County Recorder — Budget Unit 0114 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 5,191,469	\$ 5,385,231	\$ 5,370,480	\$ 5,743,310	\$ 5,743,310	11
Services And Supplies	607,818	624,871	634,402	591,237	591,115	-3
<b>Fund Sub Total Expenditures</b>	<b>5,799,287</b>	<b>6,010,102</b>	<b>6,004,882</b>	<b>6,334,547</b>	<b>6,334,425</b>	<b>9</b>
<b>Recorded Vital Statistics Fund</b>						
Services And Supplies	94,672	94,672	71,591	87,172	87,172	-8
Operating/Equity Transfers	8,600	8,600	8,600	8,600	8,600	0
<b>Fund Sub Total Expenditures</b>	<b>103,272</b>	<b>103,272</b>	<b>80,191</b>	<b>95,772</b>	<b>95,772</b>	<b>-7</b>
<b>Records Modernization Fund</b>						
Services And Supplies	683,846	513,846	620,357	1,236,724	1,236,724	81
Fixed Assets	40,000	40,000	38,354	0	0	-100
Operating/Equity Transfers	2,005,222	2,051,122	2,051,122	1,908,102	1,908,102	-5
<b>Fund Sub Total Expenditures</b>	<b>2,729,068</b>	<b>2,604,968</b>	<b>2,709,833</b>	<b>3,144,826</b>	<b>3,144,826</b>	<b>15</b>
<b>Records Documentation Fund</b>						
Services And Supplies	253,900	253,900	44,416	263,400	263,400	4
Fixed Assets	0	0	101,105	20,000	20,000	-
Operating/Equity Transfers	524,391	524,391	513,682	557,706	557,706	6
<b>Fund Sub Total Expenditures</b>	<b>778,291</b>	<b>778,291</b>	<b>659,203</b>	<b>841,106</b>	<b>841,106</b>	<b>8</b>
<b>All Funds Total Expenditures</b>	<b>9,409,918</b>	<b>9,496,633</b>	<b>9,454,109</b>	<b>10,416,251</b>	<b>10,416,129</b>	<b>11</b>

## County Recorder — Budget Unit 0114 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5655	County Recorder	26,628,074	26,753,974	33,836,510	32,731,408	32,981,408	24
5656	County Clerk	1,286,500	1,286,500	1,462,458	1,448,500	1,448,500	13
	<b>Total Revenues</b>	<b>27,914,574</b>	<b>28,040,474</b>	<b>35,298,968</b>	<b>34,179,908</b>	<b>34,429,908</b>	<b>23%</b>



## County Recorder — Budget Unit 0114

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	16,190,000	16,190,000	14,230,042	20,200,000	20,200,000	25
Licenses, Permits, Franchises	1,060,000	1,060,000	1,180,119	1,155,000	1,155,000	9
Aid From Govt Agencies-Federal	472,700	472,700	484,459	500,000	500,000	6
Charges For Current Services	7,543,000	7,543,000	16,559,538	8,668,000	8,918,000	18
Transfers	2,518,374	2,564,274	2,573,404	3,334,408	3,334,408	32
Other Revenues	130,500	210,500	271,406	322,500	322,500	147
<b>Total Revenues</b>	<b>27,914,574</b>	<b>28,040,474</b>	<b>35,298,968</b>	<b>34,179,908</b>	<b>34,429,908</b>	<b>23</b>

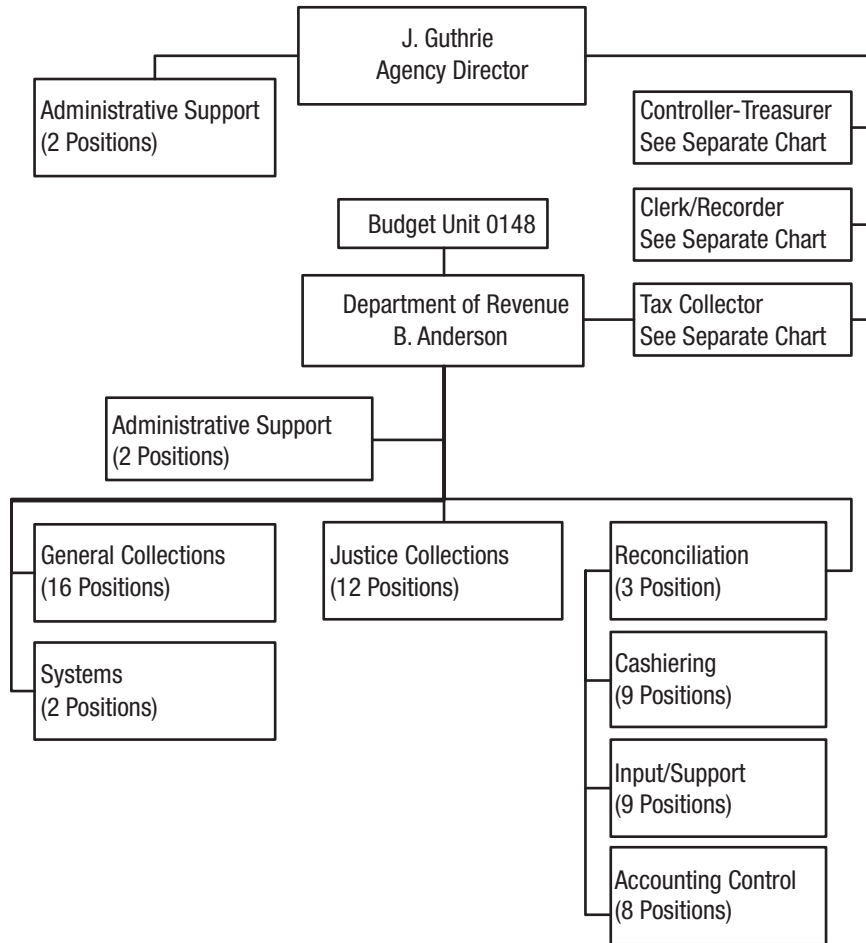
## County Recorder — Budget Unit 0114

### Revenue by Fund

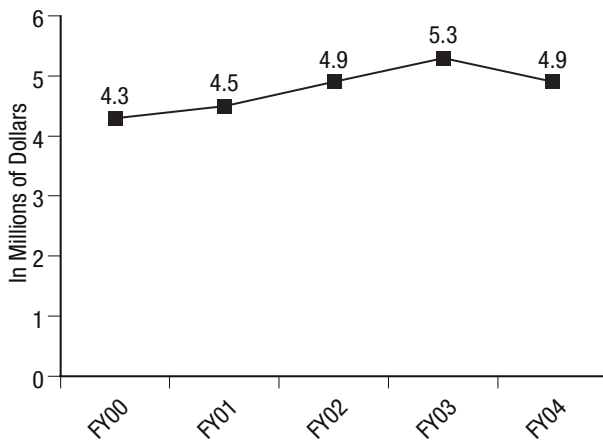
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Other Than Current Property	16,190,000	16,190,000	14,230,042	20,200,000	20,200,000	25
Licenses, Permits, Franchises	1,060,000	1,060,000	1,180,119	1,155,000	1,155,000	9
Aid From Govt Agencies-Federal	472,700	472,700	484,459	500,000	500,000	6
Charges For Current Services	5,243,000	5,243,000	10,202,447	5,523,000	5,773,000	10
Transfers	2,509,774	2,555,674	2,564,804	3,325,808	3,325,808	33
Other Revenues	130,500	210,500	265,800	322,500	322,500	147
<b>Fund Sub Total Revenues</b>	<b>25,605,974</b>	<b>25,731,874</b>	<b>28,927,671</b>	<b>31,026,308</b>	<b>31,276,308</b>	<b>22</b>
<b>Recorded Vital Statistics Fund</b>						
Charges For Current Services	90,000	90,000	145,131	110,000	110,000	22
<b>Fund Sub Total Revenues</b>	<b>90,000</b>	<b>90,000</b>	<b>145,131</b>	<b>110,000</b>	<b>110,000</b>	<b>22</b>
<b>Records Modernization Fund</b>						
Charges For Current Services	1,700,000	1,700,000	5,275,906	2,500,000	2,500,000	47
Transfers	8,600	8,600	8,600	8,600	8,600	0
<b>Fund Sub Total Revenues</b>	<b>1,708,600</b>	<b>1,708,600</b>	<b>5,284,506</b>	<b>2,508,600</b>	<b>2,508,600</b>	<b>47</b>
<b>Records Documentation Fund</b>						
Charges For Current Services	510,000	510,000	936,054	535,000	535,000	5
Other Revenues	0	0	5,606	0	0	-
<b>Fund Sub Total Revenues</b>	<b>510,000</b>	<b>510,000</b>	<b>941,660</b>	<b>535,000</b>	<b>535,000</b>	<b>5</b>
<b>All Funds Total Revenues</b>	<b>27,914,574</b>	<b>28,040,474</b>	<b>35,298,968</b>	<b>34,179,908</b>	<b>34,429,908</b>	<b>23</b>



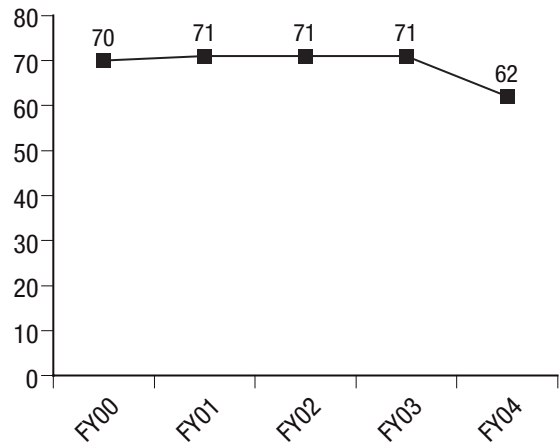
# Department of Revenue



Section 1: Finance & Government Operations



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Maximize revenue collection to support services for County residents**



## Desired Results

**Cost efficiency** which is achieved by keeping expenditures for personnel, supplies, and equipment to a minimum while optimizing revenue collection.

**A high collection rate** which is achieved through optimum use of staff and technology resources and accurate and timely communication with debtors.

**Clients receive payment in a timely manner** in compliance with State regulations, through the effective use of technology.

## County Executive's Recommendation

### Revenue Enhancement

- Increase revenue assumptions for interest on small accounts by \$60,000.

**Total Ongoing Revenues: \$60,000**

- Increase revenue assumptions in the Department of Correction by \$380,000.

**Total Ongoing Revenue: \$380,000**

This revenue is budgeted and collected in the Department of Revenue, but was part of the Department of Correction's reduction plan

### Staff Reductions

- Delete the Director of Revenue Collection (Executive Management) and eight other positions, including 2.0 FTE Revenue Collections Officer I, 2.0 FTE Revenue Collections Clerk, 3.0 FTE Account Clerk II/I, and 2.0 FTE Office Specialist I.

**Total Ongoing Savings: (\$569,160)**

- Reduce funding for temporary employee services.

**Total Ongoing Savings: (\$19,882)**

**Reduce Appropriations for Services and Supplies**

- Reduce various appropriations for services and supplies.

**Total Ongoing Savings: (\$50,000)**

**Changes Approved by the Board**

The Board of Supervisors approved the budget as recommended, with the following changes:

- Reduce revenue assumptions from fees collected for the Public Service Program and the Weekend Work Program in the Department of Correction based on a recommendation from the Board's Management Auditor.

**Total Ongoing Revenue Reduction: (\$200,000)**

This revenue is budgeted and collected in the Department of Revenue, but was part of the Department of Correction's reduction plan

**Department Of Revenue — Budget Unit 0148  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2148	Collection Operations	5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7
<b>Total Expenditures</b>		5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7%

**Department Of Revenue — Budget Unit 0148  
Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 4,199,486	\$ 4,198,035	\$ 4,139,801	\$ 3,908,225	\$ 3,908,225	-7
Services And Supplies	1,065,218	1,064,011	944,860	985,023	984,797	-8
<b>Total Expenditures</b>	5,264,704	5,262,046	5,084,661	4,893,248	4,893,022	-7



**Department Of Revenue — Budget Unit 0148**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,199,486	\$ 4,198,035	\$ 4,139,801	\$ 3,908,225	\$ 3,908,225	-7
Services And Supplies	1,065,218	1,064,011	944,860	985,023	984,797	-8
<b>Fund Sub Total Expenditures</b>	<b>5,264,704</b>	<b>5,262,046</b>	<b>5,084,661</b>	<b>4,893,248</b>	<b>4,893,022</b>	<b>-7</b>
<b>All Funds Total Expenditures</b>	<b>5,264,704</b>	<b>5,262,046</b>	<b>5,084,661</b>	<b>4,893,248</b>	<b>4,893,022</b>	<b>-7</b>

**Department Of Revenue — Budget Unit 0148**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2148	Collection Operations	7,957,886	7,957,886	7,672,901	8,357,518	8,157,518	3
	<b>Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3%</b>

**Department Of Revenue — Budget Unit 0148**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	295,000	295,000	380,653	375,653	375,653	27
Licenses, Permits, Franchises	1,000,000	1,000,000	1,016,734	1,150,000	1,150,000	15
Fines, Forfeitures, Penalties	1,310,000	1,310,000	1,412,701	1,385,000	1,385,000	6
Aid From Govt Agencies-Federal	39	39	39	0	0	-100
Charges For Current Services	4,027,847	4,027,847	3,450,500	4,076,865	3,876,865	-4
Other Revenues	1,325,000	1,325,000	1,412,274	1,370,000	1,370,000	3
<b>Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3</b>



**Department Of Revenue — Budget Unit 0148**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Taxes - Other Than Current Property	295,000	295,000	380,653	375,653	375,653	27
Licenses, Permits, Franchises	1,000,000	1,000,000	1,016,734	1,150,000	1,150,000	15
Fines, Forfeitures, Penalties	1,310,000	1,310,000	1,412,701	1,385,000	1,385,000	6
Aid From Govt Agencies- Federal	39	39	39	0	0	-100
Charges For Current Services	4,027,847	4,027,847	3,450,500	4,076,865	3,876,865	-4
Other Revenues	1,325,000	1,325,000	1,412,274	1,370,000	1,370,000	3
<b>Fund Sub Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3</b>
<b>All Funds Total Revenues</b>	<b>7,957,886</b>	<b>7,957,886</b>	<b>7,672,901</b>	<b>8,357,518</b>	<b>8,157,518</b>	<b>3</b>







# Section 2: Public Safety & Justice

Section 2: Public Safety & Justice



# Public Safety and Justice

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## Mission

The mission of Public Safety and Justice services of Santa Clara County is to maintain a community environment where people feel safe, fairly treated by the law, and secure from crime.



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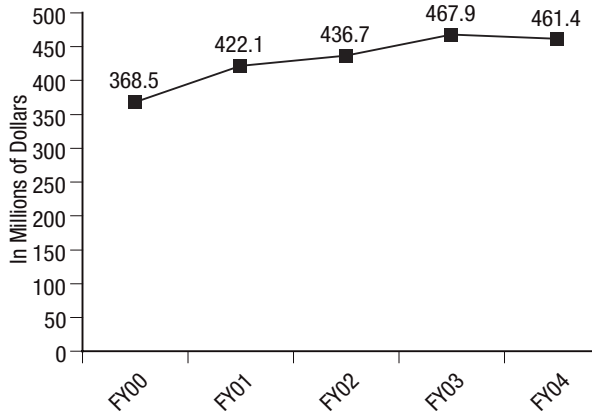
## Departments

- Office of the District Attorney
- Office of the Public Defender
- Office of Pretrial Services
- Criminal Justice System-Wide Costs
- Office of the Sheriff
- Department of Correction
- Probation Department
- Office of the Medical Examiner-Coroner

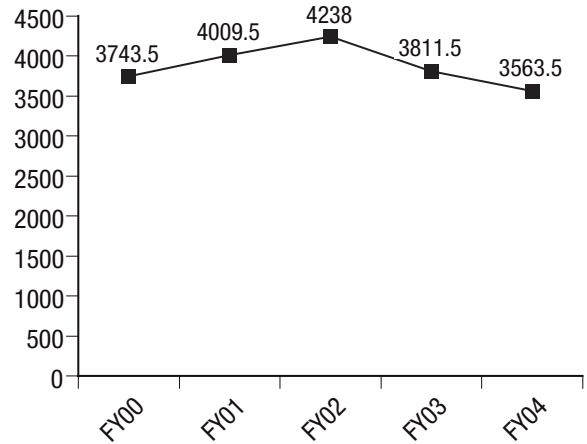
# Public Safety and Justice

Office of the District Attorney Budget Units 0202, 0203	Department of Correction Budget Units 0235, 0240
Public Defender Budget Unit 0204	Probation Department Budget Unit 0246
Office of Pretrial Services Budget Unit 0210	Medical Examiner-Coroner Budget Unit 0293
Office of the Sheriff Budget Units 0230, 0231	Criminal Justice System-Wide Costs Budget Unit 0217

Section 2: Public Safety & Justice



Appropriation Trend



Staffing Trend



## Expenditures by Department

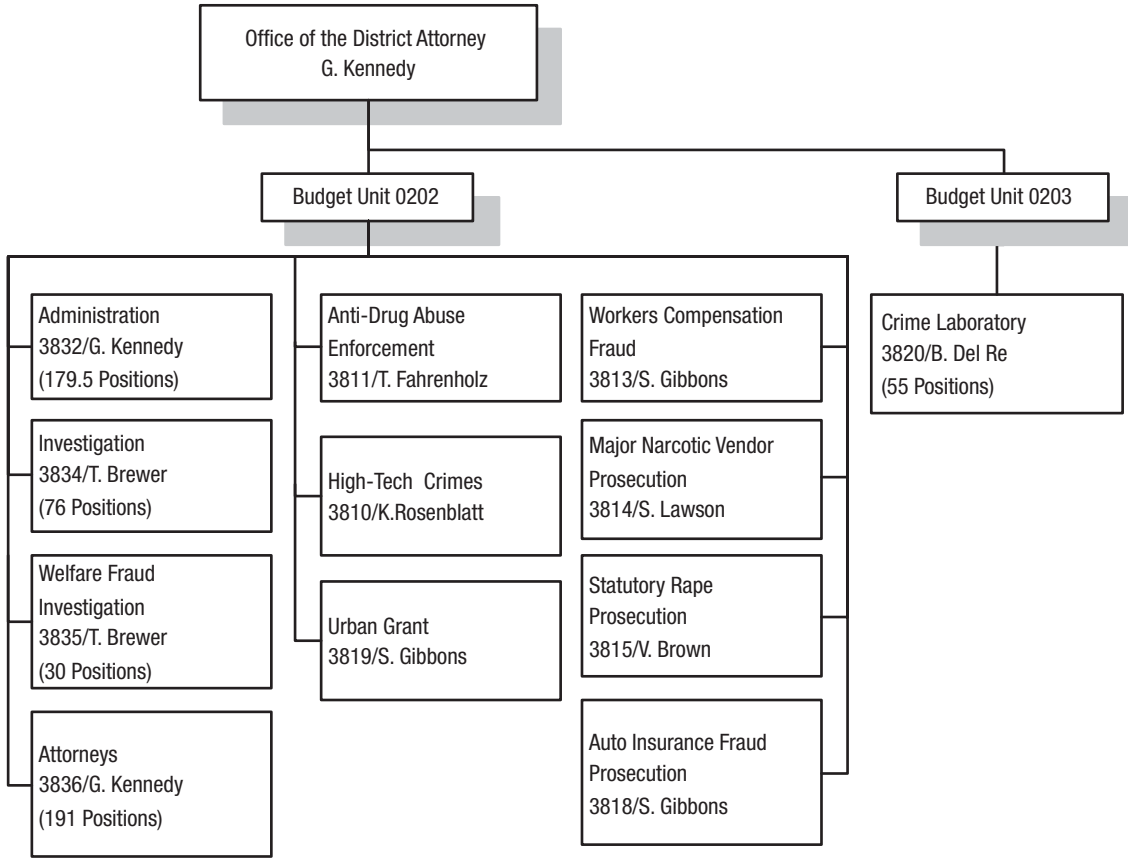
BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0202	District Attorney Administration	56,717,133	60,339,200	59,221,460	58,782,886	60,184,409	6
0203	District Attorney Crime Laboratory	5,463,091	7,839,629	8,263,484	5,617,330	5,703,871	4
0204	Public Defender	30,313,977	30,237,315	30,058,382	28,826,467	31,259,339	3
0210	Office Of Pretrial Services	5,041,083	5,142,863	4,081,210	4,384,817	4,381,100	-13
0217	Criminal Justice System-Wide Costs	50,864,756	50,864,756	50,815,532	52,795,179	51,795,179	2
0230	Sheriff Services	78,419,646	85,418,636	78,038,328	87,933,338	87,857,556	12
0231	Court/Custody Operations	12,699,856	13,184,790	12,834,945			-100
0235	DOC Contract	68,648,484	68,648,557	69,549,832	73,464,857	72,731,555	6
0240	Department Of Correction	62,358,746	65,129,255	62,969,235	51,606,364	52,311,120	-16
0246	Probation Department	94,700,892	94,755,264	94,628,476	92,532,082	92,539,525	-2
0293	Medical Examiner-Coroner	2,723,488	3,020,334	3,020,458	2,466,269	2,600,765	-5
<b>Total Expenditures</b>		<b>467,951,152</b>	<b>484,580,599</b>	<b>473,481,342</b>	<b>458,409,591</b>	<b>461,364,421</b>	<b>-5%</b>

## Revenues by Department

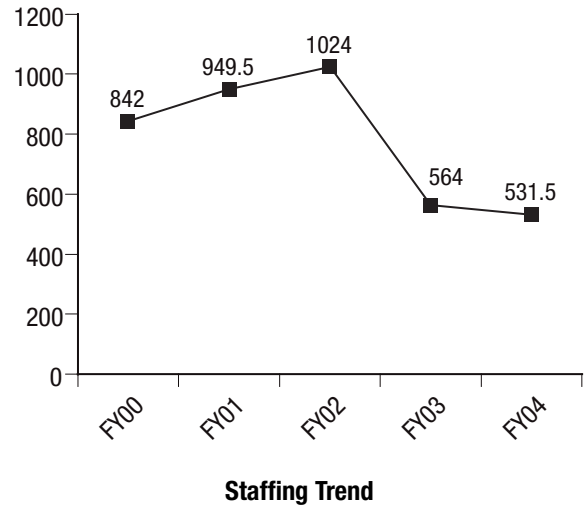
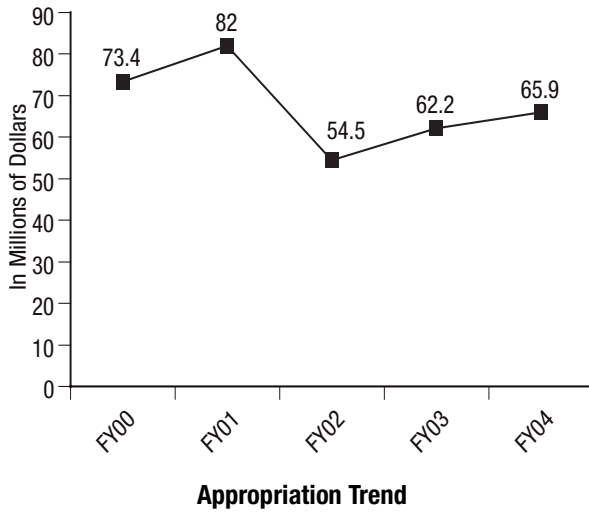
BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0202	District Attorney Administration	11,611,267	13,638,722	11,375,937	9,643,220	10,543,220	-9
0203	District Attorney Crime Laboratory	2,605,288	5,030,147	4,475,250	2,663,507	2,663,507	2
0204	Public Defender	571,748	403,177	527,378	403,177	903,177	58
0210	Office Of Pretrial Services	93,000	197,460	182,805	217,000	217,000	133
0217	Criminal Justice System-Wide Costs	195,882,955	195,882,955	178,020,924	171,056,604	171,056,604	-13
0230	Sheriff Services	38,183,869	38,287,794	38,136,289	41,779,518	41,766,435	9
0231	Court/Custody Operations	1,300	1,300	19,294			-100
0240	Department Of Correction	10,044,909	10,557,612	12,031,331	12,232,048	12,527,181	25
0246	Probation Department	38,948,517	38,678,813	38,167,195	37,744,630	37,744,630	-3
0293	Medical Examiner-Coroner	102,864	104,356	121,839	126,000	199,500	94
<b>Total Revenues</b>		<b>298,045,717</b>	<b>302,782,336</b>	<b>283,058,242</b>	<b>275,865,704</b>	<b>277,621,254</b>	<b>94%</b>



# Office of the District Attorney



Section 2: Public Safety & Justice



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## Public Purpose

- **Constitutional Rule of Law Upheld**
- **Public Safety**




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## Desired Results

**Just Punishment** will ensure that the public will be protected from future danger while preserving respect for law.

**Crime Prevention** is a central goal of society, the law and justice community, and the District Attorney.

**Victim Restitution Orders Obtained** will help to compensate victims for their economic losses.

**Timely and Accurate Analysis of Physical Evidence** enables the entire criminal justice system to work swiftly to identify and prove the guilt or innocence of suspected offenders.

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## County Executive's Recommendation

### Staff-Related Reductions

- Delete 29 positions (8 Attorneys, 10 Investigators, 1 Toxicologist, 1 Criminalists, and 9 clerical positions).
- Reduce appropriations for services and supplies based on reduction in staff.

**Total Ongoing Savings: (\$1,028,200)**

**Total Ongoing Savings: (\$2,768,095)**

- ❑ Reduce overtime and extra-help appropriations, including miscellaneous benefits associated with these expenses.

**Total Ongoing Reduction: (\$305,220)**

- ❑ Reduce the Welfare Fraud Investigation program, deleting 8.5 FTE Investigators, reducing lease costs, and use of Attorney services; and recognize a loss of reimbursement for services from the Social Services Agency.

**Total Ongoing Savings: (\$71,307)**

Expenditure reduction is (\$2,022,504)  
Reimbursement reduction is (\$1,951,197)

- ❑ Reduce appropriations for salaries and benefits based on a plan to eliminate positions as they become vacant during FY 2004.

**Total Ongoing Savings: (\$613,500)**

### Grant Revenue/Expense Adjustments

- ❑ Increase revenue and reduce County over-match on various grants.

**Total Ongoing Savings: (\$2,375,575)**

### Plan of Cooperation with Department of Child Support Services

- ❑ Delete 9 unfunded positions (8 Investigators and 1 Attorney) related to the termination of the former Plan of Cooperation (POC) with the Department of Child Support Services (DCSS).

**Total Ongoing Cost: \$0**

Reduction of \$999,029 implemented November 5, 2002

- ❑ Establish a new Plan of Cooperation with the Department of Child Support Services.

**Total Ongoing Revenue: \$117,000**

Reimbursement from State through DCSS

### One-time Adjustments

- ❑ Delay the remodel of the Palo Alto facility. This action provides a one-time savings, which is reflected in the GSA-Facilities Department budget. In order to make this action effectively ongoing in nature, it was recommended that beginning in FY 2005 the department's salary savings factor be increased from 1% to 2.5%.

**Total One-Time Savings: (\$829,592)**

Linked to a FY 2005 1.5% ongoing increase in Salary Savings

- ❑ Allocate one-time funds to support Anti-Terrorism activities.

**Total One-Time Cost: \$319,961**

## County Executive's Revisions to Recommendation

Subsequent to the publishing of the FY 2004 Recommended Budget new information resulted in changes to the County Executive's recommendations. These changes are described below.

- ❑ The County received notification that additional revenues were forthcoming in FY 2004. The federal Southwest Border Prosecution Initiative will

provide \$750,000 in additional resources and the State of California's Office of Criminal Justice Planning restored \$150,000 in funding. Based on these additional revenues, and an increased targeted attrition plan, 14 positions (6 attorneys, 4 investigators, and 4 clerical positions) proposed for deletion were restored. This revision to the County Execu-



tive's Recommended Budget was presented to the Public Safety and Justice Committee prior to Budget Hearings and received their support.

**Total One-Time Cost: \$492,636**

Full cost of restored positions is \$1,392,636  
Offset by \$900,000 in new revenue and  
\$492,636 in targeted attrition.

## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget, as revised, with the following changes:

- Restore 1.0 FTE Toxicologist was restored to the District Attorney's Crime Laboratory based on the County agreement with SEIU Local 715.

- The 3.5% Cost of Living Adjustment for contracts with Community Based Organizations is reallocated from the Special Programs budget to departments subsequent to the Board's approval of the FY 2004 budget.

**Total Ongoing Cost: \$4,928**

**Total Cost: \$86,388**

Full-Year position value.

## District Attorney Administration — Budget Unit 0202 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3810	High Tech Grant	1,130,905	1,973,600	1,566,121	965,493	1,115,493	-1
3811	DA Anti-Drug Abuse Enforcement Program	759,127	759,127	712,098	710,000	710,000	-6
3812	Child Abuser Vertical Prosecution Grant	150,000		57,208			-100
3813	Workers Comp Fraud Grant	736,432	792,105	635,438	655,673	655,673	-11
3814	DA Major Narcotic Vendor Prosecution	158,821	158,821	159,614	158,361	158,361	
3815	Statutory Rape Prosecution	275,000	275,000	260,948	208,800	208,800	-24
3817	DA High Tech Identity Theft Program		1,075,795	548,797	500,000	500,000	
3818	DA Auto Insurance Fraud Prosecution	546,420	598,764	526,635	652,344	652,344	19
3819	DA Urban Grant	464,882	661,804	675,371	661,804	661,804	42
3832	DA Administration	17,206,812	17,833,937	19,016,273	15,960,628	16,219,913	-6
3834	DA Investigations	7,941,337	7,979,744	6,936,817	6,664,641	6,925,247	-13
3835	Welfare Fraud Investigation	(914,731)	(917,823)		(473,953)	(552,169)	-40
3836	DA Attorneys	28,262,128	29,148,326	28,126,140	32,119,095	32,928,943	17
	<b>Total Expenditures</b>	<b>56,717,133</b>	<b>60,339,200</b>	<b>59,221,460</b>	<b>58,782,886</b>	<b>60,184,409</b>	<b>6%</b>





## District Attorney Administration — Budget Unit 0202

### Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 56,391,508	\$ 56,702,943	\$ 56,702,875	\$ 58,158,779	\$ 59,559,107	6
Services And Supplies	14,392,651	16,628,458	14,333,948	12,651,637	12,802,832	-11
Fixed Assets	0	472,338	406,833	0	0	-
Expenditure Transfers	(14,067,026)	(13,464,539)	(12,222,196)	(12,027,530)	(12,177,530)	-13
<b>Total Expenditures</b>	<b>56,717,133</b>	<b>60,339,200</b>	<b>59,221,460</b>	<b>58,782,886</b>	<b>60,184,409</b>	<b>6</b>

## District Attorney Administration — Budget Unit 0202

### Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 56,391,508	\$ 56,702,943	\$ 56,702,875	\$ 58,158,779	\$ 59,559,107	6
Services And Supplies	14,392,651	16,628,458	14,333,948	12,651,637	12,802,832	-11
Fixed Assets	0	472,338	406,833	0	0	-
Expenditure Transfers	(14,067,026)	(13,464,539)	(12,222,196)	(12,027,530)	(12,177,530)	-13
<b>Fund Sub Total Expenditures</b>	<b>56,717,133</b>	<b>60,339,200</b>	<b>59,221,460</b>	<b>58,782,886</b>	<b>60,184,409</b>	<b>6</b>
<b>All Funds Total Expenditures</b>	<b>56,717,133</b>	<b>60,339,200</b>	<b>59,221,460</b>	<b>58,782,886</b>	<b>60,184,409</b>	<b>6</b>

## District Attorney Administration — Budget Unit 0202

### Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3810	High Tech Grant	1,500,000	1,973,600	381,955	1,000,000	1,150,000	-23
3811	DA Anti-Drug Abuse Enforcement Program	711,465	711,465	711,465	710,000	710,000	0
3812	Child Abuser Vertical Prosecution Grant	150,000	75,000	57,209			-100
3813	Workers Comp Fraud Grant	592,327	648,000	635,374	655,673	655,673	11
3814	DA Major Narcotic Vendor Prosecution	158,361	158,361	159,803	158,361	158,361	0
3815	Statutory Rape Prosecution	275,000	275,000	259,505	208,800	208,800	-24
3817	DA High Tech Identity Theft Program		1,075,795	600,966	500,000	500,000	0
3818	DA Auto Insurance Fraud Prosecution	595,683	648,027	638,035	652,344	652,344	10



**District Attorney Administration — Budget Unit 0202**  
**Revenues by Cost Center (Continued)**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3819	DA Urban Grant	598,991	795,913	714,347	661,804	661,804	10
3832	DA Administration	6,859,955	7,000,507	6,762,346	4,650,924	4,650,924	-32
3834	DA Investigations	109,963	217,532	253,802	385,314	385,314	250
3836	DA Attorneys	59,522	59,522	201,130	60,000	810,000	1,261
<b>Total Revenues</b>		<b>11,611,267</b>	<b>13,638,722</b>	<b>11,375,937</b>	<b>9,643,220</b>	<b>10,543,220</b>	<b>-9%</b>

**District Attorney Administration — Budget Unit 0202**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	145,000	250,807	291,522	170,000	170,000	17
Aid From Govt Agencies-State	6,445,326	5,328,704	5,130,935	4,748,573	4,748,573	-26
Aid From Govt Agencies-Federal	109,963	306,939	395,182	254,117	1,004,117	813
Charges For Current Services	3,684,826	5,213,968	3,359,825	3,577,530	3,727,530	1
Other Revenues	1,226,152	2,538,304	2,198,473	893,000	893,000	-27
<b>Total Revenues</b>	<b>11,611,267</b>	<b>13,638,722</b>	<b>11,375,937</b>	<b>9,643,220</b>	<b>10,543,220</b>	<b>-9</b>

**District Attorney Administration — Budget Unit 0202**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	145,000	250,807	291,522	170,000	170,000	17
Aid From Govt Agencies-State	6,445,326	5,328,704	5,130,935	4,748,573	4,748,573	-26
Aid From Govt Agencies-Federal	109,963	306,939	395,182	254,117	1,004,117	813
Charges For Current Services	3,684,826	5,213,968	3,359,825	3,577,530	3,727,530	1
Other Revenues	1,226,152	2,538,304	2,198,473	893,000	893,000	-27
<b>Fund Sub Total Revenues</b>	<b>11,611,267</b>	<b>13,638,722</b>	<b>11,375,937</b>	<b>9,643,220</b>	<b>10,543,220</b>	<b>-9</b>
<b>All Funds Total Revenues</b>	<b>11,611,267</b>	<b>13,638,722</b>	<b>11,375,937</b>	<b>9,643,220</b>	<b>10,543,220</b>	<b>-9</b>



### District Attorney Crime Laboratory — Budget Unit 0203 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3820	DA Crime Lab Administration	5,463,091	7,839,629	8,263,484	5,617,330	5,703,871	4
<b>Total Expenditures</b>		5,463,091	7,839,629	8,263,484	5,617,330	5,703,871	4%

### District Attorney Crime Laboratory — Budget Unit 0203 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 4,628,390	\$ 4,582,549	\$ 4,581,531	\$ 4,724,159	\$ 4,810,782	4
Services And Supplies	835,701	1,075,784	1,087,924	949,891	949,809	14
Fixed Assets	0	340,000	751,733	0	0	—
Operating/Equity Transfers	0	1,842,296	1,842,296	0	0	—
Expenditure Transfers	(1,000)	(1,000)	0	(56,720)	(56,720)	5,572
<b>Total Expenditures</b>	5,463,091	7,839,629	8,263,484	5,617,330	5,703,871	4

### District Attorney Crime Laboratory — Budget Unit 0203 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,628,390	\$ 4,582,549	\$ 4,581,531	\$ 4,724,159	\$ 4,810,782	4
Services And Supplies	835,701	1,075,784	1,087,924	949,891	949,809	14
Fixed Assets	0	340,000	751,733	0	0	—
Operating/Equity Transfers	0	1,842,296	1,842,296	0	0	—
Expenditure Transfers	(1,000)	(1,000)	0	(56,720)	(56,720)	5,572
<b>Fund Sub Total Expenditures</b>	5,463,091	7,839,629	8,263,484	5,617,330	5,703,871	4
<b>All Funds Total Expenditures</b>	5,463,091	7,839,629	8,263,484	5,617,330	5,703,871	4

### District Attorney Crime Laboratory — Budget Unit 0203 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3820	DA Crime Lab Administration	2,605,288	5,030,147	4,475,250	2,663,507	2,663,507	2
<b>Total Revenues</b>		2,605,288	5,030,147	4,475,250	2,663,507	2,663,507	2%



### District Attorney Crime Laboratory — Budget Unit 0203 Revenue by Type

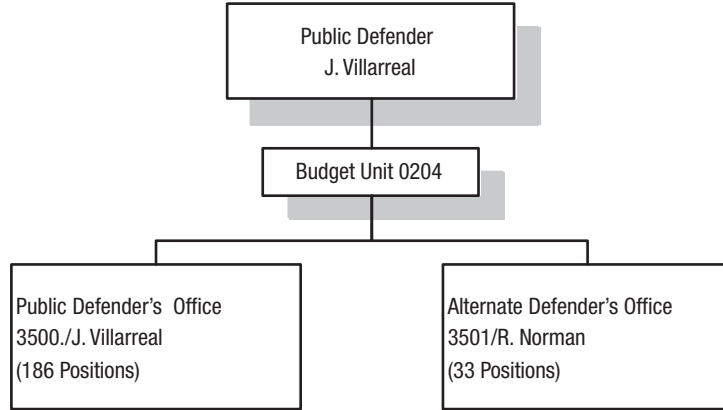
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	880,843	880,843	791,429	850,000	850,000	-4
Charges For Current Services	1,724,445	4,149,304	3,676,445	1,813,507	1,813,507	5
Other Revenues	0	0	7,376	0	0	-
<b>Total Revenues</b>	<b>2,605,288</b>	<b>5,030,147</b>	<b>4,475,250</b>	<b>2,663,507</b>	<b>2,663,507</b>	<b>2</b>

### District Attorney Crime Laboratory — Budget Unit 0203 Revenue by Fund

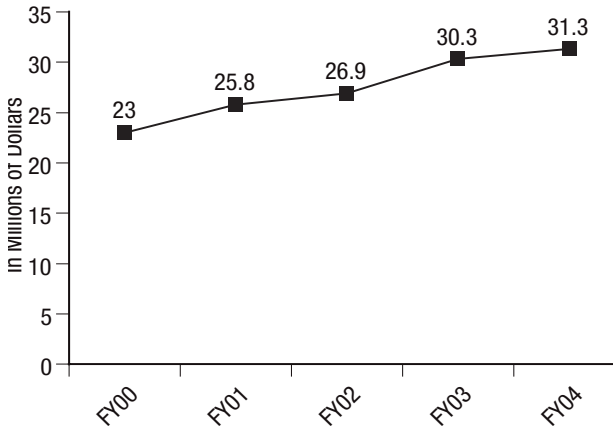
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	880,843	880,843	791,429	850,000	850,000	-4
Charges For Current Services	1,724,445	4,149,304	3,676,445	1,813,507	1,813,507	5
Other Revenues	0	0	7,376	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,605,288</b>	<b>5,030,147</b>	<b>4,475,250</b>	<b>2,663,507</b>	<b>2,663,507</b>	<b>2</b>
<b>All Funds Total Revenues</b>	<b>2,605,288</b>	<b>5,030,147</b>	<b>4,475,250</b>	<b>2,663,507</b>	<b>2,663,507</b>	<b>2</b>



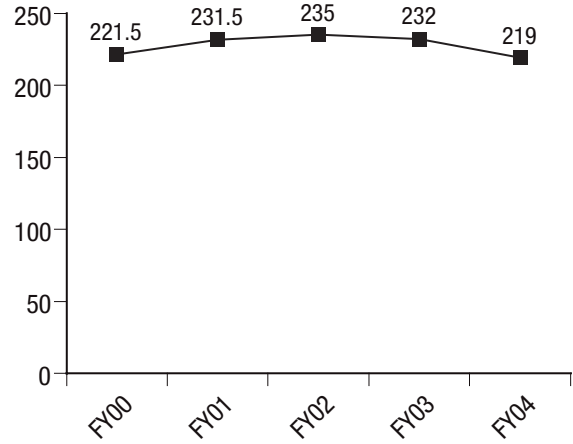
# Office of the Public Defender



Section 2: Public Safety & Justice



Appropriation Trend



Staffing Trend



## Public Purpose

- ➔ **Constitutional and Statutory Rights of Indigent Clients Protected**



## Desired Results

**Prompt representation of indigent clients.** This is promoted by the department through quick intake and timely actions to prepare cases for court proceedings.

**Effective Legal Advocacy.** This is promoted by the department through training, supervision, and case management.

**Alternatives to Incarceration.** This is promoted by the department through prompt identification of clients' special needs, investigation, and presentation of sentencing alternatives to the court.

## County Executive's Recommendation

### Staff-Related Reductions

- Delete 24.5 positions (17 Attorneys, 2.5 Investigators, and 5 clerical positions) with a cost of \$2,778,173. This reduction in staffing will be spread across all functional areas and programs in order to maintain minimum service levels.

**Total Ongoing Reduction: (\$2,778,173)**

- Increase the department's budgeted salary savings by \$65,586. It was recommended that the department's salary savings factor be increased by 0.2%, from 1.2% to 1.4% on an ongoing basis.

**Total Ongoing Reduction: (\$65,586)**

### Eliminate Misdemeanor Representation Program

- Eliminate the Public Defender's Misdemeanor Representation Program valued at \$1,452,113. Elimination of this program requires the deletion of 15.5 positions (7 Attorneys, 2 Investigators, and 6.5 cler-

ical positions). Eliminating the representation of misdemeanants by the Office of the Public Defender does not relieve the County of the fiscal responsibility to provide representation to indigent clients in most all misdemeanor cases.

**Total Ongoing Reduction: (\$1,452,113)**

Amount of reduction partially offset by appropriation in the budget for Criminal Justice Systemwide Costs

## Reduce Appropriations in Services and Supplies

- ☐ Reduce services and supplies appropriations in various accounts, including automobile services, contract services, and transportation and travel.

**Total Ongoing Reduction: (\$130,000)**

## County Executive's Revisions to Recommendation

Subsequent to the publishing of the FY 2004 Recommended Budget new information resulted in changes to the County Executive's recommendations. These changes are described below.

- ☐ The Misdemeanor Representation Program is restored to the Office of the Public Defender. This results from additional revenues, use of the reserve recommended in the budget for Criminal Justice Systemwide Costs, and a targeted attrition plan. The additional revenue source is an increased assessment and collection of Legal Service fees. This program restoration adds back 19.5 positions

(13 Attorneys, 2.5 Investigators, and 4 clerical positions) previously recommended for deletion. This revision to the County Executive's Recommended Budget was presented to the Public Safety and Justice Committee prior to Budget Hearings and received their support.

**Total One-Time Cost: \$549,995**

Full cost of restored positions is \$2,049,995  
Offset by \$500,000 in new revenue, \$1 million from the reserve in the budget for Criminal Justice Systemwide Costs, and \$549,995 in targeted attrition.

## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget, as revised, with the following changes:

- ☐ An additional 8 positions (4 Attorneys and 4 clerical positions) proposed for deletion were restored for four months until November 10, 2003. This restoration is intended to be one-time in nature to allow the Public Defender time to develop a plan to fund these positions on an ongoing basis. The

department is required to present such a plan to the Public Safety and Justice Committee in August 2003.

**Total One-Time Cost: \$244,092**

The full-year cost of the 8 restored positions is \$732,275  
FY 2004 Inventory Item #11

- ☐ Restore 2 positions (1 Community Worker and 1 Paralegal) based on the County's agreement with SEIU Local 715.

**Total Cost: \$135,284**

Full-Year position value.



### Public Defender — Budget Unit 0204 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3500	Public Defender Administration	25,131,709	25,173,973	25,270,092	23,898,482	26,104,130	4
3501	Alternate Public Defender	5,182,268	5,063,342	4,788,290	4,927,985	5,155,209	-1
<b>Total Expenditures</b>		<b>30,313,977</b>	<b>30,237,315</b>	<b>30,058,382</b>	<b>28,826,467</b>	<b>31,259,339</b>	<b>3%</b>

### Public Defender — Budget Unit 0204 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 27,894,460	\$ 28,007,092	\$ 27,228,038	\$ 26,378,922	\$ 28,813,087	3
Services And Supplies	2,651,304	2,392,188	2,783,279	2,656,918	2,655,625	0
Other Charges	1,438	1,438	0	1,438	1,438	0
Fixed Assets	0	69,822	274,733	0	0	-
Expenditure Transfers	(233,225)	(233,225)	(227,668)	(210,811)	(210,811)	-10
<b>Total Expenditures</b>	<b>30,313,977</b>	<b>30,237,315</b>	<b>30,058,382</b>	<b>28,826,467</b>	<b>31,259,339</b>	<b>3</b>

### Public Defender — Budget Unit 0204 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 27,894,460	\$ 28,007,092	\$ 27,228,038	\$ 26,378,922	\$ 28,813,087	3
Services And Supplies	2,651,304	2,392,188	2,783,279	2,656,918	2,655,625	0
Other Charges	1,438	1,438	0	1,438	1,438	0
Fixed Assets	0	69,822	274,733	0	0	-
Expenditure Transfers	(233,225)	(233,225)	(227,668)	(210,811)	(210,811)	-10
<b>Fund Sub Total Expenditures</b>	<b>30,313,977</b>	<b>30,237,315</b>	<b>30,058,382</b>	<b>28,826,467</b>	<b>31,259,339</b>	<b>3</b>
<b>All Funds Total Expenditures</b>	<b>30,313,977</b>	<b>30,237,315</b>	<b>30,058,382</b>	<b>28,826,467</b>	<b>31,259,339</b>	<b>3</b>

### Public Defender — Budget Unit 0204 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3500	Public Defender Administration	571,748	403,177	526,799	403,177	903,177	58
3501	Alternate Public Defender			579			0
<b>Total Revenues</b>		<b>571,748</b>	<b>403,177</b>	<b>527,378</b>	<b>403,177</b>	<b>903,177</b>	<b>58%</b>





**Public Defender — Budget Unit 0204**  
**Revenue by Type**

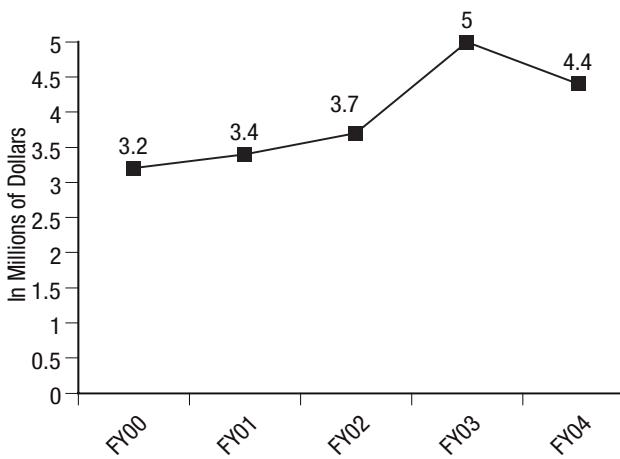
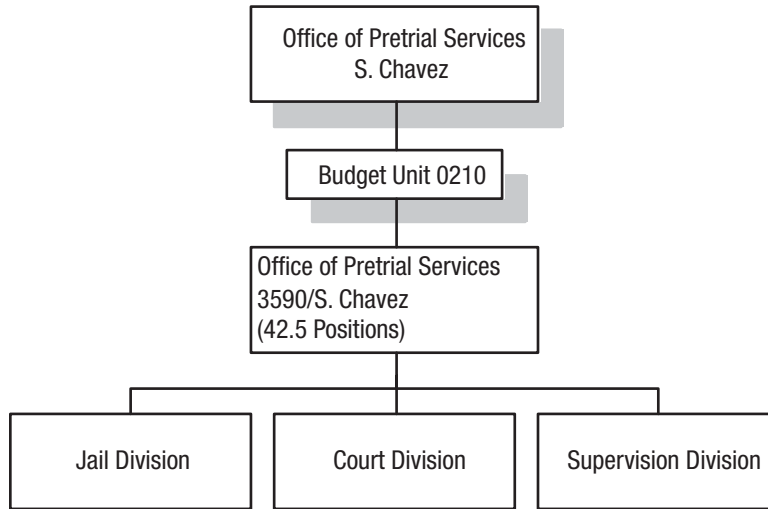
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-State	271,748	103,177	100,852	103,177	103,177	-62
Charges For Current Services	300,000	300,000	422,627	300,000	800,000	167
Other Revenues	0	0	3,899	0	0	-
<b>Total Revenues</b>	<b>571,748</b>	<b>403,177</b>	<b>527,378</b>	<b>403,177</b>	<b>903,177</b>	<b>58</b>

**Public Defender — Budget Unit 0204**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies-State	271,748	103,177	100,852	103,177	103,177	-62
Charges For Current Services	300,000	300,000	422,627	300,000	800,000	167
Other Revenues	0	0	3,899	0	0	-
<b>Fund Sub Total Revenues</b>	<b>571,748</b>	<b>403,177</b>	<b>527,378</b>	<b>403,177</b>	<b>903,177</b>	<b>58</b>
<b>All Funds Total Revenues</b>	<b>571,748</b>	<b>403,177</b>	<b>527,378</b>	<b>403,177</b>	<b>903,177</b>	<b>58</b>

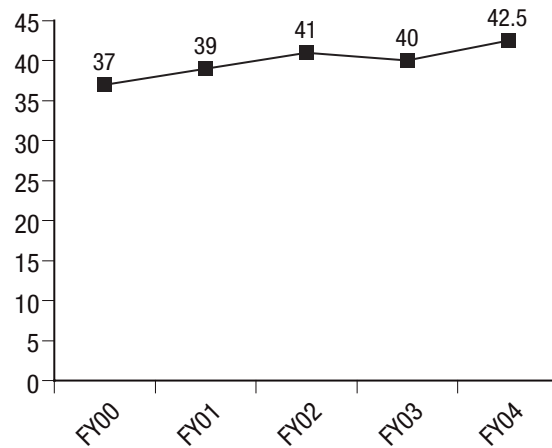


# Office of Pretrial Services



**Appropriation Trend**

In FY 2003, appropriations were provided for one-time technology funding



**Staffing Trend**



## Public Purpose

- **Public Safety**
- **Social & Financial Benefits to the Community**
- **Equitable Treatment of the Accused**



## Desired Results

**Informed Judicial Decision Making**, which the department promotes by providing the Court with pertinent information that enables the Court to assess public safety, flight risk, and alternatives to incarceration.

**Effective Supervision of Defendants**, which the department promotes by providing comprehensive monitoring of defendants on Pretrial release through the adjudication of their cases.

**Safe and Cost Effective Alternatives to Incarceration**, which the department promotes by recommending appropriate release of defendants, thus saving jail costs; monitoring defendants participation in rehabilitative/preventative treatment programs; supporting defendants' re-entry into the community to maintain family unity and continued employment.

## County Executive's Recommendation

- Recognize increased drug testing revenue.                       Reduce budgeted extra-help.

**Total Ongoing Revenue Increase: \$20,000**

**Total Ongoing Savings: (\$40,000)**

## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget without changes.

**Office Of Pretrial Services — Budget Unit 0210**  
**Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3590	Pretrial Services Administration	5,041,083	5,142,863	4,081,210	4,384,817	4,381,100	-13
	1 General Fund	5,041,083	5,142,863	4,081,210	4,384,817	4,381,100	-13
	21 Trial Court Operations Fund						
	<b>Total Expenditures</b>	5,041,083	5,142,863	4,081,210	4,384,817	4,381,100	-13%

**Office Of Pretrial Services — Budget Unit 0210**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 3,409,799	\$ 3,453,458	\$ 3,400,716	\$ 3,672,746	\$ 3,669,083	8
Services And Supplies	783,655	841,776	633,151	822,172	822,118	5
Fixed Assets	954,630	954,630	153,080	0	0	-100
Expenditure Transfers	(107,001)	(107,001)	(105,737)	(110,101)	(110,101)	3
<b>Total Expenditures</b>	5,041,083	5,142,863	4,081,210	4,384,817	4,381,100	-13

**Office Of Pretrial Services — Budget Unit 0210**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 3,409,799	\$ 3,453,458	\$ 3,400,716	\$ 3,672,746	\$ 3,669,083	8
Services And Supplies	783,655	841,776	633,151	822,172	822,118	5
Fixed Assets	954,630	954,630	153,080	0	0	-100
Expenditure Transfers	(107,001)	(107,001)	(105,737)	(110,101)	(110,101)	3
<b>Fund Sub Total Expenditures</b>	5,041,083	5,142,863	4,081,210	4,384,817	4,381,100	-13
<b>All Funds Total Expenditures</b>	5,041,083	5,142,863	4,081,210	4,384,817	4,381,100	-13

**Office Of Pretrial Services — Budget Unit 0210**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3590	Pretrial Services Administration	93,000	197,460	182,805	217,000	217,000	133
	<b>Total Revenues</b>	93,000	197,460	182,805	217,000	217,000	133%



**Office Of Pretrial Services — Budget Unit 0210**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Charges For Current Services	90,000	194,460	178,985	213,000	213,000	137
Other Revenues	3,000	3,000	3,820	4,000	4,000	33
<b>Total Revenues</b>	<b>93,000</b>	<b>197,460</b>	<b>182,805</b>	<b>217,000</b>	<b>217,000</b>	<b>133</b>

**Office Of Pretrial Services — Budget Unit 0210**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	90,000	194,460	178,985	213,000	213,000	137
Other Revenues	3,000	3,000	3,820	4,000	4,000	33
<b>Fund Sub Total Revenues</b>	<b>93,000</b>	<b>197,460</b>	<b>182,805</b>	<b>217,000</b>	<b>217,000</b>	<b>133</b>
<b>All Funds Total Revenues</b>	<b>93,000</b>	<b>197,460</b>	<b>182,805</b>	<b>217,000</b>	<b>217,000</b>	<b>133</b>



## Criminal Justice System-Wide Costs

### Overview

The Criminal Justice System-wide Costs budget reflects General Fund support for Trial Court operations, indigent defense contract services and Public Safety Sales Tax revenue. Oversight and administration of maintenance of effort requirements is provided by the Office of the County Executive.

### Trial Court Operations

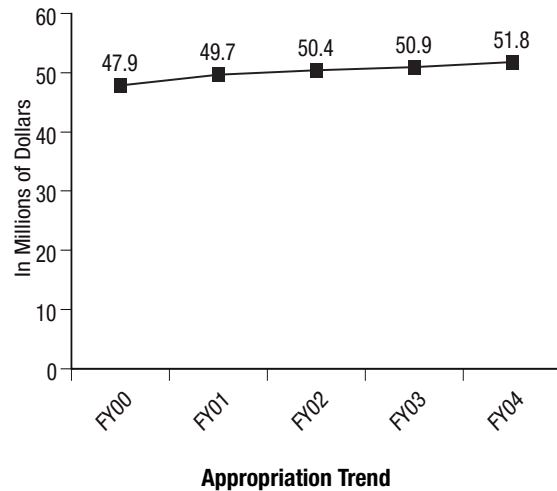
The Trial Court Funding Act of 1997 requires Santa Clara County to meet a \$40,324,363 maintenance of effort (MOE) requirement in support of trial court operations. The MOE requirement consists of two components:

- ❑ An amount based on, though not equivalent to, the County's contribution to trial court operations in Fiscal Year 1994-95, (\$28,726,780) and
- ❑ an amount equivalent to the fines and forfeitures revenue remitted to the state in Fiscal Year 1994-95 (\$11,597,583).

Under the provisions of the Trial Court Funding Act the County remains responsible for providing Court facilities. Lease and insurance costs for Court facilities are budgeted at \$4.9 million for FY 2004. An additional \$915,000 is budgeted to meet the County's fiscal obligation for a variety of expenses incurred by the Court (e.g., Grand Jury).

### Indigent Defense Contract Services

Indigent defense in Santa Clara County is primarily provided by the Public Defender's Office (PDO). The Alternate Defender Office (ADO) is in a separate division of the PDO and provides representation to indigent defendants whose interests are in conflict with the Public Defender. The program was designed to assume conflicted adult felonies declared in the San Jose Facility, and all adult homicides. The County has a contract with the Legal Aid Society of Santa Clara



County to provide indigent defense for those cases where a conflict of interest precludes representation by either the Public Defender or the Alternate Defender. The contract is budgeted at \$5 million for Fiscal Year 2004. An additional \$616,800 is budgeted for allocation to 12 agencies to provide unmet civil legal needs in the community. The funding of these services is fully discretionary.

### Public Safety Sales Tax

The Public Safety Sales Tax is a 1/2 cent sales tax implemented as a result of Proposition 172 and passed in 1993. The driving economic forces for revenue growth in this account are *statewide* taxable sales. Each County's share of the Public Safety Sales Tax is based on the amount a county contributes to the Statewide total in the previous year. Over the past two years, the dramatic economic downturn in the Silicon Valley has had a dramatic affect on our local share of this key revenue source. In Fiscal Year 2004, the Administration is estimating that collections will total \$150,352,000, a 14.4% decrease from the \$175,725,000 budgeted for Fiscal Year 2003.

Maintenance of effort legislation requires the County to increase appropriations in Public Safety and Justice programs at a rate similar to the growth in this revenue account. The Office of Budget and Analysis has done a

preliminary estimate of the MOE for FY 2004, which indicates the decline in revenues will be far greater than the net decline in expenditures due to the growth in salary and benefit costs. As a result, we believe we will

continue to be within the legal limits of the maintenance of effort requirements for the Public Safety Sales Tax.

## County Executive's Recommendation

- Allocate \$1 million in ongoing funds to mitigate the service impacts of reductions in the Office of the Public Defender by providing a source of funds for contract services, primarily for the defense of indigent clients in misdemeanor cases.

**Total Ongoing Cost: \$1,000,000**

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

- Eliminate the \$1 million in ongoing funds originally proposed for allocation here and re-allocate those funds to the Office of the Public Defender.

The re-allocation of \$1 million to the Public Defender's budget was part of a larger restoration plan that will allow the Office of the Public Defender to continue representation of indigent clients in misdemeanor cases.

**Total Ongoing Savings: (\$1,000,000)**

## Changes Approved by the Board of Supervisors

The Board of Supervisors approved the budget as recommended.

### Criminal Justice System-Wide Costs — Budget Unit 0217 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3217	Criminal Justice System-Wide Costs	50,864,756	50,864,756	50,815,532	52,795,179	51,795,179	2
<b>Total Expenditures</b>		50,864,756	50,864,756	50,815,532	52,795,179	51,795,179	2%



### Criminal Justice System-Wide Costs — Budget Unit 0217 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	50,864,756	50,864,756	50,815,532	52,795,179	51,795,179	2
<b>Total Expenditures</b>	<b>50,864,756</b>	<b>50,864,756</b>	<b>50,815,532</b>	<b>52,795,179</b>	<b>51,795,179</b>	<b>2</b>

### Criminal Justice System-Wide Costs — Budget Unit 0217 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	50,864,756	50,864,756	50,815,532	52,795,179	51,795,179	2
<b>Fund Sub Total Expenditures</b>	<b>50,864,756</b>	<b>50,864,756</b>	<b>50,815,532</b>	<b>52,795,179</b>	<b>51,795,179</b>	<b>2</b>
<b>All Funds Total Expenditures</b>	<b>50,864,756</b>	<b>50,864,756</b>	<b>50,815,532</b>	<b>52,795,179</b>	<b>51,795,179</b>	<b>2</b>

### Criminal Justice System-Wide Costs — Budget Unit 0217 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3217	Criminal Justice System-Wide Costs	195,882,955	195,882,955	178,020,924	171,056,604	171,056,604	-13
	<b>Total Revenues</b>	<b>195,882,955</b>	<b>195,882,955</b>	<b>178,020,924</b>	<b>171,056,604</b>	<b>171,056,604</b>	<b>-13%</b>

### Criminal Justice System-Wide Costs — Budget Unit 0217 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	14,191,399	14,191,399	14,933,884	14,791,399	14,791,399	4
Aid From Govt Agencies-State	175,778,351	175,778,351	155,496,432	150,352,000	150,352,000	-14
Charges For Current Services	5,913,205	5,913,205	7,589,611	5,913,205	5,913,205	0
Other Revenues	0	0	997	0	0	-
<b>Total Revenues</b>	<b>195,882,955</b>	<b>195,882,955</b>	<b>178,020,924</b>	<b>171,056,604</b>	<b>171,056,604</b>	<b>-13</b>



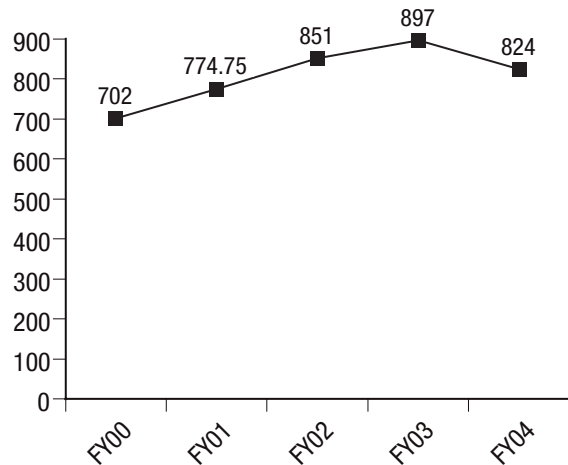
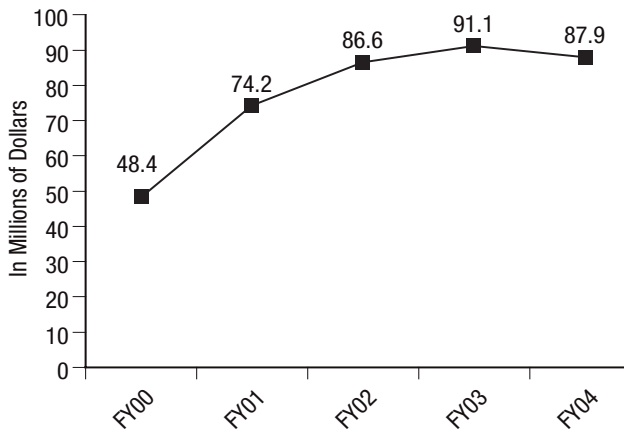
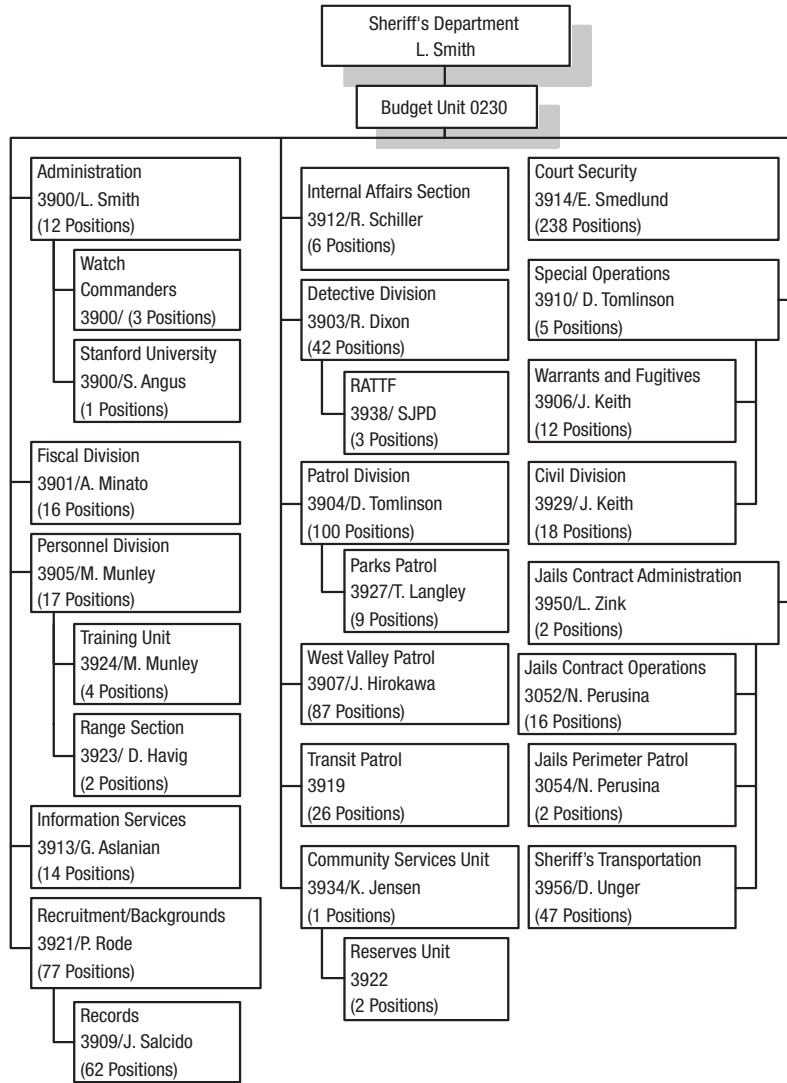


**Criminal Justice System-Wide Costs — Budget Unit 0217**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	14,191,399	14,191,399	14,933,884	14,791,399	14,791,399	4
Aid From Govt Agencies- State	175,778,351	175,778,351	155,496,432	150,352,000	150,352,000	-14
Charges For Current Services	5,913,205	5,913,205	7,589,611	5,913,205	5,913,205	0
Other Revenues	0	0	997	0	0	-
<b>Fund Sub Total Revenues</b>	<b>195,882,955</b>	<b>195,882,955</b>	<b>178,020,924</b>	<b>171,056,604</b>	<b>171,056,604</b>	<b>-13</b>
<b>All Funds Total Revenues</b>	<b>195,882,955</b>	<b>195,882,955</b>	<b>178,020,924</b>	<b>171,056,604</b>	<b>171,056,604</b>	<b>-13</b>



# Office of the Sheriff



Appropriation Trend

Staffing Trend



## Public Purpose

### ➔ Public Safety



## Desired Results

**Public Confidence in the Sheriff's Office** achieved by maintaining a high level of citizen satisfaction with law enforcement services in conjunction with a low number of citizen complaints against staff.

**Protection of Life and Property** achieved by controlling crime and violence through effective law enforcement and community-oriented policing programs, maintaining safe and secure jail facilities and courthouses, and reducing vehicular accidents in the contract cities through effective traffic law enforcement and education efforts.

**Fiscal Responsibility** achieved through enforcement contracts, operating within approved budgets, and maximizing revenues to meet department expenditures and community-oriented policing programs.

## County Executive's Recommendation

### Staff-Related Reductions

- Delete 47 positions, including 1.0 FTE Undersheriff, 7.0 FTE Law Enforcement Clerks, 1.0 FTE Wildlife Officer/Game Warden, 30.0 FTE Deputy Sheriff, 1.0 FTE Latent Fingerprint Examiner, 1.0 FTE Administrative Assistant, 1.0 FTE Information Systems Technician, 1.0 FTE Office Specialist III, 1.0 FTE Rangemaster, 1.0 FTE Executive Assistant I, and 2.0 FTE Sheriff Correctional Officers.

**Total Ongoing Savings: (\$4,050,045)**

- Reduce Extra Help and Overtime expenditures.

**Total Ongoing Savings: (\$32,504)**  
Extra Help (\$21,784) and Overtime (\$10,720)

- Reduce Recruitment Costs.

**Total Ongoing Savings: (\$892,629)**

## Adjust Appropriations for Services and Supplies

- Reduce ongoing appropriations for office supplies, County vehicles, and professional and specialized services.

**Total Ongoing Savings: (\$424,916)**

- Add ongoing funding for parking fees for Deputies assigned to Court Security.

**Total Ongoing Cost: \$32,940**  
100% Reimbursed through Agreement with Court

## Revenue Adjustments

- Increase revenue assumptions for various fees to maximize cost recovery.

**Total Ongoing Revenue: \$1,451,338**

## One-time Appropriations

- Add 1.0 FTE Deputy Sheriff (U) and expenses on a one-time basis for the Risk Management Grant.

**Total One-time Cost: \$125,000**  
100% Reimbursed by grant revenue

- Add \$50,000 in one-time funds and \$1,000 in ongoing funds for a record retrieval system in the Records Division.

**Total One-time Cost: \$50,000**  
**Total Ongoing Cost: \$1,000**

- Fund 2.0 FTE Deputy Sheriffs and \$14,324 in expenses with the Rapid Enforcement Allied Computer Team grant.

**Total One-time Cost: \$180,000**  
100% reimbursed by grant revenue

- Add 3.0 FTE Unclassified Deputy Sheriff positions for 18 months for the final phase of upgrading its radio and records management system.

**Total One-time Cost: \$280,000**  
Offset by reappropriation of FY 2003 unspent balance for this project

- Add one-time funding for 1.0 FTE Captain and 3.0 FTE Sergeant positions and expenses in the Special Operations Unit to address homeland security issues.

**Total One-time Cost: \$547,056**

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

- Retain one Law Enforcement Clerk position originally recommended for deletion, assigned to the DEA Transportation South Bay Task Force. Recognize new revenue from the Drug Enforcement Agency.

**Total Ongoing Cost: \$59,124**  
100% reimbursed by revenue

- Add one Sheriff Sergeant position assigned to Court Security and recognize increased revenue from the Court. This addition improves the span of control within the Court Security Division.

**Total Ongoing Cost: \$110,640**  
100% reimbursed by Court

- Delete 5.0 FTE Deputy Sheriff positions assigned to Transit Patrol and reduce revenue from Valley Transportation Authority. Due to VTA's budget shortfall, VTA is reducing its costs associated with security services provided by the Sheriff's Office.

**Total Ongoing Savings: (\$485,130)**  
Offset by loss of revenue from VTA



## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget with the following changes:

- Restore one Latent Fingerprint Examiner I position based on the County's agreement with SEIU Local 715.

**Total Cost: \$78,680**

Full-Year Position Value

- Restore one Information Systems Technician II position based on the County's agreement with SEIU Local 715.

**Total Cost: \$83,772**

Full-Year Position Value

- Restore three Sheriff Correctional Officer positions to support the inmate transportation function outlined in Budget Unit 235 Department of Correction Contract, "County Executive's Revisions to Recommendations". The revenue recognized in Budget Unit 235 as part of the revised County Executive recommendation will support approximately four months of expense (July 1, 2003 through November 10, 2003).

**Total Cost: \$87,704**

Four-month Position Value

## Sheriff Services — Budget Unit 0230 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3900	Sheriff Administration	5,290,670	8,372,875	4,874,475	3,914,048	3,914,048	-26
3901	Fiscal Division	1,022,385	1,022,354	1,223,631	1,104,828	1,104,828	8
3903	Detective Division	4,940,921	4,935,937	5,364,126	5,246,530	5,305,894	7
3904	Patrol Division	12,082,258	12,129,797	12,315,454	12,162,535	12,162,535	1
3905	Personnel And Training	6,257,606	6,256,337	6,244,070	4,140,073	4,130,189	-34
3906	Warrants And Fugitives	1,439,152	1,414,538	1,471,796	1,387,492	1,387,492	-4
3907	Westside Station	10,940,680	10,932,213	10,607,821	11,619,987	11,619,987	6
3909	Records Section	5,079,436	5,379,179	4,876,970	5,247,822	5,326,502	5
3910	Sheriff Special Ops	911,928	1,319,392	820,804	694,203	694,203	-24
3912	Internal Affairs	430,587	430,176	544,602	747,489	747,489	74
3913	Data Management	2,927,598	6,143,367	3,618,318	2,220,772	2,304,544	-21
3914	Court Security	20,779,486	20,777,426	19,321,754	23,368,512	23,479,370	13
3919	Transit Patrol	3,750,455	3,747,321	3,766,869	4,048,724	3,562,454	-5
3922	Reserves Unit	485,200	484,667	733,442	388,802	388,802	-20
3924	Training	1,041,074	1,033,938	1,191,186	1,052,997	1,052,997	1
3927	Parks Patrol	(446,625)	(446,625)	(529,910)	(27,187)	(27,187)	-94
3929	Civil Division	1,486,835	1,485,744	1,592,920	1,565,907	1,565,907	5
3950	Jails Contract				9,049,800	9,137,498	
	<b>Total Expenditures</b>	<b>78,419,646</b>	<b>85,418,636</b>	<b>78,038,328</b>	<b>87,933,338</b>	<b>87,857,556</b>	<b>12%</b>



### Sheriff Services — Budget Unit 0230 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 69,298,063	\$ 72,386,576	\$ 66,245,157	\$ 78,389,446	\$ 78,323,548	13
Services And Supplies	10,065,034	10,927,684	10,469,877	10,944,524	10,934,640	9
Other Charges	64,173	0	0	0	0	-100
Fixed Assets	650,000	3,762,000	2,926,405	50,000	50,000	-92
Expenditure Transfers	(1,657,624)	(1,657,624)	(1,603,111)	(1,450,632)	(1,450,632)	-12
<b>Total Expenditures</b>	<b>78,419,646</b>	<b>85,418,636</b>	<b>78,038,328</b>	<b>87,933,338</b>	<b>87,857,556</b>	<b>12</b>

### Sheriff Services — Budget Unit 0230 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 69,298,063	\$ 72,386,576	\$ 66,245,157	\$ 78,389,446	\$ 78,323,548	13
Services And Supplies	10,065,034	10,927,684	10,469,877	10,944,524	10,934,640	9
Other Charges	64,173	0	0	0	0	-100
Fixed Assets	650,000	3,762,000	2,926,405	50,000	50,000	-92
Expenditure Transfers	(1,657,624)	(1,657,624)	(1,603,111)	(1,450,632)	(1,450,632)	-12
<b>Fund Sub Total Expenditures</b>	<b>78,419,646</b>	<b>85,418,636</b>	<b>78,038,328</b>	<b>87,933,338</b>	<b>87,857,556</b>	<b>12</b>
<b>All Funds Total Expenditures</b>	<b>78,419,646</b>	<b>85,418,636</b>	<b>78,038,328</b>	<b>87,933,338</b>	<b>87,857,556</b>	<b>12</b>

### Sheriff Services — Budget Unit 0230 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3900	Sheriff Administration	1,665,087	1,096,087	922,763	352,500	352,500	-79
3901	Fiscal Division	24,132	24,132	34,203	41,132	41,132	70
3903	Detective Division	598,628	508,628	803,760	2,004,736	2,063,860	245
3904	Patrol Division	255,722	331,356	156,117	160,222	160,222	-37
3905	Personnel And Training			18,169			0
3906	Warrants And Fugitives	60,000	560,000	610,386	560,000	560,000	833
3907	Westside Station	9,776,787	9,776,787	9,527,976	9,779,787	9,779,787	0
3909	Records Section	542,700	542,700	798,187	679,700	679,700	25
3910	Sheriff Special Ops		136,464	16,721			0
3912	Internal Affairs				125,000	125,000	0
3913	Data Management	200,000	200,000	172,994	250,000	250,000	25
3914	Court Security	20,547,737	20,547,737	20,204,764	23,164,614	23,134,549	13
3919	Transit Patrol	3,750,455	3,750,455	3,882,042	3,700,000	3,657,858	-2
3922	Reserves Unit	40,000	40,000	179,206	40,000	40,000	0



**Sheriff Services — Budget Unit 0230**  
**Revenues by Cost Center (Continued)**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3924	Training	267,121	267,121	245,359	70,000	70,000	-74
3927	Parks Patrol				345,000	345,000	0
3929	Civil Division	455,500	506,327	563,642	501,827	501,827	10
3950	Jails Contract				5,000	5,000	0
<b>Total Revenues</b>		<b>38,183,869</b>	<b>38,287,794</b>	<b>38,136,289</b>	<b>41,779,518</b>	<b>41,766,435</b>	<b>9%</b>

**Sheriff Services — Budget Unit 0230**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	12,500	12,500	10,518	12,500	12,500	0
Fines, Forfeitures, Penalties	120,500	620,500	565,528	565,000	565,000	369
Aid From Govt Agencies-State	1,361,621	789,085	728,020	55,000	55,000	-96
Aid From Govt Agencies-Federal	374,509	391,872	471,914	320,000	320,000	-15
Charges For Current Services	32,251,862	32,360,960	32,014,000	36,452,096	36,481,155	13
Other Revenues	4,062,877	4,112,877	4,346,309	4,374,922	4,332,780	7
<b>Total Revenues</b>	<b>38,183,869</b>	<b>38,287,794</b>	<b>38,136,289</b>	<b>41,779,518</b>	<b>41,766,435</b>	<b>9</b>

**Sheriff Services — Budget Unit 0230**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	12,500	12,500	10,518	12,500	12,500	0
Fines, Forfeitures, Penalties	120,500	620,500	565,528	565,000	565,000	369
Aid From Govt Agencies-State	1,361,621	789,085	728,020	55,000	55,000	-96
Aid From Govt Agencies-Federal	374,509	391,872	471,914	320,000	320,000	-15
Charges For Current Services	32,251,862	32,360,960	32,014,000	36,452,096	36,481,155	13
Other Revenues	4,062,877	4,112,877	4,346,309	4,374,922	4,332,780	7
<b>Fund Sub Total Revenues</b>	<b>38,183,869</b>	<b>38,287,794</b>	<b>38,136,289</b>	<b>41,779,518</b>	<b>41,766,435</b>	<b>9</b>
<b>All Funds Total Revenues</b>	<b>38,183,869</b>	<b>38,287,794</b>	<b>38,136,289</b>	<b>41,779,518</b>	<b>41,766,435</b>	<b>9</b>



### Court/Custody Operations — Budget Unit 0231 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3000	Administration	705,469	704,554	560,467			-100
3026	Main Jail Complex	2,836,471	3,470,856	3,410,383			-100
3036	Elmwood Men's Facility	2,975,967	2,975,589	3,130,293			-100
3041	Correctional Center for Women (CCW)	544,062	543,892	593,957			-100
3047	Transportation	5,637,887	5,489,899	5,139,845			-100
<b>Total Expenditures</b>		12,699,856	13,184,790	12,834,945	0	0	-100%

### Court/Custody Operations — Budget Unit 0231 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 11,401,035	\$ 12,035,980	\$ 11,786,338	\$ 0	\$ 0	-100
Services And Supplies	1,298,821	1,148,810	1,048,607	0	0	-100
<b>Total Expenditures</b>	12,699,856	13,184,790	12,834,945	0	0	-100

### Court/Custody Operations — Budget Unit 0231 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 11,401,035	\$ 12,035,980	\$ 11,786,338	\$ 0	\$ 0	-100
Services And Supplies	1,298,821	1,148,810	1,048,607	0	0	-100
<b>Fund Sub Total Expenditures</b>	12,699,856	13,184,790	12,834,945	0	0	-100
<b>All Funds Total Expenditures</b>	12,699,856	13,184,790	12,834,945	0	0	-100

### Court/Custody Operations — Budget Unit 0231 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3047	Transportation	1,300	1,300	19,294			-100
<b>Total Revenues</b>		1,300	1,300	19,294			-100%





**Court/Custody Operations — Budget Unit 0231**  
**Revenue by Type**

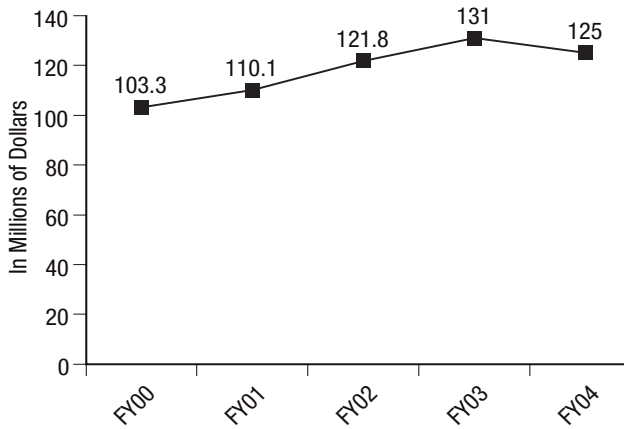
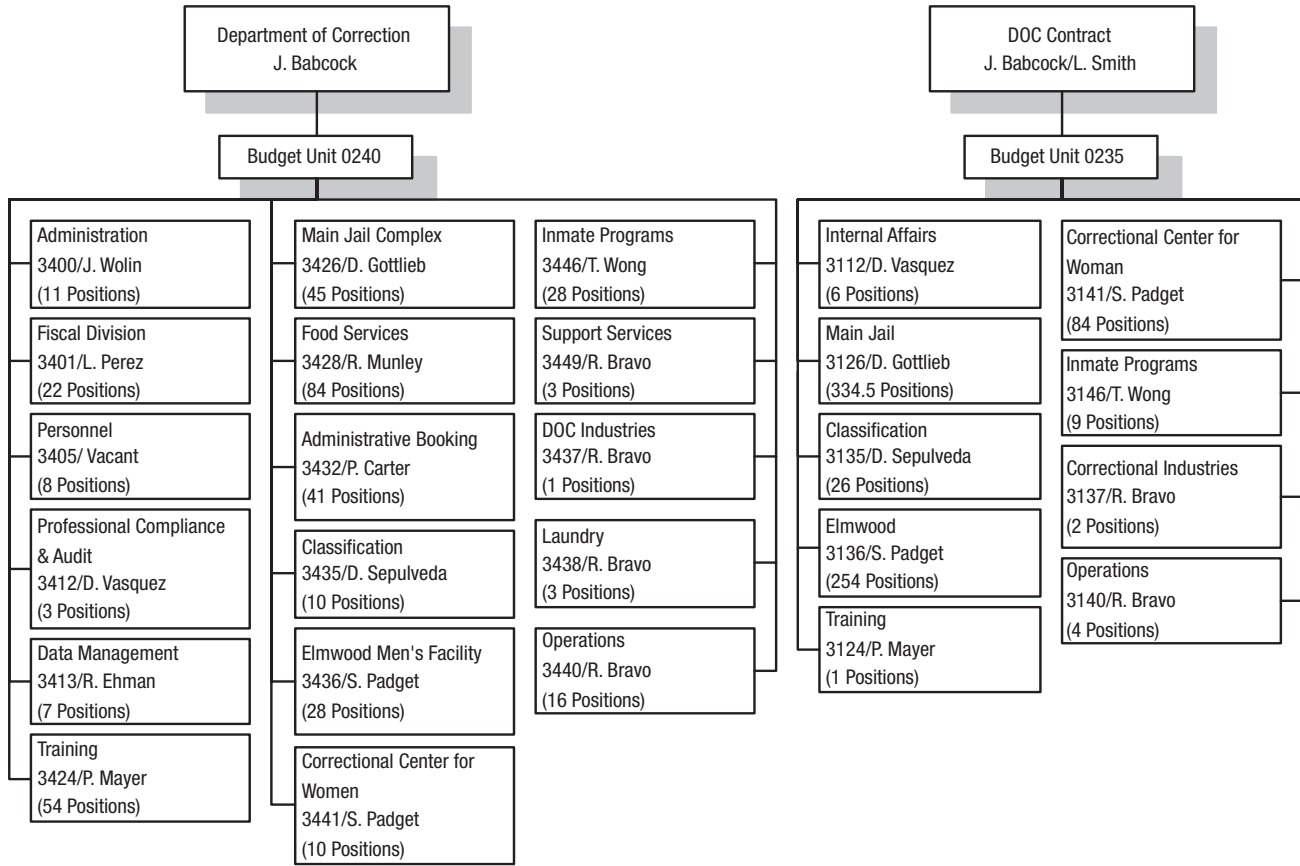
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Charges For Current Services	1,300	1,300	19,294	0	0	-100
<b>Total Revenues</b>	1,300	1,300	19,294	0	0	-100

**Court/Custody Operations — Budget Unit 0231**  
**Revenue by Fund**

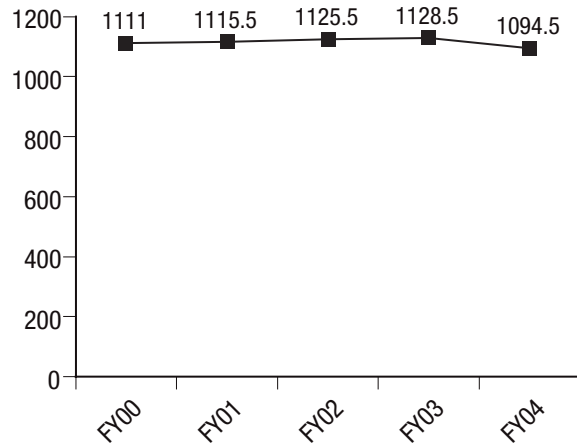
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Charges For Current Services	1,300	1,300	19,294	0	0	-100
<b>Fund Sub Total Revenues</b>	1,300	1,300	19,294	0	0	-100
<b>All Funds Total Revenues</b>	1,300	1,300	19,294	0	0	-100



# Department of Correction



**Expenditure Trend**



**Staffing Trend**

The increase in expenditures in FY 2004 is the net result of the Department's budget reductions, plus the elimination of Budget Unit 231 (Court/Custody Operations) in the Office of the Sheriff. The elimination of Budget Unit 231 resulted in the Department of Correction positions and expenditures within Budget Unit 231 returning to Budget Unit 235 (DOC Contract).



## Public Purpose

- ➔ Public Safety
- ➔ Compliance with Mandates



## Desired Results

**Successful Inmate Programs** achieved through time spent in jail in a positive and productive manner and to facilitate successful reintegration into the community.

**Effective Administrative and Support Services** achieved by maintaining a safe work environment and facilities, the best qualified workforce, well-trained and healthy staff, and properly maintained facilities.

**Safe Housing of Inmates** achieved through effective custody of inmates in a safe and controlled environment.

**Least Restrictive Custody of Inmates** achieved through the proper housing of inmates in the least restrictive environment.

## County Executive's Recommendation

### Inmate Programs and Closure of the M-8 Unit at Elmwood

- Delete 19.0 FTE wholly or partially funded by the Inmate Welfare Fund (IWF).

**Total Ongoing Savings: (\$1,662,541)**

Offset by loss of \$839,459 in reimbursement from the IWF

- Reduce IWF-funded Programs contracts in the amount of \$1,129,571 with no impact to the General Fund.

**Total Ongoing Savings in IWF: (\$1,129,571)**

No Impact to County General Fund

- ❑ Replace funding source for 25.5 FTE from the General Fund to the Inmate Welfare Fund.

**Total Ongoing Increased Reimbursement: (\$2,695,860)**  
Reimbursement from IWF

- ❑ Close the M-8 Unit at the Elmwood facility on an ongoing basis, and re-open one-half of M-8 on a one-time basis, deleting 30.5 FTE Sheriff Correctional Officers, and restoring 3.0 FTE Rehabilitation Officers and 2.0 FTE Sheriff Correctional Offices assigned to programs.

**Total Ongoing Savings: (\$2,043,829)**

- ❑ Recognize one-time revenue from the inmate telephone services contract.

**Total One-time Revenue: \$1,800,000**

### Closure of W-1 at the Correctional Center for Women

- ❑ Close the W-1 unit and delete 14.0 FTE Sheriff Correctional Officer positions at the Correctional Center for Women (CCW).

**Total Ongoing Savings: (\$1,189,996)**

### Reduce Custody Health Expenses

- ❑ Reduce expenses for Custody Health Services. The reductions identified by Custody Health affects the Department of Correction by deleting of 3.0 FTE assigned to the Elmwood jail facility: 0.5 FTE Shift Supervisor, 0.5 FTE Medical Admitting Clerk, 2.0 FTE Clinical Nurse.

**Total Ongoing Savings: (\$313,538)**

### North County Jail Reduction

- ❑ Delete 1.0 FTE Sheriff Correctional Sergeant and 2.0 FTE Sheriff Correctional Officer assigned to North County Jail.

**Total Ongoing Savings: (\$279,194)**

### Ongoing Funding for Existing Positions

- ❑ Provide ongoing funding for 11.0 FTE Sheriff Correctional Officer positions that were previously funded one-time.

**Total Ongoing Cost: \$1,027,487**

### Increase Revenues

- ❑ Increase appropriations in the following accounts:

Revenues	Revenue
Contra Costa Mental Health Inmates	\$730,000
Alameda County Mental Health Inmates	\$730,000
State Prisoner Inmate Housing	\$282,720
Increase Price of Meal Tickets	\$33,000
PSP and WWP Program (Dept of Revenue)	\$380,000
<b>Total</b>	<b>\$2,155,720</b>

**Total Ongoing Revenue Increase: \$2,155,720**

### Close Sobering Station

- ❑ Reduce expenses related to the operation of the Sobering Station. The Board approved the non-renewal of the Agreement in February 2003, and the Sobering Station closed on February 28, 2003.

**Total Ongoing Savings: (\$354,000)**

### Reduce Staff and Related Expenses in Various Units

- ❑ Delete 2.0 FTE Information Systems Manager I positions, and reduce contract expenses in the amount of \$45,000 in the Information Systems unit.

**Total Ongoing Savings: (\$292,564)**

- ❑ Eliminate the midnight shift in the Administrative Booking unit and delete 6 positions, including 1.0 FTE Law Enforcement Records Technician, 3.0 FTE Law Enforcement Clerks, 1.0 FTE Law Enforcement Records Specialist and 1.0 FTE Office Specialist III (U).

**Total Ongoing Savings: (\$338,424)**



- ❑ Add 1.0 Correctional Sergeant position, and delete 5.0 FTE Sheriff Correctional Officers and 3.0 FTE Law Enforcement Clerks in the Classifications unit.

**Total Ongoing Savings: (\$621,376)**

Cost of Adding Position: \$92,888

- ❑ Delete 3.0 FTE Cook II/I and 6.0 FTE Food Service Workers in Food Services. Additionally, increase overtime funding by \$225,000, reduce Holiday Overtime expense by \$15,000, and reduce appropriations for various services and supplies.

**Total Ongoing Savings: (\$988,844)**

- ❑ Delete 1.0 FTE Management Analysis Program Manager I, 1.0 FTE Program Manager I, 1.0 FTE Correctional Training Specialist and 1.0 FTE Account Clerk II from Administration.

**Total Ongoing Savings: (\$340,889)**

**Reduce Appropriations for Service and Supplies**

- ❑ Reduce various services and supplies expenses throughout the department.

**Total Ongoing Savings: (\$1,555,247)**

- ❑ Reduce expenses by using more cost-effective mattress cores

**Total Ongoing Savings: (\$125,000)**

**Delete Custody Support Positions**

- ❑ Delete 7.0 FTE Custody Support Assistants and reduce overtime expenses for Custody Support Assistant positions in the Programs unit by \$60,000.

**Total Ongoing Savings: (\$499,020)**

**County Executive's Revisions to Recommendation**

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

**Increase Revenue to Support Four Months of Expense of Restored Programs and Services**

- ❑ New ongoing revenue totaling \$1.5 million has been identified from three sources:

Description	Revenue
Southwest Border Prosecution Grant	\$360,000
Telephone Contract	\$300,000
US Marshal - Prisoner Housing	\$925,133
<b>Total</b>	<b>\$1,585,133</b>

The revenue recognized in the revised County Executive recommendation will support approximately four months of expense (July 1, 2003 through November 10, 2003) for the full restoration of staffing for one half of the Men's M8 Module at Elmwood (21.0 FTES) and the restoration of staffing for the Women's W1 Module at the Women's Facility (14.0 FTES), as well as the restoration of 20.0 FTES for programs and support.

Prior to the Fall budget reductions the new ongoing revenue sources will be re-evaluated to determine if they can truly support these restorations on an ongoing basis. If so, the Administration will bring forward a proposal to recognize and increased level of revenue and continue the funding for the restored positions beyond November. If the revenues are found not to be sustainable at the higher level, alternative sources of funding have been identified by the department to support the restorations (e.g., a reduction in Academy funding, etc.). Alternatively, a proposal to reduce staff and expenses to the level at which revenues are assured to be collected will be developed for the Board's consideration in the Fall.

The total revised recommendation results in a savings of \$327,907 in one-time funds that were originally used to "bridge" the gap between one-time expenses and one-time revenues for the department in the Recommended Budget document.

The following table reflects the County Executive's revisions to the recommendations:



## Revision to the County Executive's FY 2004 Recommended Budget

Proposal	FTE	ONGOING			ONETIME		
		4 Month Expense	Revenue	Net Cost	12 Month Expense	12 Month Revenue	Net Cost
Replace One-time Funding as Stated in the FY 2004 Recommended Budget with Ongoing Funding for Sheriff Correctional Officer Positions in Half of M8	18.5	543,081		543,081	(1,629,243)	(1,800,000)	170,757
Add back 2.5 Sheriff Correctional Officer Positions to Fully Restore Half of M8	2.5	73,235		73,235			
One-time Object 2 Services and Supplies for Food, Laundry, and Clothing for M8					510,000		510,000
Add-back 3 Sheriff Correctional Officer Positions for Transportation of US Marshal inmates (Expense budgeted in Budget Unit 230 Sheriff Services for Object One Salaries and Benefits expenses)	3.0	88,574		88,574			
Replace One-time Funding as Stated in the FY 2004 Recommended Budget with Ongoing Funding for 3 Rehabilitation Officers and 2 Sheriff Correctional Officers	5.0	166,221		166,221	(498,664)		(498,664)
Restore Rehabilitation Officers in Programs	3.0	99,229		99,229			
Restore Law Enforcement Clerk - Programs	1.0	19,836		19,836			
Add New Lieutenant Position in Programs	1.0	36,204		36,204			
Restore Custody Support Assistant in Programs	1.0	18,096		18,096			
Restore W1 and Add-Back Sheriff Correctional Officer Positions	14.0	396,665		396,665			
Restore 1 Custody Support Assistant - Commit Desk	1.0	21,132		21,132			
Restore 1 Custody Support Assistant - Support Services	1.0	21,132		21,132			
Restore Public Information Officer position	1.0	35,158		35,158			
Restore 2 Law Enforcement Clerks - Classification	2.0	41,288		41,288			
Restore 1 Associate Management Analyst in Fiscal	1.0	25,282		25,282			
Southwest Border Prosecution Grant			360,000	(360,000)		360,000	(360,000)
Telephone Contract Revenue			300,000	(300,000)		150,000	(150,000)
US Marshal Revenue			925,133	(925,133)			
<b>Total General Fund Impact:</b>	<b>55.0</b>	<b>1,585,133</b>	<b>1,585,133</b>	<b>0</b>	<b>(1,617,907)</b>	<b>(1,290,000)</b>	<b>(327,907)</b>

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended, including the County Executive's revisions.



**DOC Contract — Budget Unit 0235**  
**Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3112	Internal Affairs	643,957	643,957	649,802	695,420	695,420	8
3124	Training	89,131	89,131	304,381	95,372	95,372	7
3126	Main Jail Complex	30,264,294	30,264,367	29,976,174	34,601,236	34,601,236	14
3128	Food Services	424,448	424,448	469,971			-100
3135	Classification	2,849,800	2,849,800	2,863,597	2,799,047	2,799,047	-2
3136	Elmwood Men's Facility	24,394,269	24,394,269	25,227,837	26,074,574	24,151,276	-1
3137	Correctional Industries	179,187	179,187	172,279	197,840	197,840	10
3140	Operations	360,325	360,325	347,118	390,814	390,814	8
3141	Correctional Center for Women (CCW)	7,891,817	7,891,817	8,096,455	7,383,383	8,573,379	9
3146	Inmate Programs	1,551,256	1,551,256	1,442,218	1,227,168	1,227,168	-21
<b>Total Expenditures</b>		<b>68,648,484</b>	<b>68,648,557</b>	<b>69,549,832</b>	<b>73,464,857</b>	<b>72,731,555</b>	<b>6%</b>

**DOC Contract — Budget Unit 0235**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 68,648,484	\$ 68,648,557	\$ 69,549,832	\$ 73,464,857	\$ 72,731,555	6
<b>Total Expenditures</b>	<b>68,648,484</b>	<b>68,648,557</b>	<b>69,549,832</b>	<b>73,464,857</b>	<b>72,731,555</b>	<b>6</b>

**DOC Contract — Budget Unit 0235**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 68,648,484	\$ 68,648,557	\$ 69,549,832	\$ 73,464,857	\$ 72,731,555	6
<b>Fund Sub Total Expenditures</b>	<b>68,648,484</b>	<b>68,648,557</b>	<b>69,549,832</b>	<b>73,464,857</b>	<b>72,731,555</b>	<b>6</b>
<b>All Funds Total Expenditures</b>	<b>68,648,484</b>	<b>68,648,557</b>	<b>69,549,832</b>	<b>73,464,857</b>	<b>72,731,555</b>	<b>6</b>



**Department Of Correction — Budget Unit 0240**  
**Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3400	Administration	7,903,345	9,008,743	6,129,306	3,978,555	3,795,675	-52
3401	Fiscal Division	1,459,460	1,459,427	1,477,026	1,529,203	1,605,277	10
3405	Personnel	1,200,498	1,200,342	972,149	1,008,769	1,008,769	-16
3412	Professional Compliance And Audit	516,034	515,111	465,287	409,823	409,823	-21
3413	Data Management	3,406,536	3,394,613	1,554,719	1,088,742	1,088,742	-68
3424	Training	2,747,286	2,735,835	908,270	1,428,359	1,428,359	-48
3426	Main Jail Complex	15,344,579	14,987,382	19,572,626	15,548,516	15,611,732	2
3428	Food Services	10,189,910	10,406,988	10,217,380	9,227,597	9,227,597	-9
3432	Administrative Booking	3,228,907	3,228,690	4,399,736	3,037,258	3,037,258	-6
3435	Classification	792,105	791,522	828,478	660,886	784,406	-1
3436	Elmwood Men's Facility	10,911,627	12,840,661	12,904,436	9,422,736	9,535,974	-13
3437	Correctional Industries	112,501	112,223		52,628	115,844	3
3438	Laundry Services	341,222	340,754		357,281	357,281	5
3440	Operations	1,239,150	1,238,727		1,299,770	1,299,770	5
3441	Correctional Center For Women	626,691	625,889	1,173,515	670,679	670,679	7
3446	Inmate Programs	2,042,378	1,948,605	1,987,580	1,585,219	2,033,591	
3449	Support Services	296,517	293,743	378,727	300,335	300,335	1
<b>Total Expenditures</b>		<b>62,358,746</b>	<b>65,129,255</b>	<b>62,969,235</b>	<b>51,606,364</b>	<b>52,311,120</b>	<b>-16%</b>

**Department Of Correction — Budget Unit 0240**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 27,263,806	\$ 27,136,191	\$ 26,079,591	\$ 25,552,433	\$ 25,655,186	-6
Services And Supplies	34,762,035	37,325,637	37,853,605	30,493,802	31,095,805	-11
Fixed Assets	2,249,000	3,101,065	957,711	0	0	-100
Reserves	147,500	147,500	0	0	0	-100
Expenditure Transfers	(2,063,595)	(2,581,138)	(1,921,672)	(4,439,871)	(4,439,871)	115
<b>Total Expenditures</b>	<b>62,358,746</b>	<b>65,129,255</b>	<b>62,969,235</b>	<b>51,606,364</b>	<b>52,311,120</b>	<b>-16</b>





## Department Of Correction — Budget Unit 0240 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 27,263,806	\$ 27,136,191	\$ 26,079,591	\$ 25,552,433	\$ 25,655,186	-6
Services And Supplies	34,762,035	37,325,637	34,056,744	30,493,802	31,095,805	-11
Fixed Assets	2,249,000	3,101,065	957,711	0	0	-100
Reserves	147,500	147,500	0	0	0	-100
Expenditure Transfers	(2,063,595)	(2,581,138)	(1,921,672)	(4,439,871)	(4,439,871)	115
<b>Fund Sub Total Expenditures</b>	<b>62,358,746</b>	<b>65,129,255</b>	<b>59,172,374</b>	<b>51,606,364</b>	<b>52,311,120</b>	<b>-16</b>
<b>All Funds Total Expenditures</b>	<b>62,358,746</b>	<b>65,129,255</b>	<b>59,172,374</b>	<b>51,606,364</b>	<b>52,311,120</b>	<b>-16</b>

## Department Of Correction — Budget Unit 0240 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3400	Administration	4,494,760	4,760,797	2,920,340	3,567,588	5,662,721	26
3401	Fiscal Division			113			0
3405	Personnel			26,702			0
3412	Professional Compliance And Audit			5,468			0
3424	Training	419,303	419,303	418,493	419,303	419,303	0
3426	Main Jail Complex	4,537,527	4,784,193	8,060,809	5,606,790	5,606,790	24
3428	Food Services	37,000	37,000	62,321	70,000	70,000	89
3432	Administrative Booking			96			0
3436	Elmwood Men's Facility	131,103	131,103	225,478	2,319,276	519,276	296
3441	Correctional Center For Women	357,706	357,706	248,293	181,581	181,581	-49
3446	Inmate Programs	67,510	67,510	62,871	67,510	67,510	0
3449	Support Services			347			0
	<b>Total Revenues</b>	<b>10,044,909</b>	<b>10,557,612</b>	<b>12,031,331</b>	<b>12,232,048</b>	<b>12,527,181</b>	<b>25%</b>

## Department Of Correction — Budget Unit 0240 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	0	0	41	0	0	-
Aid From Govt Agencies-State	3,639,461	4,097,737	2,572,394	2,975,475	2,975,475	-18
Aid From Govt Agencies-Federal	44,743	44,743	44,743	27,293	27,293	-39
Charges For Current Services	5,491,336	5,793,312	4,974,347	6,652,647	8,297,780	51
Other Revenues	869,369	621,820	4,439,806	2,576,633	1,226,633	41
<b>Total Revenues</b>	<b>10,044,909</b>	<b>10,557,612</b>	<b>12,031,331</b>	<b>12,232,048</b>	<b>12,527,181</b>	<b>25</b>

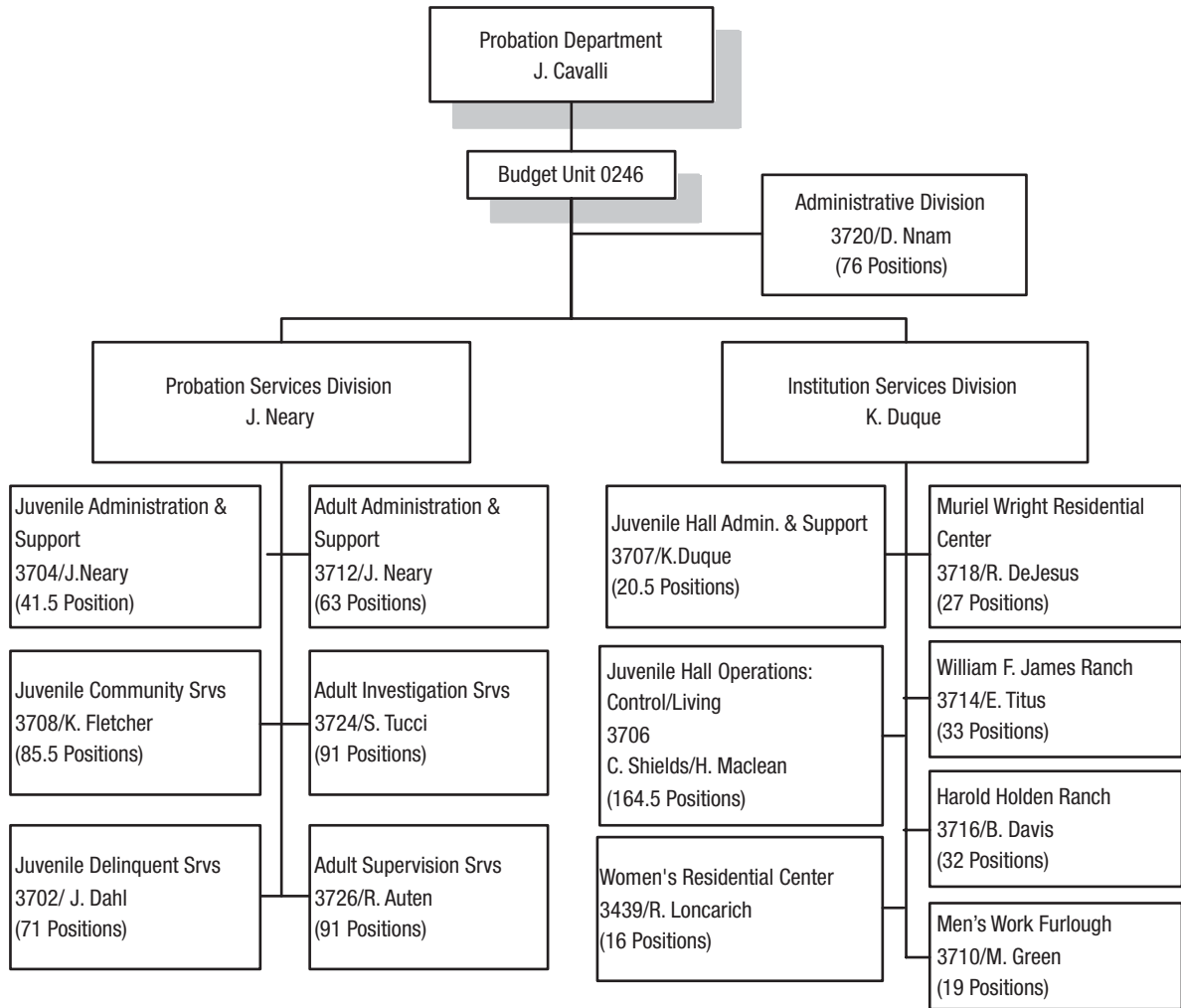


**Department Of Correction — Budget Unit 0240**  
**Revenue by Fund**

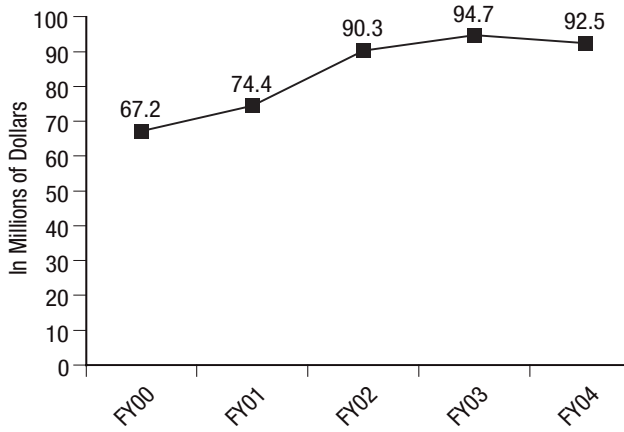
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies- State	3,639,461	4,097,737	2,572,394	2,975,475	2,975,475	-18
Aid From Govt Agencies- Federal	44,743	44,743	44,743	27,293	27,293	-39
Charges For Current Services	5,491,336	5,793,312	4,974,347	6,652,647	8,297,780	51
Other Revenues	869,369	621,820	784,717	2,576,633	1,226,633	41
<b>Fund Sub Total Revenues</b>	<b>10,044,909</b>	<b>10,557,612</b>	<b>8,376,201</b>	<b>12,232,048</b>	<b>12,527,181</b>	<b>25</b>
<b>All Funds Total Revenues</b>	<b>10,044,909</b>	<b>10,557,612</b>	<b>8,376,201</b>	<b>12,232,048</b>	<b>12,527,181</b>	<b>25</b>



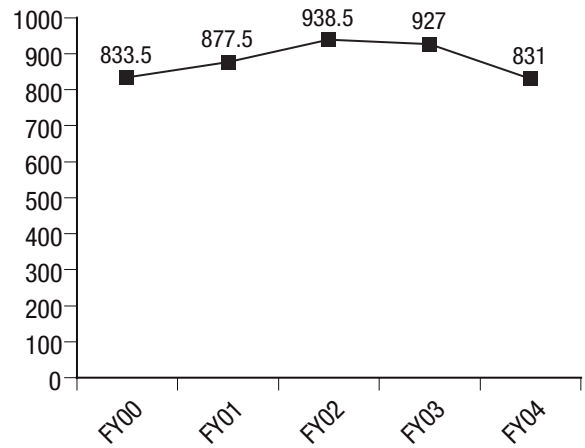
# Probation Department



Section 2: Public Safety & Justice



**Appropriation Trend**



**Staffing Trend**



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## Public Purpose

- Protection of the Community
- Reduction of Crime
- Prevention of Repeat Offenders




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## Desired Results

**Successful Completion of Probation**, which the department promotes by providing appropriate assessment and level of supervision, monitoring offender compliance with court orders, providing appropriate restitution and community service, and supporting educational and vocational success.

**Restoration of Losses to Victims and the Community**, which the department promotes by providing early intervention through the restorative justice approach, as well as providing appropriate assessment, victim restitution, community service, and monitoring of formal probation cases.

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## County Executive's Recommendation

### Staff-Related Reductions

- Recognize reduction in State funding from the Substance Abuse and Crime Prevention Act (SACPA or Proposition 36) and reduce expenditures by deleting 3 vacant positions and \$19,437 in appropriations for services and supplies.

**Total Ongoing Cost: \$1,944**

Reduction of \$245,067 in revenue and \$243,123 expenditure

- Delete 78 vacant positions and 2 filled positions. These position deletions are spread across all Probation service areas.

**Total Ongoing Savings: (\$6,835,939)**

- Reduce appropriations for services and supplies based on the reduction in staff.

**Total Ongoing Savings: (\$1,324,721)**

- ❑ Delete 6 vacant unfunded positions supporting the Alternative Placement Academy (APA) resulting from the sunset of Challenge Grant II.

**Total Ongoing Cost: \$0**  
Reduction of \$764,483 in revenue and expenditure reflected in Base Budget

**Reduce Custody Health Costs**

- ❑ Reduce expenses for Custody Health Services based on the budget reduction plan of the Children’s Shelter & Custody Health Services Department.

**Total Ongoing Savings: (\$534,432)**

**Revenue Adjustments**

- ❑ Recognize increased revenue from increased collection of supervision fees. Additionally, the department’s Title IV-E Audit Reserve will be eliminated and swept into the County General Fund.

**Total Ongoing Revenue Increase: \$426,000**

**Juvenile Records System Conversion**

- ❑ Appropriate one-time resources to complete the Juvenile Records System (JRS) conversion.

**Total One-Time Cost: (\$1,162,870)**

**Changes Approved by the Board**

The Board of Supervisors adopted the County Executive’s Recommended Budget with the following changes:

- ❑ Restore one Deputy Court Clerk position based on the County’s agreement with SEIU Local 715.

**Total Cost: \$59,124**  
Full-Year Position Value

- ❑ The appropriation for juvenile commitments to the California Youth Authority (CYA) was decreased by \$200,000 based on the staff response to a recommendation by the Board’s Management Auditor to reduce this expense by \$455,969.

**Total Ongoing Savings: (\$200,000)**

- ❑ The 3.5% Cost of Living Adjustment for contracts with Community Based Organizations is reallocated from the Special Programs budget to departments subsequent to the Board’s approval of the FY 2004 budget.

**Total Ongoing Cost: \$158,616**

**Probation Department — Budget Unit 0246 Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3439	Women’s Residential Center	1,513,041	1,513,041	1,775,000	1,646,144	1,645,976	9
3702	Juvenile Services	7,986,742	7,860,251	8,623,694	7,869,275	7,869,205	-1
3704	Juvenile Division Admin & Support	3,535,355	3,472,875	3,305,107	5,424,975	5,424,824	53
3706	Juvenile Hall	16,599,916	16,597,543	17,646,686	16,114,430	16,112,187	-3
3708	Community Services	12,401,371	12,062,847	11,733,552	10,628,348	10,628,211	-14



**Probation Department — Budget Unit 0246**  
**Expenditures by Cost Center (Continued)**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3710	Work Furlough Program	2,395,031	2,394,948	2,357,769	2,371,645	2,371,299	-1
3712	Adult Division Admin & Support	5,737,195	5,736,157	5,559,630	3,786,624	3,786,572	-34
3714	William F James Ranch	3,624,356	3,623,122	4,185,443	3,863,630	3,863,259	7
3716	H Holden Ranch	3,352,390	3,351,544	3,678,276	3,397,751	3,397,387	1
3718	M Wright Residential Center	3,160,834	3,159,872	3,189,931	2,957,908	2,957,688	-6
3720	Administrative Division	17,737,738	18,328,113	15,452,998	17,998,445	18,010,142	2
3724	Adult Investigation	8,838,404	8,838,350	9,003,231	8,367,402	8,367,344	-5
3726	Adult Supervision	7,818,519	7,816,601	8,117,159	8,105,505	8,105,431	4
<b>Total Expenditures</b>		<b>94,700,892</b>	<b>94,755,264</b>	<b>94,628,476</b>	<b>92,532,082</b>	<b>92,539,525</b>	<b>-2%</b>

**Probation Department — Budget Unit 0246**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 71,865,896	\$ 72,997,823	\$ 72,997,822	\$ 70,364,107	\$ 70,416,690	-2
Services And Supplies	23,527,552	22,348,372	22,095,208	22,680,531	22,635,391	-4
Fixed Assets	0	1,625	1,625	80,000	80,000	-
Operating/Equity Transfers	0	0	100,000	0	0	-
Expenditure Transfers	(692,556)	(592,556)	(566,179)	(592,556)	(592,556)	-14
<b>Total Expenditures</b>	<b>94,700,892</b>	<b>94,755,264</b>	<b>94,628,476</b>	<b>92,532,082</b>	<b>92,539,525</b>	<b>-2</b>

**Probation Department — Budget Unit 0246**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 71,865,896	\$ 72,997,823	\$ 72,997,822	\$ 70,364,107	\$ 70,416,690	-2
Services And Supplies	23,417,552	22,238,372	22,037,661	22,595,031	22,549,891	-4
Fixed Assets	0	1,625	1,625	80,000	80,000	-
Operating/Equity Transfers	0	0	100,000	0	0	-
Expenditure Transfers	(692,556)	(592,556)	(566,179)	(592,556)	(592,556)	-14
<b>Fund Sub Total Expenditures</b>	<b>94,590,892</b>	<b>94,645,264</b>	<b>94,570,929</b>	<b>92,446,582</b>	<b>92,454,025</b>	<b>-2</b>
<b>Juvenile Welfare Trust</b>						
Services And Supplies	35,000	35,000	32,994	35,000	35,000	0



**Probation Department — Budget Unit 0246  
Expenditures by Fund (Continued)**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Fund Sub Total Expenditures</b>	35,000	35,000	32,994	35,000	35,000	0
<b>Work Furlough Inmate Fund</b>						
Services And Supplies	75,000	75,000	24,553	50,500	50,500	-33
<b>Fund Sub Total Expenditures</b>	75,000	75,000	24,553	50,500	50,500	-33
<b>All Funds Total Expenditures</b>	94,700,892	94,755,264	94,628,476	92,532,082	92,539,525	-2

**Probation Department — Budget Unit 0246  
Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3439	Women's Residential Center	215,000	215,000	200,377	215,000	215,000	0
3702	Juvenile Services	929,010	929,010	494,632	164,527	164,527	-82
3704	Juvenile Division Admin & Support			70			0
3706	Juvenile Hall	35,000	35,000	50,617	35,000	35,000	0
3708	Community Services		155,000	1,496			0
3710	Work Furlough Program	870,000	870,000	842,865	870,000	870,000	0
3712	Adult Division Admin & Support			117			0
3714	William F James Ranch			154			0
3716	H Holden Ranch			292			0
3718	M Wright Residential Center			30,936			0
3720	Administrative Division	32,418,007	31,985,837	32,464,831	31,971,137	31,971,137	-1
3724	Adult Investigation	170,000	170,000	604,140	170,000	170,000	0
3726	Adult Supervision	4,311,500	4,318,966	3,476,668	4,318,966	4,318,966	0
	<b>Total Revenues</b>	38,948,517	38,678,813	38,167,195	37,744,630	37,744,630	-3%



## Probation Department — Budget Unit 0246

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	2,500	2,500	2,500	2,500	2,500	0
Fines, Forfeitures, Penalties	526,000	526,000	483,211	524,000	524,000	0
Revenue From Use Of Money/Property	0	0	(385,000)	0	0	-
Aid From Govt Agencies-State	13,238,690	12,408,690	11,980,174	11,127,307	11,127,307	-16
Aid From Govt Agencies-Federal	18,370,000	18,930,296	19,505,513	19,188,296	19,188,296	4
Charges For Current Services	1,470,527	1,470,527	1,691,081	1,393,727	1,393,727	-5
Other Revenues	5,340,800	5,340,800	4,889,716	5,508,800	5,508,800	3
<b>Total Revenues</b>	<b>38,948,517</b>	<b>38,678,813</b>	<b>38,167,195</b>	<b>37,744,630</b>	<b>37,744,630</b>	<b>-3</b>

## Probation Department — Budget Unit 0246

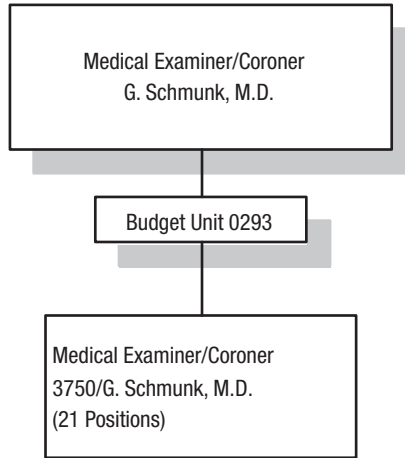
### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	2,500	2,500	2,500	2,500	2,500	0
Fines, Forfeitures, Penalties	526,000	526,000	483,211	524,000	524,000	0
Revenue From Use Of Money/Property	0	0	(385,000)	0	0	-
Aid From Govt Agencies- State	13,238,690	12,408,690	11,980,174	11,127,307	11,127,307	-16
Aid From Govt Agencies- Federal	18,370,000	18,930,296	19,505,513	19,188,296	19,188,296	4
Charges For Current Services	1,470,527	1,470,527	1,691,081	1,393,727	1,393,727	-5
Other Revenues	5,230,800	5,230,800	4,792,980	5,398,800	5,398,800	3
<b>Fund Sub Total Revenues</b>	<b>38,838,517</b>	<b>38,568,813</b>	<b>38,070,459</b>	<b>37,634,630</b>	<b>37,634,630</b>	<b>-3</b>
<b>Juvenile Welfare Trust</b>						
Other Revenues	35,000	35,000	49,907	35,000	35,000	0
<b>Fund Sub Total Revenues</b>	<b>35,000</b>	<b>35,000</b>	<b>49,907</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>
<b>Work Furlough Inmate Fund</b>						
Other Revenues	75,000	75,000	46,829	75,000	75,000	0
<b>Fund Sub Total Revenues</b>	<b>75,000</b>	<b>75,000</b>	<b>46,829</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>38,948,517</b>	<b>38,678,813</b>	<b>38,167,195</b>	<b>37,744,630</b>	<b>37,744,630</b>	<b>-3</b>

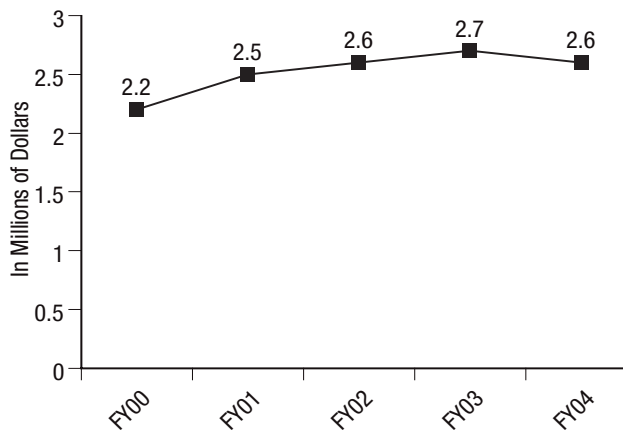




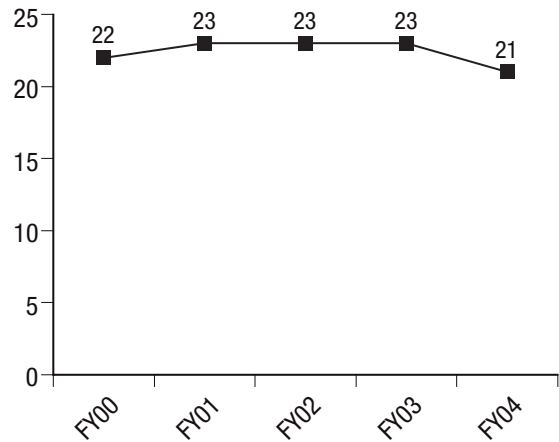
# Medical Examiner-Coroner



Section 2: Public Safety & Justice



Expenditure Trend



Staffing Trend



## Public Purpose

- ➔ **Preservation of a Dignified Community**
- ➔ **Preservation of a Safe Community**
- ➔ **Preservation of a Healthy Community**



## Desired Results

**Timely Disposition of Insurance Claims** achieved through the prompt and accurate processing of all reports, death certificates and insurance-related documents.

**Timely Autopsy Reports** achieved through prompt and accurate submission of reports by physicians and investigator staff; prompt and accurate completion by transcription staff; and prompt review by physicians.

**Appropriate Staff Behavior Toward the Deceased and their Families.** Customer satisfaction surveys and ongoing feedback from customers contribute to improving staff behavior.

## County Executive's Recommendation

### Staff Reductions

- Delete 1.0 FTE Assistant Medical Examiner Coroner, 0.5 FTE Forensic Pathology Technician, 0.5 FTE Forensic Pathology Technician Trainee, and 1.0 FTE Chief Investigator and increase funding for contract services by \$11,891.

**Total Ongoing Savings: (\$353,056)**  
Offset by \$11,891 increase in contract services

### Revenues Adjustments

- Increase ongoing revenues for conference room rental (\$3,000), retail sales (\$3,000), storage of remains (\$10,000) and body removal fees (\$30,000).

**Total Ongoing Revenue Increase: \$46,000**

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

- Retain the vacant position of Assistant Medical Examiner Coroner originally recommended for deletion at a cost of \$176,914.
- Recognize new revenue from Stanford University for the services of a forensic pathologist of \$73,500.

- Delete the filled position of Administrative Support Officer responsible for non-core services such as community outreach and education for a savings of \$81,889.
- Do not increase appropriations for contract services by \$11,891 as originally recommended.
- Budget increased salary savings of \$5,732.

**Total Ongoing Cost: (\$77,312)**  
 Offset by \$73,500 in new revenue from Stanford

## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget, as revised, with the following changes:

- Restore a Forensic Pathology Technician position and a Forensic Pathology Technician Trainee position to full-time. These two positions were reduced to half-time as part of the FY 2004 Recommended Budget.

**Total Ongoing Cost: \$58,296**  
 FY 2004 Inventory Item #2

### Medical Examiner-Coroner — Budget Unit 0293 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3750	Medical Examiner-Coroner	2,723,488	3,020,334	3,020,458	2,466,269	2,600,765	-5
<b>Total Expenditures</b>		2,723,488	3,020,334	3,020,458	2,466,269	2,600,765	-5%

### Medical Examiner-Coroner — Budget Unit 0293 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 2,262,924	\$ 2,313,672	\$ 2,349,746	\$ 2,013,088	\$ 2,160,501	-5
Services And Supplies	460,564	706,662	670,712	453,181	440,264	-4
<b>Total Expenditures</b>	2,723,488	3,020,334	3,020,458	2,466,269	2,600,765	-5



### Medical Examiner-Coroner — Budget Unit 0293 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 2,262,924	\$ 2,313,672	\$ 2,349,746	\$ 2,013,088	\$ 2,160,501	-5
Services And Supplies	460,564	706,662	670,712	453,181	440,264	-4
<b>Fund Sub Total Expenditures</b>	<b>2,723,488</b>	<b>3,020,334</b>	<b>3,020,458</b>	<b>2,466,269</b>	<b>2,600,765</b>	<b>-5</b>
<b>All Funds Total Expenditures</b>	<b>2,723,488</b>	<b>3,020,334</b>	<b>3,020,458</b>	<b>2,466,269</b>	<b>2,600,765</b>	<b>-5</b>

### Medical Examiner-Coroner — Budget Unit 0293 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3750	Medical Examiner-Coroner	102,864	104,356	121,839	126,000	199,500	94
<b>Total Revenues</b>		<b>102,864</b>	<b>104,356</b>	<b>121,839</b>	<b>126,000</b>	<b>199,500</b>	<b>94%</b>

### Medical Examiner-Coroner — Budget Unit 0293 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	20,000	20,000	20,791	20,000	20,000	0
Aid From Govt Agencies-State	54,864	0	0	40,000	40,000	-27
Other Revenues	28,000	84,356	101,048	66,000	139,500	398
<b>Total Revenues</b>	<b>102,864</b>	<b>104,356</b>	<b>121,839</b>	<b>126,000</b>	<b>199,500</b>	<b>94</b>

### Medical Examiner-Coroner — Budget Unit 0293 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	20,000	20,000	20,791	20,000	20,000	0
Aid From Govt Agencies-State	54,864	0	0	40,000	40,000	-27
Other Revenues	28,000	84,356	101,048	66,000	139,500	398
<b>Fund Sub Total Revenues</b>	<b>102,864</b>	<b>104,356</b>	<b>121,839</b>	<b>126,000</b>	<b>199,500</b>	<b>94</b>
<b>All Funds Total Revenues</b>	<b>102,864</b>	<b>104,356</b>	<b>121,839</b>	<b>126,000</b>	<b>199,500</b>	<b>94</b>



# Section 3: Children, Seniors and Families

Section 3: Children, Seniors  
And Families



## Children, Seniors and Families

### Mission

The mission of the departments overseen by the Children, Seniors and Families Committee is to provide child-support, welfare-to-work and other culturally-competent services that reduce the need for public assistance and protect, sustain, and enhance the lives of children, families, adults, seniors, and economically-dependent individuals.



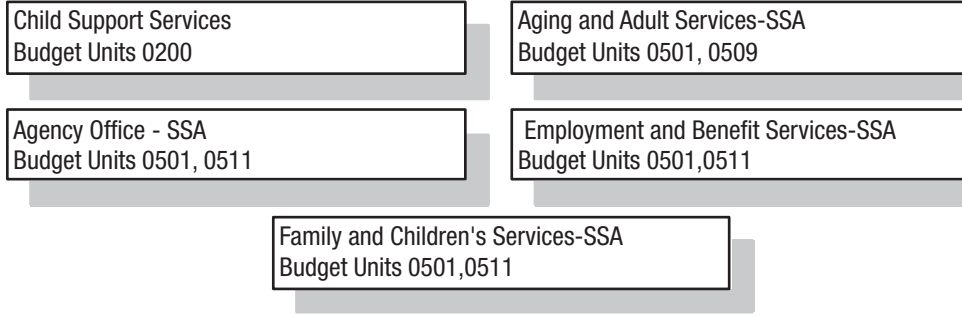
### Departments

#### ➤ Child Support Services

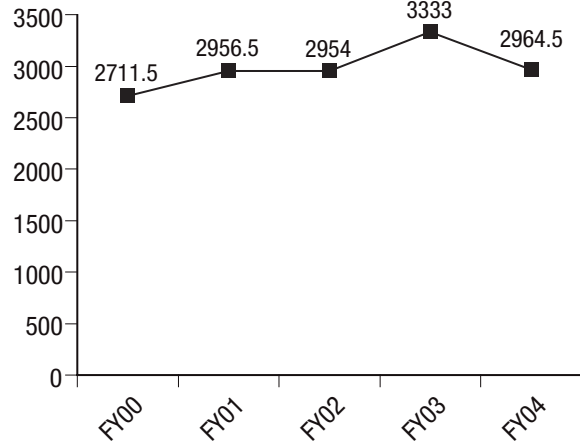
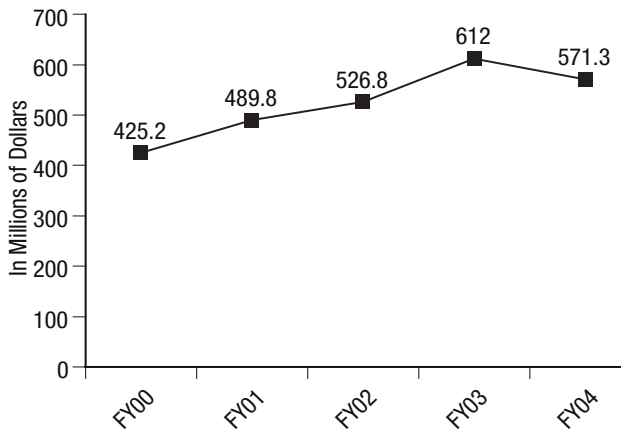
#### ➤ Social Services Agency

- Agency Office
- Family and Children's Services
- Employment and Benefit Services
- Aging and Adult Services

# Children, Seniors and Families



Section 3: Children, Seniors And Families



**Appropriation Trend**

**Staffing Trend**

FY 2003 increases in appropriations and staffing are primarily the result of the transfer of the Department of Child Support Services from the Office of the District Attorney -Family Support Division to an independent department status.



## Expenditures by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0200	Department of Child Support Services	41,009,134	42,058,352	42,232,871	35,511,480	36,980,062	-10
0501	Social Services Administration	384,043,458	387,276,317	338,983,702	331,209,752	331,584,621	-14
0509	SSA Nutrition Services To The Aged	5,873,277	5,829,816	5,532,179	5,666,897	5,835,337	-1
0511	SSA Categorical Aids Payments	181,145,971	180,690,805	161,298,622	197,178,307	196,981,782	9
<b>Total Expenditures</b>		<b>612,071,840</b>	<b>615,855,290</b>	<b>548,047,374</b>	<b>569,566,436</b>	<b>571,381,802</b>	<b>9%</b>

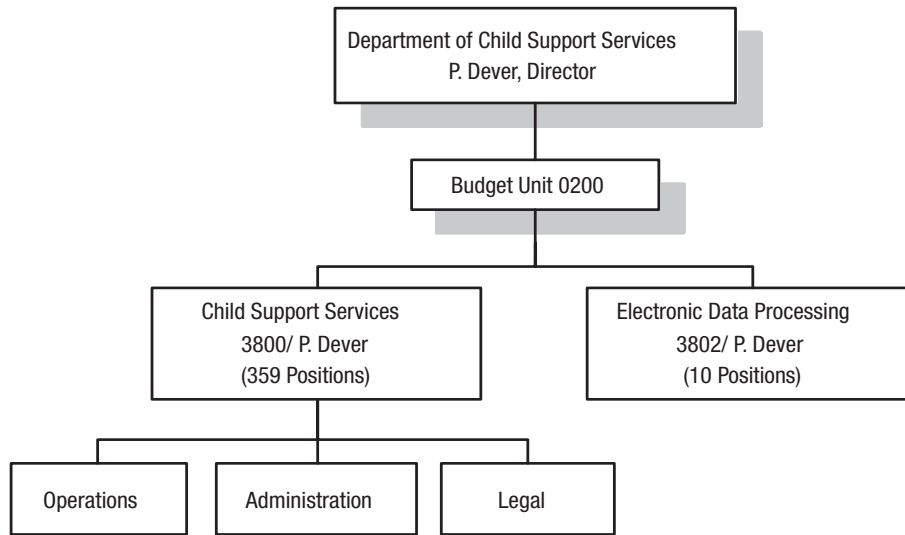
## Revenues by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0200	Department of Child Support Services	41,009,134	42,063,463	41,241,215	35,511,480	36,980,062	-10
0501	Social Services Administration	311,067,948	307,851,747	267,440,602	261,662,220	261,983,846	-16
0509	SSA Nutrition Services To The Aged	3,004,807	3,004,807	3,135,049	3,004,807	3,004,807	
0511	SSA Categorical Aids Payments	155,349,450	156,148,942	144,496,859	170,949,430	170,949,430	10
<b>Total Revenues</b>		<b>510,431,339</b>	<b>509,068,959</b>	<b>456,313,725</b>	<b>471,127,937</b>	<b>472,918,145</b>	<b>10%</b>

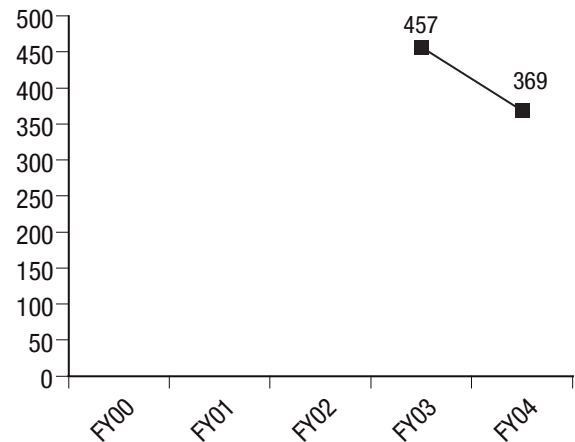
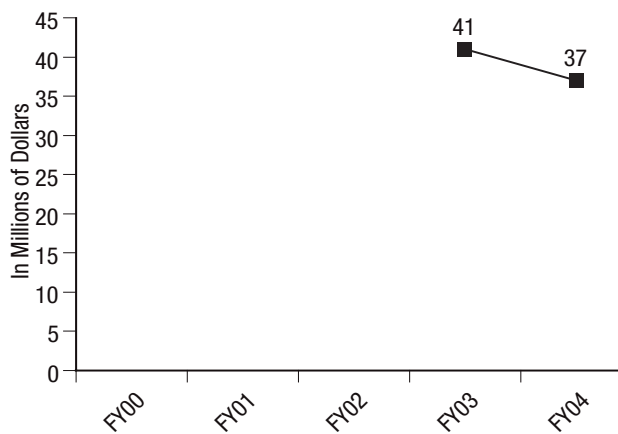




# Department of Child Support Services



Section 3: Children, Seniors And Families



**Appropriation Trend**

**Staffing Trend**

FY 2003 was the first year in which the Department of Child Support Services is an independent County department. These services were previously provided as the Family Support Division of the District Attorney's Office.



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## Public Purpose

- ➔ **Recover and Avoid Costs Associated with County Provision of Public Assistance to Single Parents and Caretakers**




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## Desired Results

**Children Supported by Both Parents.** The department promotes healthy children by working to ensure they receive adequate financial, medical and emotional support from both parents. This is accomplished by ensuring parents provide child support, health insurance and child care as required by law.

**Need for Welfare Reduced.** The department promotes a reduction in the need to provide Public Financial Assistance to Single Parent Families by distributing 67% of all collections to families and by recouping public assistance; 33% of distributed collections represents public assistance recoupment. The recoupment dollars reduce the need for taxpayer support of the child support program.

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## County Executive's Recommendation

The Department of Child Support Services (DCSS) was required to reduce expenditures by \$5,127,321 due to reductions in State funding. Therefore, commensurate spending cuts were proposed to maintain the department's fiscal neutrality on the County General Fund. The changes recommended by the County Executive were as follows:

- Reduce State funding for child support enforcement.

**Total Ongoing Reimbursement Reduction: (\$5,127,321)**

Reduction in reimbursement offset by reduction in expenditure

- ❑ Delete 63.5 positions, of which 5 were vacant and 58.5 were filled.

**Total Ongoing Savings: (\$4,963,762)**  
Reduction in expenditure offset by loss of state revenue

- ❑ Reduce services and supplies appropriation related to staff reductions.

**Total Ongoing Savings: (\$163,559)**  
Reduction in expenditure offset by loss of state revenue

- ❑ Establish a new Plan of Cooperation with the District Attorney for security services.

**Total Ongoing Cost: \$117,000**  
Full cost of the agreement reimbursed by State revenue

### County Executive's Revision to Recommendation

Subsequent to the publishing of the FY 2004 Recommended Budget new information resulted in changes to the County Executive's recommendations. These changes are described below.

- ❑ The County received the formal planning allocation from the State of California that restored \$1,468,582 in revenue. As a result the County Executive recommended the restoration of 18 of the 63.5 positions slated for deletion in the printed Recom-

mended Budget. This revised plan restored 8 Sheriff Technicians, 7 Family Support Officers, 2 Employment Counselors, 1 Operations Manager, and reduced the proposed decrease in Services & Supplies expenditures by \$71,654

**Total Ongoing Cost: \$1,468,5820**  
100% offset by State revenue

### Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget, as revised, with the following changes:

- ❑ On a recommendation by the Children Seniors, and Families Committee, an additional 8 positions (4 Attorneys and 4 Family Support Officers) proposed for deletion were restored. To maintain the department's fiscal neutrality on the County General Fund, compensating expenditure reductions were incorporated in the following manner: Services and Supplies appropriation was reduced; Miscellaneous Salaries were reduced; the vacant position of Deputy Director was unfunded for the first half of the fiscal year; an Employment Counselor position being transferred to Social Services Agency was

unfunded in DCSS; and a targeted attrition plan will be utilized to eliminate vacancies as they occur throughout the course of the year.

**Total Cost: \$0**  
Full-year position costs are \$982,865 offset by other expenditure reductions  
FY 2004 Inventory Item #3

- ❑ Restore 8.5 positions based on the County's agreement with SEIU Local 715. There is no increase in State revenue to support these positions. Therefore the department will be expected manage within their existing appropriation. The value of the restored positions is \$549,732, however, no additional Salary and Benefit appropriation is provided in order to maintain the department's fiscal neutrality on the County General Fund.

**Total Cost: \$0**  
The full-year cost of restored positions is \$549,732 offset by Salary Savings.



### Department of Child Support Services — Budget Unit 0200 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3800	Department of Child Support Services	41,009,134	42,058,352	42,067,610	34,130,186	35,598,768	-13
3802	DCSS Electronic Data Processing			165,261	1,381,294	1,381,294	
<b>Total Expenditures</b>		41,009,134	42,058,352	42,232,871	35,511,480	36,980,062	-10%

### Department of Child Support Services — Budget Unit 0200 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 27,689,949	\$ 28,326,431	\$ 29,051,432	\$ 26,527,155	\$ 28,212,495	2
Services And Supplies	12,709,685	13,124,456	12,513,530	8,984,325	8,767,567	-31
Fixed Assets	609,500	607,465	667,909	0	0	-100
<b>Total Expenditures</b>	41,009,134	42,058,352	42,232,871	35,511,480	36,980,062	-10

### Department of Child Support Services — Budget Unit 0200 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 27,689,949	\$ 28,326,431	\$ 29,051,432	\$ 26,527,155	\$ 28,212,495	2
Services And Supplies	12,709,685	13,124,456	12,513,530	8,984,325	8,767,567	-31
Fixed Assets	609,500	607,465	667,909	0	0	-100
<b>Fund Sub Total Expenditures</b>	41,009,134	42,058,352	42,232,871	35,511,480	36,980,062	-10
<b>All Funds Total Expenditures</b>	41,009,134	42,058,352	42,232,871	35,511,480	36,980,062	-10

### Department of Child Support Services — Budget Unit 0200 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
3800	Department of Child Support Services	41,009,134	42,063,463	41,241,215	34,098,327	35,566,909	-13
3802	DCSS Electronic Data Processing				1,413,153	1,413,153	0
<b>Total Revenues</b>		41,009,134	42,063,463	41,241,215	35,511,480	36,980,062	-10%



**Department of Child Support Services — Budget Unit 0200**  
**Revenue by Type**

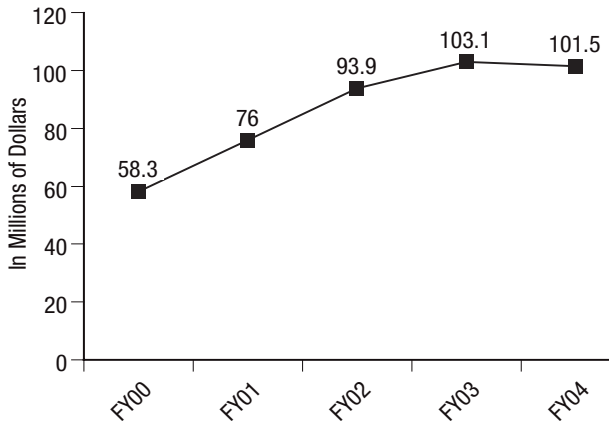
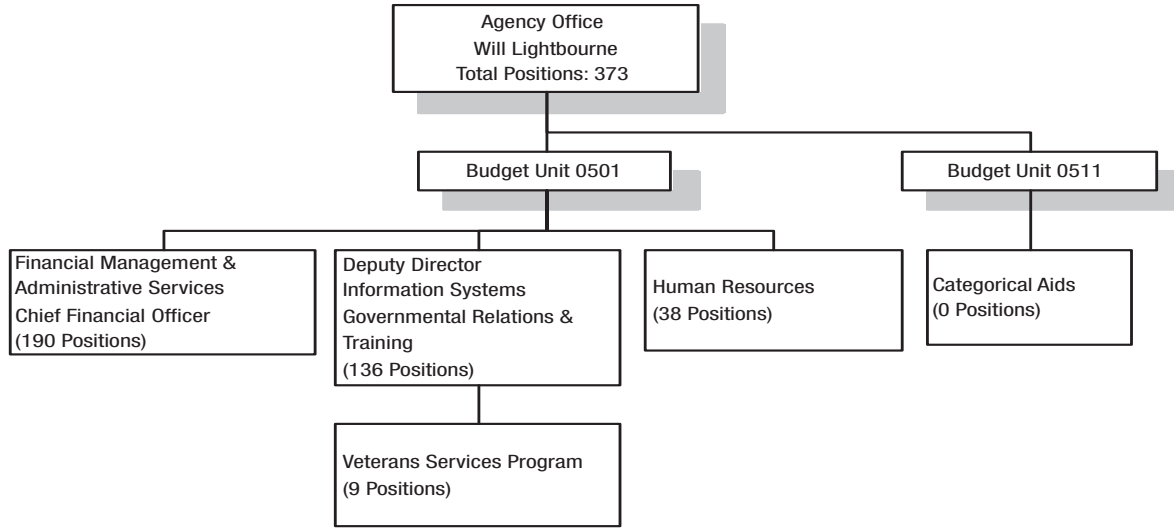
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-State	14,296,781	15,001,505	13,969,345	35,284,930	36,753,512	157
Aid From Govt Agencies-Federal	26,435,459	26,599,018	27,048,616	202,800	202,800	-99
Charges For Current Services	23,800	23,800	33,624	23,000	23,000	-3
Other Revenues	253,094	439,140	189,630	750	750	-100
<b>Total Revenues</b>	<b>41,009,134</b>	<b>42,063,463</b>	<b>41,241,215</b>	<b>35,511,480</b>	<b>36,980,062</b>	<b>-10</b>

**Department of Child Support Services — Budget Unit 0200**  
**Revenue by Fund**

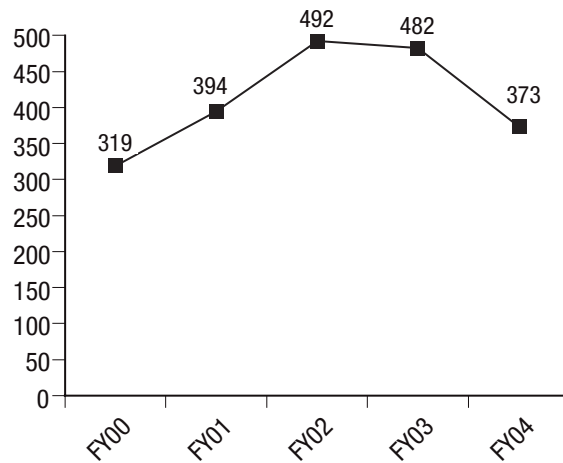
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies-State	14,296,781	15,001,505	13,969,345	35,284,930	36,753,512	157
Aid From Govt Agencies-Federal	26,435,459	26,599,018	27,048,616	202,800	202,800	-99
Charges For Current Services	23,800	23,800	33,624	23,000	23,000	-3
Other Revenues	253,094	439,140	189,630	750	750	-100
<b>Fund Sub Total Revenues</b>	<b>41,009,134</b>	<b>42,063,463</b>	<b>41,241,215</b>	<b>35,511,480</b>	<b>36,980,062</b>	<b>-10</b>
<b>All Funds Total Revenues</b>	<b>41,009,134</b>	<b>42,063,463</b>	<b>41,241,215</b>	<b>35,511,480</b>	<b>36,980,062</b>	<b>-10</b>



# Agency Office - Social Services Agency



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Ensure that the policies and priorities established by the Board are implemented in a manner that provides meaningful services to the community.**
- ➔ **Demonstrate responsible and efficient use of public funds.**



## Desired Results

**The support provided by the Agency Office (AO)** is intended to enhance the three service departments' ability to protect, sustain and enhance the lives of vulnerable individuals in our communities in a culturally sensitive and socially responsible manner. The vision is reflected in the Public Purposes, Desired Results, and Services of each of SSA's three service departments that follow: Department of Family and Children's Services (DFCS), Department of Employment and Benefit Services (DEBS), and Department of Aging and Adult Services (DAAS).

- Demonstrated value** of the services received by Agency clients.
- A consistent message is provided** regarding Agency direction and priorities.

- Staff provides** timely response and follow through.
- Needs of the community** are reflected in the priorities of the Agency.
- Revenue** is maximized.
- Informed conclusions** are drawn from reliable data.
- Accessible services for veterans** by assisting the veteran and/or family member in completing applications for benefits, claims, and appeals to the Veterans Administration, plus any follow-up services as needed.

## County Executive's Recommendation

The County Executive's Recommendation for the Social Services Agency Office was a total budget reduction in the amount of \$5,296,673, and a net General Fund reduction of \$3,553,251.

### Staff Reductions

- Eliminate nine (9) vacant positions from the Central Services section in Financial Management Services.

**Total Ongoing Net County Reduction: (\$155,555)**

- Delete six (6) vacant positions in the Collections, Fiscal, Claims and Budget divisions.

**Total Ongoing Net County Reduction: (\$273,100)**

- Delete eleven (11) filled staff positions and three (3) vacant positions in the Human Resources Department.

**Total Ongoing Net County Reduction: (\$640,889)**

- Delete nineteen (19) vacant positions in the Information Systems (IS) Division.

**Total Ongoing Net County Reduction: (\$874,800)**

### Reduce Appropriations for Services and Supplies

- Reduce the services and supplies budget in the IS Division by a total of \$1,972,846, for a net County reduction of (\$676,894).

**Total Ongoing Net County Reduction: (\$676,894)**

### Reduction in Discretionary Program Contracts

The County Executive recommended 16% cuts to the General Fund, the Immigration, Status Offender Services (SOS), and Domestic Violence Advocates contracts, for a total reduction of \$812,104.

- Reduce General Fund Contracts.

**Total Savings: (\$384,001)**

- Reduce General Fund Inventory Contract account by \$43,984.

**Total Savings: (\$43,984)**

- Reduce General Fund Immigration Contracts.

**Total Savings: (\$63,725)**

- Reduce General Fund Status Offender Services (SOS) Contracts by \$272,074 and use \$270,000 in one-time Child Abuse Council funds for the SOS Program.

**Total Savings: (\$272,074)**

- Reduce General Fund Domestic Violence Advocates contracts.

**Total Savings: (\$48,320)**

### Reduce County Counsel Services

- Reduce County Counsel services in DFCS by 1.6 Attorney FTE's and 0.2 FTE of paralegal services. Existing work will be redistributed to the balance of the County Counsel staff.

**Total Ongoing Net County Reduction: (\$119,909)**

## County Executive's Revision to Recommendation

Subsequent to the publishing of the FY 2004 Recommended Budget new information resulted in changes to the County Executive's recommendations. These changes are described below.

- The Social Services Agency determined that State and Federal reimbursement was available to offset the \$95,613 annual cost of one Staff Development Specialist position. The revised recommendation

restored this filled position slated for deletion in the printed Recommended Budget, and recognized the new revenue

**Total Ongoing Cost: \$0**

Increase in Revenue and Expenditure of \$95,613

- Subsequent to the May 6, 2003 publication of the Recommended Budget, the Board approved lease amendments for properties at 333 and 373 W. Julian Street occupied by the Social Services Agency. The amendments reduced the lease expenses by \$1,544,977 and allowed the County to assume responsibility for custodial and maintenance



nance expenses. The revised recommendation restored 15 filled custodial and maintenance positions slated for deletion from the General Services Agency (GSA) in the printed Recommended Budget, increased appropriations for custodial and maintenance supplies and specialized services, and recognized State and Federal revenues fully reim-

bursing the Social Services Agency for the shift in costs from lease expense to GSA custodial and maintenance expense.

**Total Ongoing Cost: \$0**

Reallocates \$1,544,977 in lease expense to GSA expense and assumes continued State and Federal reimbursement

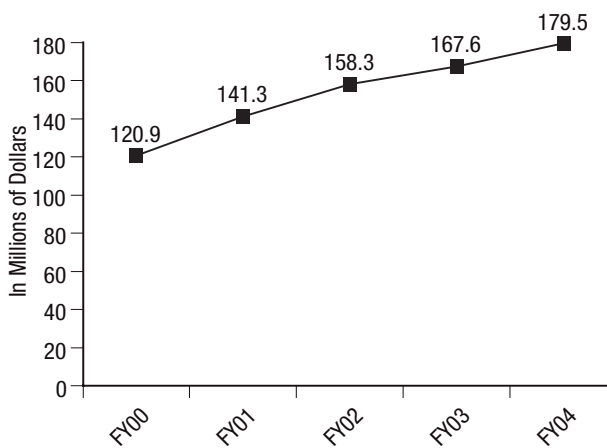
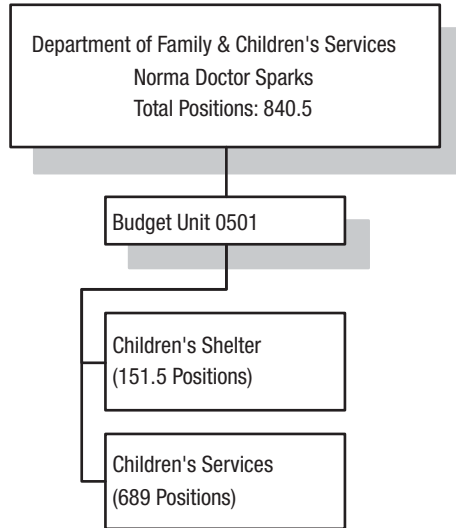
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**Changes Approved by the Board**

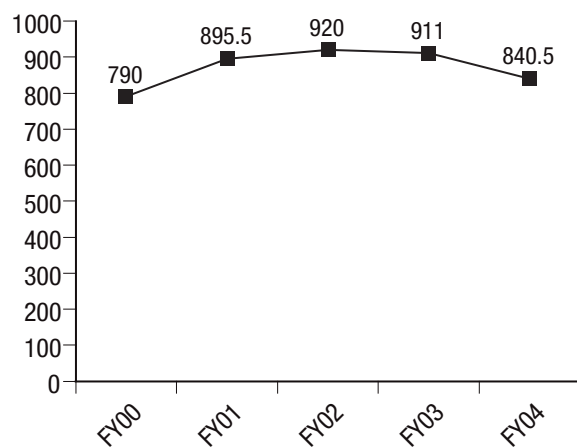
The Board of Supervisors adopted the County Executive's Recommended Budget as revised.



# Department of Family and Children's Services - Social Services Agency



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- **Children's Lives Protected**
- **Basic Needs Met for Children in the Child Welfare Services System**
- **Families Strengthened and Restored**
- **Community Participation in Child Well Being**
- **Permanency for Children**



## Desired Results

**Ensure children's safety** by removing them from unsafe homes.

**Protect children's sibling relationships by keeping them together in placement**, by keeping children together in placement, and by placing children with relatives.

**Protect the continuity of the family** by placing children with relatives.

**Ensure the continuity of children's growth** by increasing the number of foster homes and placing children in culturally sensitive homes.

**Ensure that children's basic and social development needs are met**, by arranging for medical and dental care, and ensuring that individual and special educational needs of children are addressed.

**Ensure that parents acquire needed parenting skills and an ability to protect their children**, by offering appropriate services for the timely resolution of issues related to their children's well-being, thereby decreasing the time between child removal and reunification with the parents.

**Limit the need for out-of-home placement** by increasing the number of children and families that are diverted from the Child Welfare Services (CWS) system through early intervention.

**Safely reunite children with their parents as soon as possible** by increasing the percentage of children reunifying with their families, reducing the number of placement moves, and reducing the average length of stay for children at the Children's Shelter.

**Children's ties to their community maintained** by establishing family-to-family connections and adding foster homes in communities where the children reside.

**Alternative permanent family placements** provided by decreasing the length of time a case is open before adoption is finalized, and by attaining the California Department of Social Services' annual standard of 209 adoptions for children in our County for whom adoption has been identified as the permanent plan.

## County Executive's Recommendation

The County Executive's recommendations for the Department of Families and Children's Services (DFCS) included a reduction in expenditures of \$4,486,006 with the deletion of eighty-two positions, of which twelve were filled; the loss of revenue reimbursement of \$1,623,302; and the recognition of one-time revenues of \$4,205,498, for a net county savings of \$6,968,202.

- Reduce funding equivalent to 2.5 FTE support services staff from Custody Health at the Children's Shelter.

**Total Savings: (\$168,590)**

- Delete six (6) vacant codes in the Adoptions Bureau.

**Total Ongoing Net County Reduction: (\$274,099)**

### Staff Reductions

- Delete twenty (20) vacant Social Worker III Trainee positions.

**Total Ongoing Net County Reduction: (\$418,551)**

- Delete four (4) vacant positions at the South County Bureau.

**Total Ongoing Net County Reduction: (\$158,565)**

- Delete two (2) vacant positions in the Administrative Support Bureau.

**Total Ongoing Net County Reduction: (\$79,211)**

- Delete two (2) vacant positions in the Prevention, Education and Community Services Bureau.

**Total Ongoing Net County Reduction: (\$77,889)**

- Delete six (6) vacant positions in the Juvenile Court Services Bureau.

**Total Ongoing Net County Reduction: (\$237,610)**

- Delete six (6) vacant positions in the Emergency Response Bureau.

**Total Ongoing Net County Reduction: (\$246,708)**

- Delete twelve (12) filled positions and twelve (12) vacant positions at the Children's Shelter.

**Total Ongoing Net County Reduction: (\$1,614,987)**

- Deletion of four (4) vacant positions in the Support Services Bureau.

**Total Ongoing Net County Reduction: (\$174,366)**



- Delete five (5) vacant positions in the Child Welfare Services Bureau.

**Total Ongoing Net County Reduction: (\$225,952)**

- Delete three (3) vacant positions in the Specialized Youth Planning Services. Bureau.

**Total Ongoing Net County Reduction: (\$140,127)**

**Reduction in Out-of-Home Placement Initiatives**

The Out-of-Home Placement Initiatives have provided additional County-only funding to develop new placement resources such as the Matrix Program, to recruit and retain Foster Parents and Group Homes, and to provide up front intensive services to avoid out-of-home placement. These programs have been successful in reducing the Children’s Shelter population significantly and in retaining group homes and foster parents. The proposed reduction attempts to alleviate the cuts in this program in two ways. In the majority of cases The County Executive recommended the elimination of all unallocated or unspent funds and the pursuit of new revenue for out-of-home placement initiatives. Together with a recommended reduction in the \$50 Per Month Supplement to the Foster Parent program, the overall net savings from these programs was \$1,048,798.

- Reduce the Mental Health Patch budget.

**Total Ongoing Net County Savings: (\$180,000)**

- Reduce the Foster Parent Supplement budget.

**Total Ongoing Net County Savings: (\$80,000)**

- Reduce the Intensive Intervention budget.

**Total Ongoing Net County Savings: (\$284,798)**

- Reduce the Group Home Subsidy budget.

**Total Ongoing Net County Savings: (\$504,000)**

**Bridge Funding for Out-of-Home Placement Services**

- Recognize one-time revenues of \$4,205,498 and a one-time reserve of \$2,102,749 for FY 2005 out-of-home placement services, leaving a net savings of \$2,102,749.

**Net One-Time Savings: (\$2,102,749)**

Section 3: Children, Seniors And Families

**Costs of Family and Children’s Services and Aid Programs**

Programs	Total \$	County \$	County%
Adoptions Assistance Eligibility	\$759,991	\$87,179	11.5%
Adoption Services	\$3,391,036	\$0	0.0%
Child Abuse Prevention (AB 1733 and AB 2994)	\$1,355,135	\$0	0.0%
Child Development Program (Dept. of Education)	\$3,060,972	\$87,221	2.9%
Children’s Shelter Program	\$14,035,310	\$5,479,260	39.0%
Child Welfare Services	\$79,152,974	\$28,924,675	36.5%
Domestic Violence Advocates	\$253,680	\$253,680	100.0%
Domestic Violence Contracts (Marriage License Fees)	\$200,000	\$0	0.0%
Emancipated Youth Stipend	\$130,392	\$0	0.0%
Emergency Funds For Relatives	\$47,380	\$0	0.0%
Family to Family Casey Foundation	\$185,146	\$0	0.0%
Federal Drug Grant	\$443,355	\$0	0.0%
Federal Family Preservation Support Program	\$1,439,600	\$0	0.0%
Foster Care Eligibility	\$3,888,720	\$872,641	22.4%
Foster Home Licensing	\$3,591,311	\$1,256,435	35.0%
Foster Home Recruitment (AB 2129)	\$200,000	\$83,088	41.5%



### Costs of Family and Children's Services and Aid Programs

Programs	Total \$	County \$	County%
Green Book Grant	\$384,689	\$0	0.0%
Independent Living Skills Program	\$923,480	\$0	0.0%
Kin-Gap Eligibility	\$180,950	\$0	0.0%
Kinship Supportive Services Grant	\$117,000	\$0	0.0%
State Family Preservation Program	\$1,376,859	\$462,880	33.6%
Status Offender System Contracts	\$1,487,905	\$1,487,905	100.0%
Supportive and Therapeutic Options (STOP)	\$510,870	\$153,261	30.0%
<b>DFCS Subtotal</b>	\$117,116,756	\$39,148,225	33.4%
BU 511 DFCS Categorical Aids	\$97,549,071	\$13,438,658	13.8%
<b>DFCS Total</b>	\$214,665,827	\$52,586,883	24.5%

The table above lists the programs administered by the Department of Families and Children's Services (DFCS), their FY 2004 Final Budget costs, and the County's share of costs. The financial assistance payments administered by the Social Services Agency are budgeted in Budget Unit 511 (BU 511) and are

tabulated in the next section on the Department of Employment and Benefit Services (DEBS). The overall amount of categorical aid payments going to DFCS recipients (Foster Care and Out-of-Home Placement are examples) are included in this table.

### Changes Approved by the Board

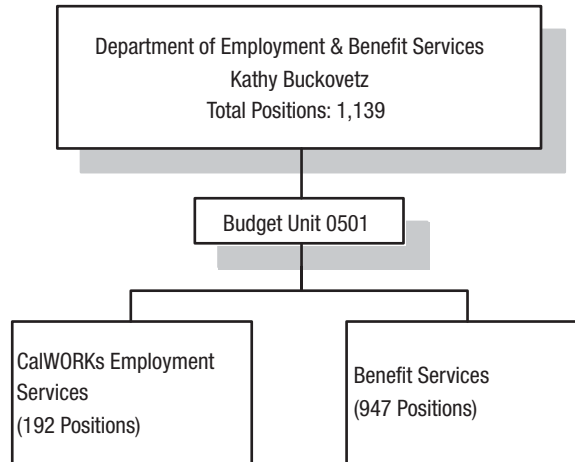
The Board of Supervisors adopted the County Executive's Recommended Budget with the following changes:

- Restore a Children's Counselor position and a Day Care Aide position at the Children's Shelter based on the County's agreement with SEIU Local 715.

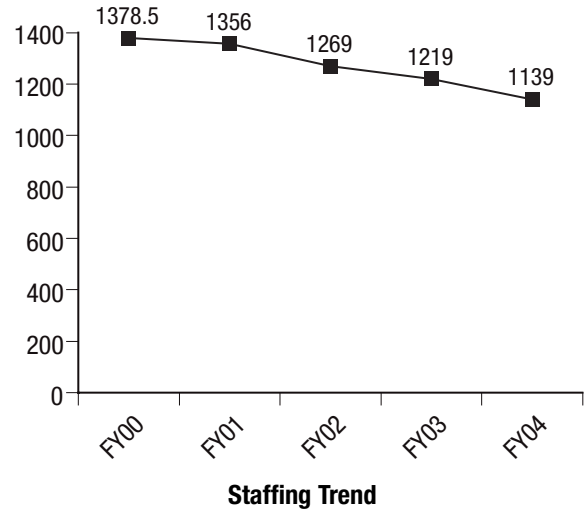
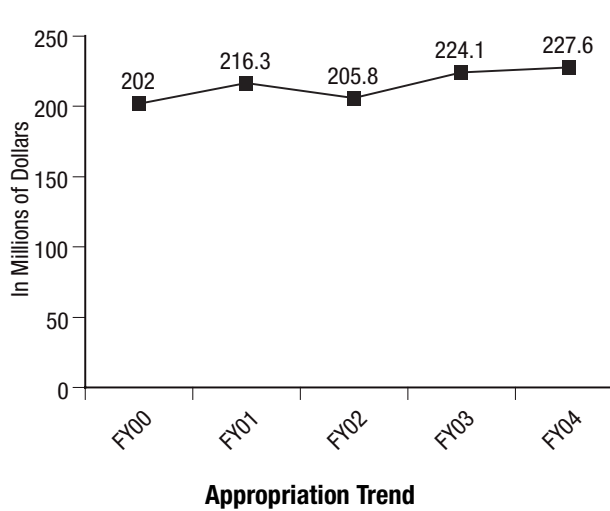
**Total Cost: \$123,196**  
Two Full-Year Positions Value



# Department of Employment and Benefit Services - Social Services Agency



Section 3: Children, Seniors And Families



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## Public Purpose

- ➔ **Recipients of cash assistance transition from welfare to work and self-sufficiency.**
- ➔ **Eligible individuals and working poor receive necessary health, nutrition, and vocational services.**




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## Desired Results

**Attainable and Stable Employment** through a commitment to assist cash assistance recipients to obtain and retain employment, and to help them advance in their careers so that individuals and families eventually become self-sufficient. Declines in caseloads and wage increases indicate success in moving toward self-sufficiency.

**Basic Needs Met** through the accurate and timely issuance of Cash Assistance, Food Stamps, and Medi-Cal to eligible families and individuals.

**Fewer Hungry Families and Individuals** by outreaching and conducting community-wide food/nutrition campaigns to make nutrition services more accessible and available to more Food Stamp and Food Bank clients.

**Healthy Families and Individuals** by promoting strategies to increase the number of eligible children/adults/families who receive health coverage.

**Affordable Housing** by promoting various Housing Assistance programs to assist eligible and working poor families transitioning into permanent housing.



## County Executive's Recommendation

The County Executive's recommendation for the Department of Employment and Benefit Services (DEBS) was the elimination of twenty-eight (28) vacant positions, a reduction in ongoing costs of \$4,881,089, a loss of revenue reimbursement of \$683,917, for a net savings of \$4,127,172. In addition, the recommended budget proposed an increase to the Welfare Reform Reserve by \$2.5 million, converting it from an ongoing to a one-time \$5 million reserve, and a one-time, 100% reimbursed augmentation for CalWIN Equipment of \$891,722.

### Staff Reductions

- ❑ Delete three (3) vacant positions in DEBS administration, and one (1) vacant position from the Contract Auditing Unit.

**Total Ongoing Net County Reduction: (\$237,152)**

- ❑ Delete eleven (11) vacant administrative overhead positions throughout DEBS.

**Total Ongoing Net County Reduction: (\$482,849)**

- ❑ Delete five (5) vacant positions from the Benefit program, and six (6) vacant positions from the Employment Services program, for a total of eleven (11) positions under DEBS.

**Total Ongoing Net County Reduction: (\$777,811)**

- ❑ Delete two (2) vacant positions from the General Assistance (GA) Bureau.

**Total Ongoing Net County Reductions: (\$81,963)**

### Reduction in Contracts and Other Services

- ❑ Adjust the three CalWORKs Welfare-to-Work (WtW) direct service accounts and the In-Service Training account by a net budget reduction of \$1,084,000.

Services and Supplies	Reduction
Welfare-to-Work Contract Account	(\$1,140,000)
Welfare-to-Work Transportation Account	\$40,000
Welfare-to-Work Ancillary Account	\$124,000
W-t-W In-Service Training Account	(\$108,000)
<b>Total</b>	<b>(\$1,084,000)</b>

**Total Ongoing Net County Reduction: (\$1,084,000)**

- ❑ Reduce the contracted amount for Welfare Fraud by a total of \$1,951,197, yielding a net savings of \$1,463,397.

**Total Ongoing Net County Reduction: (\$1,463,397)**

### One-time Augmentations

- ❑ Augment CalWIN equipment with a one-time increase of \$891,722 offset with 100% revenue reimbursement.

**Total One-time Net County Cost: \$0**

### Welfare Reform Reserve Augmentation

- ❑ Convert the current \$2.5 million ongoing reserve to a one-time \$5 million reserve starting FY 2004.

**Total One-time Augmentation: \$2,500,000**

**Total Ongoing Savings: (\$2,500,000)**

## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget with the following changes:

- ❑ During FY 2004 Budget Hearings the Board agreed to transfer one Employment Counselor position from the Department of Child Support Services to

the Department of Employment and Benefit Services. The total cost of the position is fully reimbursed with revenue.

**Total Ongoing Cost: \$0**



- ☐ Reduce the Categorical Aids budget for General Assistance payments by \$196,525 based on a recommendation by the Board's Management Auditor. This reduction was based on updated information on costs-per-case and caseload trends.

**Total Ongoing Net County Reduction: (\$196,525)**

**Employment and Benefit Services and Aid Programs**

Employment and Benefits Programs	Total \$	County \$	County%
CalLEARN Program	\$404,160	\$0	0.0%
CalWORKs Eligibility	\$25,322,200	\$8,308,298	32.8%
CalWORKs Employment (WtW)	\$31,029,859	\$30,000	0.1%
CalWORKs Substance Abuse Program	\$3,021,328	\$0	0.0%
Cash Assistance Program For Immigrants (CAPI)	\$1,101,163	\$0	0.0%
Child Care Programs	\$17,932,962	\$0	0.0%
County Maintenance of Effort Adjustment	(\$4,561,465)	\$0	0.0%
County Maintenance of Effort	\$4,561,465	\$4,561,465	100.0%
Food Stamp Employment and Training Program	\$580,184	\$123,153	21.2%
Food Stamps	\$30,529,790	\$7,863,687	25.8%
General Assistance Eligibility	\$2,619,494	\$2,619,494	100.0%
General Assistance Vocational Services	\$890,141	\$890,141	100.0%
Incentive Program	\$2,431,018	\$0	0.0%
Medi-Cal Program	\$55,036,694	\$1,076,473	2.0%
Refugee Employment Services	\$842,680	\$0	0.0%
Refugee Programs Eligibility	\$307,615	\$0	0.0%
Statewide Automation Welfare System Project (CalWIN)	\$8,703,250	\$0	0.0%
Targeted Assistance Program	\$616,726	\$0	0.0%
Veterans Services	\$933,440	\$860,731	92.2%
<b>Employment and Benefits Program Total</b>	<b>\$182,302,703</b>	<b>\$26,333,442</b>	<b>14.4%</b>
BU 511 DEBS Categorical Aid	\$99,432,712	\$12,593,695	12.7%
<b>DEBS Total</b>	<b>\$281,735,415</b>	<b>\$38,927,137</b>	<b>13.8%</b>

**Categorical Aids (BU511)**

The financial assistance payments administered by the Social Services Agency are budgeted in Budget Unit 511 (BU 511). The total amount of financial assistance going to California Work Opportunities and Responsibilities to Kids (CalWORKs) participants and other Department of Employment and Benefit Services (DEBS) related programs is shown in the preceding table as "BU 511 DEBS Categorical Aid." Similarly, the

overall amount of categorical aid payments going to Department of Family and Children's Services (DFCS) recipients (Foster Care and Out-of-Home Placement are examples) is included in the table in the previous section identifying family and children's services costs. The following table itemizes the total costs and the County's contributions to each of the Categorical Aids programs. The table also includes the Welfare Reform Reserve, and Out-of-Home Placement Reserve.

**Categorical Aid Payment Programs**

Categorical Aids Programs	Total \$	County \$	County%
Adoptions	\$16,149,400	\$2,327,739	14.4%
CalWORKs	\$79,103,899	\$1,274,561	1.6%
Cash Assistance Program For Immigrants (CAPI)	\$8,342,156	\$0	0.0%
Director's Exception	\$945,042	\$945,042	100.0%
Emergency Assistance Foster Care	\$3,327,511	\$998,253	30.0%

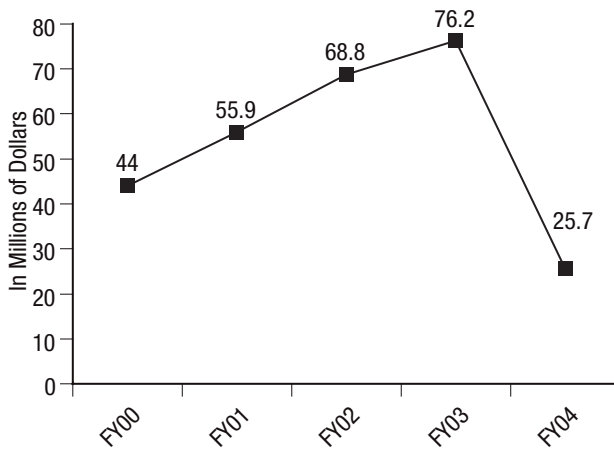
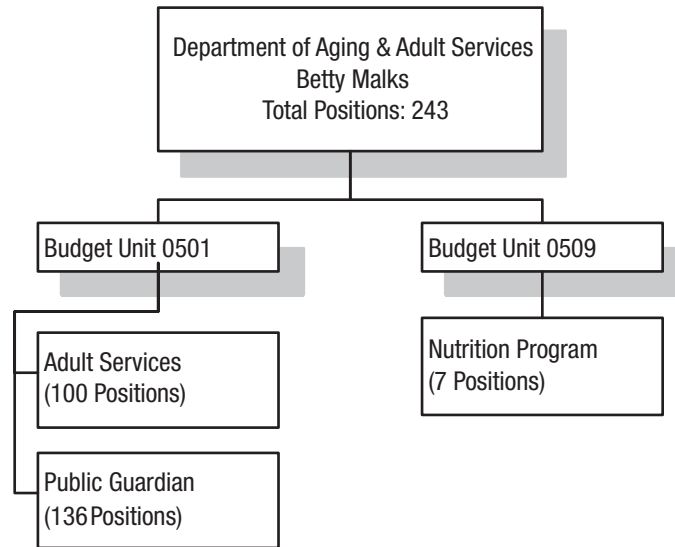


**Categorical Aid Payment Programs**

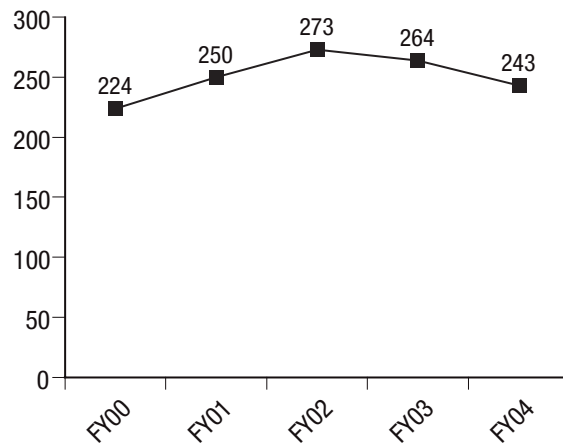
<b>Categorical Aids Programs</b>	<b>Total \$</b>	<b>County \$</b>	<b>County%</b>
Foster Care	\$57,239,834	\$25,193,189	44.0%
General Assistance	\$6,919,134	\$6,919,134	100.0%
Kin-GAP	\$1,295,298	\$204,386	15.8%
Out-Of-Home Initiatives	\$4,003,710	\$4,003,710	100.0%
Realignment Trust Abatement	\$0	(\$26,315,741)	0.0%
Refugee	\$667,522	\$0	0.0%
Seriously Emotional Disturbed (SED) Children	\$10,711,937	\$6,427,162	60.0%
Special Circumstances - FC	\$15,924	\$0	0.0%
One-Time Revenue Offset	\$0	(\$4,205,498)	0.0%
<b>Net Subtotal</b>	<b>\$188,721,368</b>	<b>\$17,771,939</b>	<b>9.4%</b>
Welfare Reform Reserve	\$4,400,000	\$4,400,000	100.0%
Out of Home Placement Reserve	\$3,860,415	\$3,860,415	100.0%
<b>Categorical Aids Total</b>	<b>\$196,981,783</b>	<b>\$26,032,354</b>	<b>13.2%</b>



# Department of Aging and Adult Services - Social Services Agency



**Appropriation Trend**



**Staffing Trend**



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## Public Purpose

- **Supportive In-Home Services Delivered**
- **Safe and Independent Life-style Promoted**
- **Senior Nutrition Improved**
- **Conservatee/Decedent Property Safeguarded**




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## Desired Results

In FY 2004, emphasis will be placed on refining all performance measures in order to move toward more outcome driven measures that will more accurately define the effectiveness of attaining desired results.

**Independent living** which this department promotes by providing supportive services to the blind, disabled, and frail elderly which ensure that clients can remain independently in their homes and in control of their lives.

**Safe Seniors** which this department promotes by 24-hour-a-day, 7-day-a-week intervention and case management in response to reports of imminent threat to life and endangerment of elders and dependent adults.

**Quality Nutrition** which this department promotes by ensuring that seniors in this County have access to daily congregate meals and weekly home delivered meals.

**Elders and Adults Protected** which this department promotes by providing a range of services to mentally challenged and probate conservatees to defer institutionalization and facilitate independent living.

**Conservatee/Decedent Property Safeguarded** which this department provides by marshalling, managing, and maximizing assets of conservatees and decedent estates and protecting these assets according to California Probate Code 7000.

## County Executive's Recommendation

The County Executive's recommendation for the Department of Aging and Adult Services (DAAS) was the deletion of 17 vacant positions, a total ongoing reduction in cost of \$1,351,939; a loss of \$255,250 revenue reimbursement, and new PA/G ongoing revenues of \$303,000. This equates to a net savings of \$1,399,689.04.

### Staff Reductions

- Eliminate five (5) vacant positions from Adult Protective Services (APS).

**Total Ongoing Net County Reduction: (\$298,788)**

- Eliminate two (2) vacant positions from In-Home Supportive Services (IHSS).

**Total Ongoing Net County Reduction: (\$60,650)**

- Eliminate nine (9) vacant positions in the Public Administrator/Public Guardian's Office.

**Total Ongoing Net County Reduction: (\$600,617)**

- Eliminate one (1) vacant Dietitian II position from the Senior Nutrition Program (SNP) in the Department of Aging and Adult Services (DAAS).

**Total Ongoing Net County Reduction: (\$79,459)**

### Eliminate Senior Nutrition Program Lease Subsidy

- Reduce the expenditures in the Senior Nutrition Program by eliminating the lease subsidy on behalf of the Home Delivered Meals program vendor.

**Total Reduction: (\$57,175)**

## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget.

### Costs of Aging and Adult Services Programs

The following table lists the programs administered by the Department of Aging and Adult Services (DAAS), their FY 2004 Final Budget costs, and the County's share of costs.

#### Aging and Adult Services Programs

Program	Total \$	County \$	County %
Adult Protective Services	\$5,413,940	\$3,368,879	62.2%
Council On Aging (COA) Contract for Title III Match	\$176,502	\$176,502	100.0%
Estate Administration	\$2,227,513	\$912,513	41.0%
In-Home Supportive Services (IHSS) Administration	\$7,138,753	\$1,400,160	19.6%
PA/G/C Non-Health Related Services	\$3,594,831	\$2,312,057	64.3%
PA/G/C Health Related Services	\$5,956,612	\$2,258,217	37.9%
DAAS Subtotal	\$24,510,706	\$9,948,132	40.6%
BU 509 Senior Nutrition	\$5,835,337	\$2,830,530	48.5%
DAAS Total	\$30,346,043	\$12,778,662	42.1%



## Summary of Social Services Departments' Recommended Budget Position Deletions

Description	FTE's	Position Title
<b>Agency Office</b>		
Financial Management Services	-1.0	Associate Management Analyst (B1R)
	-1.0	Accountant Assistant (D96)
	-1.0	Revenue Collections Clerk (D62)
	-1.0	Revenue Collections Officer II (V34)
	-2.0	Office Specialist II (D49)
	-1.0	Revenue Collections Officer I (V35)
	-3.0	Office Specialist III (D09)
	-2.0	Record Retentions Specialist (D57)
	-2.0	Stock Clerk (G82)
	-1.0	Account Clerk U (Q11)
	<b>Subtotal:</b>	<b>-15.0</b>
Information Systems	-2.0	Management Aide (B1W)
	-1.0	Office Specialist III (D09)
	-3.0	Information Systems Manager III (G11)
	-2.0	Information Systems Manager II (G12)
	-2.0	Information Systems Analyst (G28)
	-2.0	Business Consulting Project Manager (G55)
	-1.0	Associate Operations Research Analyst (L97)
	-1.0	SSA Application Dec Sup SP Elig II (P65)
	-2.0	SSA Application Dev Spc Empl Sv II (P72)
	-2.0	SSA Application Dec Sup Mgr (V65)
	-1.0	SSA Information Technology Spec U (Z20)
	<b>Subtotal:</b>	<b>-19.0</b>
Human Resources/Training	-1.0	Management Analyst (B1P) Filled
	-3.0	Office Automation Systems Coord. (C53) 2 Filled
	-1.0	Administrative Assistant (C60)
	-4.0	Office Specialist II (D49) 3 Filled
	-3.0	Staff Development Specialist (E42) Filled
	-1.0	Employment Program Supervisor (Y25) Filled
	-1.0	Senior Management Analyst U (W1N) Filled
	<b>Subtotal:</b>	<b>-14.0</b>
	<b>AO Department Subtotal:</b>	<b>-48.0</b>
<b>Department of Family and Children's Services</b>		
	-9.0	Day Care Center Aide (E49) Filled
	-1.0	Facilities Services Worker (H21)
	-1.0	Cottage Manager (X21)
	-3.0	Senior Children's Counselor (X24) Filled
	-2.0	Children's Counselor (X31)
	-1.0	Deputy Director Children's Shelter
	-1.0	Social Work Training Specialist (Y22)
	-1.0	Administrative Support Officer I (B2R)
	-2.0	Administrative Assistant (C60)
	-1.0	Program Manager I (B3P)
	-1.0	Prevention Program Analyst II (C23)
	-2.0	Social Work Coordinator II (Y48)
	-1.0	Social Work Coordinator I (Y49)
	-1.0	Office Management Coordinator (C76)



### Summary of Social Services Departments' Recommended Budget Position Deletions

Description	FTE's	Position Title
	-3.0	Office Specialist III (D09)
	-7.0	Office Specialist II (D49)
	-1.0	Office Specialist I (D51)
	-1.0	Transcriptionist (D11)
	-1.0	Social Work Supervisor (Y23)
	-36.0	Social Worker III (Y3C)
	-2.0	Social Worker II (Y3B)
	-3.0	Social Worker I (Y3A)
	-1.0	Transportation Officer (X36)
<b>DFCS Department Subtotal:</b>	<b>-82.0</b>	
<b>Department of Employment and Benefit Services</b>		
Welfare-to-Work Positions	-4.0	Employment Technician I (Y28)
	-2.0	Office Specialist II (D49)
	-1.0	Account Clerk II (D97)
	-1.0	Employment Counselor (Y27)
	-1.0	Social Worker III (Y3C)
	-1.0	Employment Program Manager (Y20)
SSI Advocacy Services Position	-1.0	Social Worker II (Y3B)
Eligibility Programs Positions	-1.0	Office Specialist III (D09)
	-7.0	Office Specialist II (D49)
	-4.0	Eligibility Work Supervisor (E44)
	-1.0	Eligibility Worker III (E45)
	-1.0	SSA Application Dec Sup SP Elig II (P65)
	-1.0	SSA Application Dev Spc Empl Sv II (P72)
	-1.0	Administrative Assistant U (U38)
	-1.0	Senior Office Specialist (X09)
<b>DEBS Department Subtotal:</b>	<b>-28.0</b>	
<b>Department of Aging and Adult Services</b>		
Adult Protective / In-Home Support Services	-1.0	Social Services Program Manager I (Y32)
	-2.0	Social Work Supervisor (Y23)
	-2.0	Social Worker II (Y3B)
	-1.0	Office Specialist II (D49)
	-1.0	Program Services Aide (E65)
Public Guardian/Estate Administration	-1.0	Program Services Aide (E65)
	-2.0	Public Health Nurse (S50)
	-1.0	Estate Administrator Assistant (V38)
	-1.0	Estate Property Technician (V42)
	-1.0	Supervising Deputy Public Guardian (V45)
	-3.0	Deputy Public Guardian Investigator (V62)
Senior Nutrition Program	-1.0	Dietitian II (R20)
<b>DAAS Department Subtotal:</b>	<b>-17.0</b>	
<b>Social Services Agency Deletion Total</b>	<b>-175.0</b>	





### Summary of Social Services Departments' Position Changes Approved by the Board

Description	FTE's	Position Title
<b>Agency Office</b>		
	1.0	Staff Development Specialist (E42)
<b>Department of Family and Children's Services</b>		
	1.0	Day Care Center Aide (E49)
	1.0	Children's Counselor (X31)
<b>Department of Employment and Benefit Services</b>		
	1.0	Employment Counselor (Y27)
<b>Total Position Changes Approved by the Board</b>	<b>4.0</b>	

### Social Services Administration — Budget Unit 0501 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4700	Aging and Adult Administration	6,451,316	6,396,368	6,107,807	6,470,599	6,470,599	
4710	Aging and Adult Program	61,101,813	65,110,337	30,422,978	10,772,838	10,772,838	-82
4715	Aging and Adult Support Staff	1,644,622	1,644,622	1,529,827	1,564,512	1,564,512	-5
4755	Adult Programs Eligibility	1,138,903	1,314,781	1,343,806	1,173,537	1,173,537	3
4800	Agency Administration	87,393,498	85,257,263	79,575,125	88,516,424	88,504,359	1
4810	Program Support	16,273,839	17,133,375	16,786,184	17,303,990	17,303,990	6
4831	South County Family Conference	400,476	400,476	353,398	314,726	314,726	-21
4860	Additional Staff Development	683,210	683,210	726,490	673,450	673,450	-1
4861	Staff Development	3,193,551	2,877,319	2,671,890	2,199,778	2,295,391	-28
4862	Benefit Services Trainees	2,075,665	2,024,661	593,917	3,175,030	3,175,030	53
4870	Children's Shelter	13,920,698	13,580,215	13,971,091	13,912,114	14,035,310	1
4871	Children's Shelter Social Services			(77,816)			
4874	Children Services Trainees	906,084	906,084	60,003			-100
4903	Electronic Data Processing	27,096,539	26,247,099	29,972,793	26,669,616	26,669,616	-2
4999	Veterans Services Program	767,367	703,033	713,762	739,244	739,244	-4
5000	Child Development Services	2,095,002	2,095,002	2,436,602	2,716,221	2,716,221	30
5010	Family Conference	1,070,820	1,070,820	732,241	847,811	847,811	-21
5040	Social Services Contracts	8,082,551	8,698,551	7,893,205	7,840,849	8,008,974	-1
5042	DEBS Unfunded Reserve Codes						
5100	Refugee Targeted Assistance Program	1,455,420	1,455,420	1,175,043	1,207,268	1,207,268	-17



**Social Services Administration — Budget Unit 0501**  
**Expenditures by Cost Center (Continued)**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5200	Employment Services Program	25,982,873	24,709,495	22,624,868	22,650,535	22,650,535	-13
5202	Employment Services Support Staff	4,137,941	3,817,047	3,687,510	3,910,720	3,910,720	-5
5203	Employment Services Office Professional Staff	1,375,508	1,326,428	989,378	1,306,025	1,306,025	-5
5300	Benefit Services Program	71,033,076	74,258,505	70,124,074	71,127,469	71,127,469	
5400	Children's Services Programs	45,762,686	45,566,206	44,569,463	46,116,996	46,116,996	1
<b>Total Expenditures</b>		<b>384,043,458</b>	<b>387,276,317</b>	<b>338,983,702</b>	<b>331,209,752</b>	<b>331,584,621</b>	<b>-14%</b>

**Social Services Administration — Budget Unit 0501**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 206,385,036	\$ 204,489,733	\$ 196,615,331	\$ 206,987,943	\$ 207,206,752	0
Services And Supplies	177,575,922	181,887,748	138,743,199	123,330,087	123,486,147	-30
Fixed Assets	0	898,836	3,625,172	891,722	891,722	-
Reserves	82,500	0	0	0	0	-100
<b>Total Expenditures</b>	<b>384,043,458</b>	<b>387,276,317</b>	<b>338,983,702</b>	<b>331,209,752</b>	<b>331,584,621</b>	<b>-14</b>

**Social Services Administration — Budget Unit 0501**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 206,385,036	\$ 204,489,733	\$ 196,615,331	\$ 206,987,943	\$ 207,206,752	0
Services And Supplies	177,575,922	181,887,748	138,743,199	123,330,087	123,486,147	-30
Fixed Assets	0	898,836	3,625,172	891,722	891,722	-
Reserves	82,500	0	0	0	0	-100
<b>Fund Sub Total Expenditures</b>	<b>384,043,458</b>	<b>387,276,317</b>	<b>338,983,702</b>	<b>331,209,752</b>	<b>331,584,621</b>	<b>-14</b>
<b>All Funds Total Expenditures</b>	<b>384,043,458</b>	<b>387,276,317</b>	<b>338,983,702</b>	<b>331,209,752</b>	<b>331,584,621</b>	<b>-14</b>



## Social Services Administration — Budget Unit 0501

### Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4700	Aging and Adult Administration	1,090,000	1,090,000	1,274,085	1,315,000	1,315,000	21
4710	Aging and Adult Program	38,008,162	41,314,165	5,105,934	750,000	750,000	-98
4800	Agency Administration	244,775,858	238,253,654	232,224,376	234,959,598	235,267,974	-4
4810	Program Support			1,913			0
4861	Staff Development			15,393			0
4870	Children's Shelter	196,771	196,771	59,677	196,771	196,771	0
4903	Electronic Data Processing	6,856,010	6,856,010	8,891,117	8,700,486	8,703,254	27
4999	Veterans Services Program	72,709	72,709	71,131	72,709	72,709	0
5000	Child Development Services	2,521,513	2,521,513	2,637,358	2,973,310	2,973,751	18
5040	Social Services Contracts	2,209,002	2,209,002	1,785,679	2,557,656	2,568,325	16
5100	Refugee Targeted Assistance Program	1,881,851	1,881,851	1,448,337	1,459,858	1,459,406	-22
5200	Employment Services Program	3,106,335	3,106,335	3,027,820	3,021,328	3,021,328	-3
5300	Benefit Services Program	7,121,968	7,121,968	7,234,414	2,431,019	2,431,019	-66
5400	Children's Services Programs	3,227,770	3,227,770	3,490,247	3,224,486	3,224,309	0
	<b>Total Revenues</b>	<b>311,067,948</b>	<b>307,851,747</b>	<b>267,440,602</b>	<b>261,662,220</b>	<b>261,983,846</b>	<b>-16%</b>

## Social Services Administration — Budget Unit 0501

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	250,000	250,000	305,539	200,000	200,000	-20
Revenue From Use Of Money/Property	500,000	500,000	402,951	600,000	600,000	20
Aid From Govt Agencies-State	106,840,974	102,694,052	104,932,521	89,707,465	89,811,851	-16
Aid From Govt Agencies-Federal	197,808,791	198,739,512	156,220,398	165,547,043	165,753,879	-16
Charges For Current Services	1,659,380	1,659,380	2,003,781	2,157,830	2,168,499	31
Other Revenues	4,008,803	4,008,803	3,575,412	3,449,882	3,449,617	-14
<b>Total Revenues</b>	<b>311,067,948</b>	<b>307,851,747</b>	<b>267,440,602</b>	<b>261,662,220</b>	<b>261,983,846</b>	<b>-16</b>



### Social Services Administration — Budget Unit 0501 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	250,000	250,000	305,539	200,000	200,000	-20
Revenue From Use Of Money/Property	500,000	500,000	402,951	600,000	600,000	20
Aid From Govt Agencies- State	106,840,974	102,694,052	104,932,521	89,707,465	89,811,851	-16
Aid From Govt Agencies- Federal	197,808,791	198,739,512	156,220,398	165,547,043	165,753,879	-16
Charges For Current Services	1,659,380	1,659,380	2,003,781	2,157,830	2,168,499	31
Other Revenues	4,008,803	4,008,803	3,575,412	3,449,882	3,449,617	-14
<b>Fund Sub Total Revenues</b>	<b>311,067,948</b>	<b>307,851,747</b>	<b>267,440,602</b>	<b>261,662,220</b>	<b>261,983,846</b>	<b>-16</b>
<b>All Funds Total Revenues</b>	<b>311,067,948</b>	<b>307,851,747</b>	<b>267,440,602</b>	<b>261,662,220</b>	<b>261,983,846</b>	<b>-16</b>

### SSA Nutrition Services To The Aged — Budget Unit 0509 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4890	SSA Nutrition Services To The Aged	5,873,277	5,829,816	5,532,179	5,666,897	5,835,337	-1
<b>Total Expenditures</b>		<b>5,873,277</b>	<b>5,829,816</b>	<b>5,532,179</b>	<b>5,666,897</b>	<b>5,835,337</b>	<b>-1%</b>

### SSA Nutrition Services To The Aged — Budget Unit 0509 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 698,357	\$ 698,299	\$ 634,668	\$ 641,371	\$ 641,371	-8
Services And Supplies	5,174,920	5,131,517	4,897,511	5,025,526	5,193,966	0
<b>Total Expenditures</b>	<b>5,873,277</b>	<b>5,829,816</b>	<b>5,532,179</b>	<b>5,666,897</b>	<b>5,835,337</b>	<b>-1</b>



### SSA Nutrition Services To The Aged — Budget Unit 0509 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 698,357	\$ 698,299	\$ 634,668	\$ 641,371	\$ 641,371	-8
Services And Supplies	5,174,920	5,131,517	4,897,511	5,025,526	5,193,966	0
<b>Fund Sub Total Expenditures</b>	<b>5,873,277</b>	<b>5,829,816</b>	<b>5,532,179</b>	<b>5,666,897</b>	<b>5,835,337</b>	<b>-1</b>
<b>All Funds Total Expenditures</b>	<b>5,873,277</b>	<b>5,829,816</b>	<b>5,532,179</b>	<b>5,666,897</b>	<b>5,835,337</b>	<b>-1</b>

### SSA Nutrition Services To The Aged — Budget Unit 0509 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4890	SSA Nutrition Services To The Aged	3,004,807	3,004,807	3,135,049	3,004,807	3,004,807	0
	<b>Total Revenues</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>3,135,049</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>0%</b>

### SSA Nutrition Services To The Aged — Budget Unit 0509 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-Federal	1,938,382	1,938,382	1,892,702	1,938,382	1,938,382	0
Charges For Current Services	346,425	346,425	338,719	346,425	346,425	0
Other Revenues	720,000	720,000	903,628	720,000	720,000	0
<b>Total Revenues</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>3,135,049</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>0</b>

### SSA Nutrition Services To The Aged — Budget Unit 0509 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies-Federal	1,938,382	1,938,382	1,892,702	1,938,382	1,938,382	0
Charges For Current Services	346,425	346,425	338,719	346,425	346,425	0
Other Revenues	720,000	720,000	903,628	720,000	720,000	0
<b>Fund Sub Total Revenues</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>3,135,049</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>3,135,049</b>	<b>3,004,807</b>	<b>3,004,807</b>	<b>0</b>



### SSA Categorical Aids Payments — Budget Unit 0511 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4901	SSA Categorical Aids Payments	181,145,971	180,690,805	161,298,622	197,178,307	196,981,782	9
<b>Total Expenditures</b>		181,145,971	180,690,805	161,298,622	197,178,307	196,981,782	9%

### SSA Categorical Aids Payments — Budget Unit 0511 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	173,624,638	173,072,472	161,298,622	188,917,892	188,721,367	9
Reserves	7,521,333	7,618,333	0	8,260,415	8,260,415	10
<b>Total Expenditures</b>	181,145,971	180,690,805	161,298,622	197,178,307	196,981,782	9

### SSA Categorical Aids Payments — Budget Unit 0511 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	173,624,638	173,072,472	161,298,622	188,917,892	188,721,367	9
Reserves	7,521,333	7,618,333	0	8,260,415	8,260,415	10
<b>Fund Sub Total Expenditures</b>	181,145,971	180,690,805	161,298,622	197,178,307	196,981,782	9
<b>All Funds Total Expenditures</b>	181,145,971	180,690,805	161,298,622	197,178,307	196,981,782	9

### SSA Categorical Aids Payments — Budget Unit 0511 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4901	SSA Categorical Aids Payments	155,349,450	156,148,942	144,496,859	170,949,430	170,949,430	10
<b>Total Revenues</b>		155,349,450	156,148,942	144,496,859	170,949,430	170,949,430	10%



### SSA Categorical Aids Payments — Budget Unit 0511 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Aid From Govt Agencies-State	103,786,403	104,693,529	100,373,702	116,735,840	116,735,840	12
Aid From Govt Agencies-Federal	51,563,047	51,455,413	44,123,157	54,213,590	54,213,590	5
<b>Total Revenues</b>	<b>155,349,450</b>	<b>156,148,942</b>	<b>144,496,859</b>	<b>170,949,430</b>	<b>170,949,430</b>	<b>10</b>

### SSA Categorical Aids Payments — Budget Unit 0511 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Aid From Govt Agencies-State	103,786,403	104,693,529	100,373,702	116,735,840	116,735,840	12
Aid From Govt Agencies-Federal	51,563,047	51,455,413	44,123,157	54,213,590	54,213,590	5
<b>Fund Sub Total Revenues</b>	<b>155,349,450</b>	<b>156,148,942</b>	<b>144,496,859</b>	<b>170,949,430</b>	<b>170,949,430</b>	<b>10</b>
<b>All Funds Total Revenues</b>	<b>155,349,450</b>	<b>156,148,942</b>	<b>144,496,859</b>	<b>170,949,430</b>	<b>170,949,430</b>	<b>10</b>







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# Section 4: Santa Clara Valley Health & Hospital System

Section 4: Santa Clara Valley  
Health & Hospital System



# Santa Clara Valley Health & Hospital System

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## Mission

The Santa Clara Valley Health and Hospital System provides leadership in developing and promoting a healthy community through a planned, integrated health care delivery system which offers prevention, education and treatment programs to all residents of Santa Clara County, regardless of ability to pay.

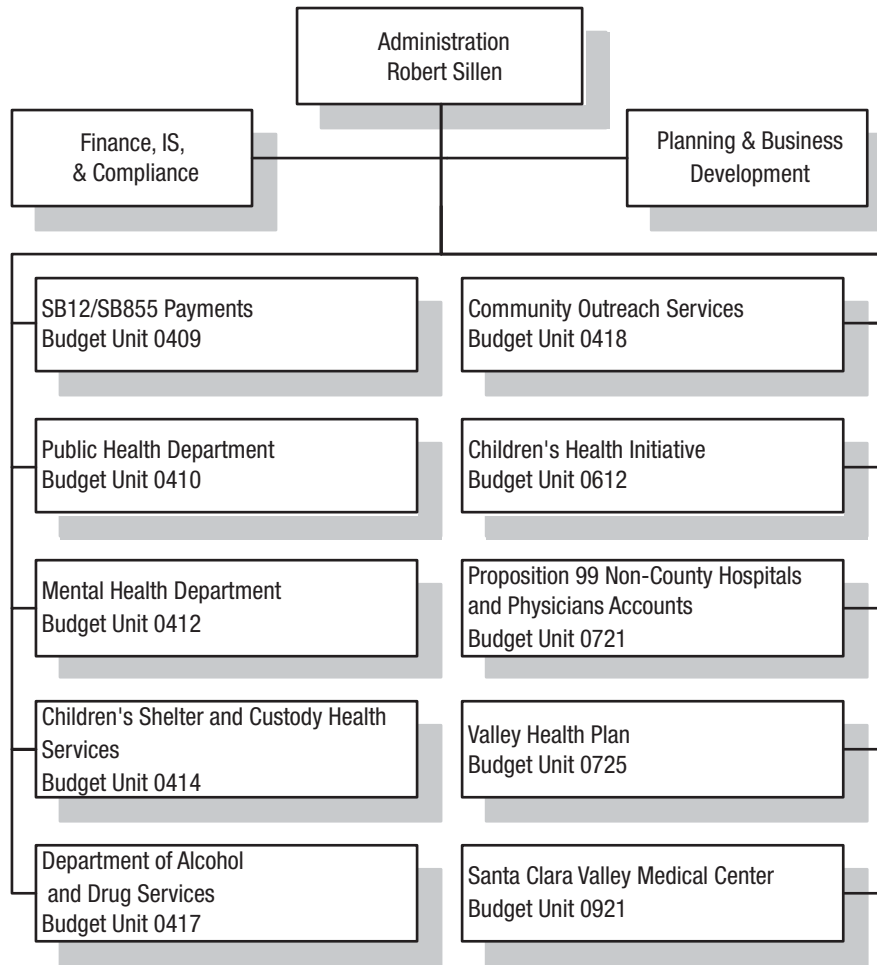


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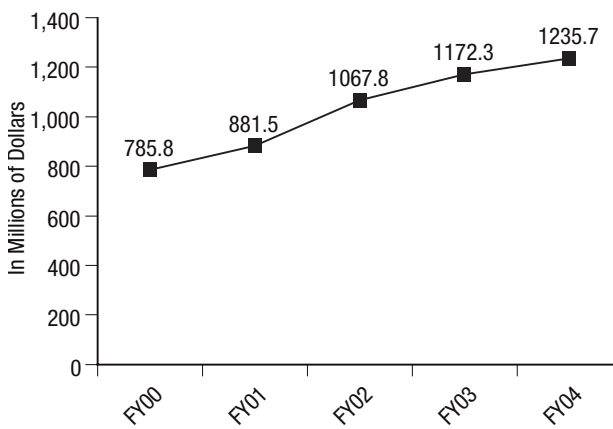
## Departments

- **SB 12/SB 855 Payments**
- **Public Health Department**
- **Mental Health Department**
- **Children's Shelter and Custody Health Services**
- **Department of Alcohol and Drug Services**
- **Community Outreach Services**
- **Children's Health Initiative**
- **Prop 99 Non-County Hospital and Physician Funds**
- **Valley Health Plan**
- **Santa Clara Valley Medical Center**

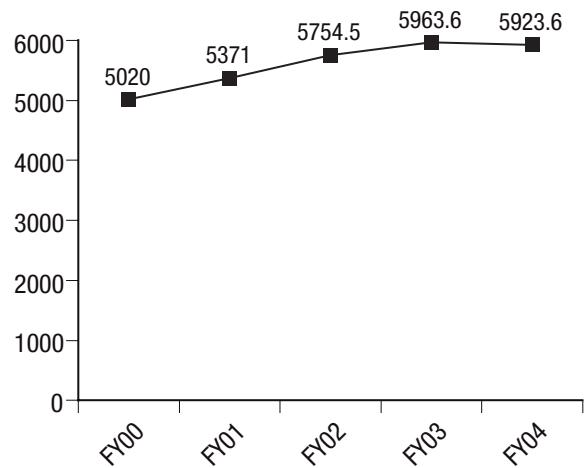
# Santa Clara Valley Health & Hospital System



Section 4: Santa Clara Valley Health & Hospital System



**Appropriation Trend**



**Staffing Trend**



## Expenditures by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0409	SB12/SB855 Funds	122,250,000	123,979,389	102,058,709	122,250,000	122,250,000	
0410	Public Health	85,197,635	91,613,865	87,522,587	90,582,398	90,877,520	7
0412	Mental Health	177,468,182	193,537,671	192,275,674	179,791,517	181,214,548	2
0414	Children's Shelter & Custody Health Services	2,108,929	2,110,311	832,311	700,502	700,000	-67
0417	Department of Alcohol and Drug Services	42,123,077	42,935,481	39,531,742	39,474,608	40,466,442	-4
0418	Community Outreach Services	8,754,578	8,327,256	6,766,226	8,573,459	8,573,318	-2
0612	Childrens Health Initiative	3,000,000	3,000,000	4,799,316	3,000,000	3,000,000	
0721	Prop 99 Non-County Hospital Fund	2,000,000	3,520,923	1,528,870	1,746,000	1,746,000	-13
0725	Valley Health Plan	56,341,830	69,871,830	67,638,422	71,849,394	71,849,334	28
0921	Valley Medical Center	673,050,467	694,719,728	793,990,186	714,856,135	715,065,287	6
	<b>Total Expenditures</b>	<b>1,172,294,698</b>	<b>1,233,616,454</b>	<b>1,296,944,043</b>	<b>1,232,824,013</b>	<b>1,235,742,449</b>	<b>6%</b>

## Revenues by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0409	SB12/SB855 Funds	122,250,000	123,979,389	99,197,619	122,250,000	122,250,000	
0410	Public Health	41,588,247	47,647,310	45,946,254	45,903,804	45,903,804	10
0412	Mental Health	122,123,157	127,668,241	125,964,614	118,636,601	118,636,601	-3
0414	Children's Shelter & Custody Health Services			140,528			
0417	Department of Alcohol and Drug Services	23,770,035	25,070,903	24,239,541	22,770,581	22,770,581	-4
0418	Community Outreach Services	1,054,760	1,305,387	1,031,657	1,655,387	1,655,387	57
0612	Childrens Health Initiative	3,000,000	3,000,000	3,041,470	3,000,000	3,000,000	
0721	Prop 99 Non-County Hospital Fund	2,000,000	3,520,923	1,528,870	1,746,000	1,746,000	-13
0725	Valley Health Plan	56,386,551	69,916,551	68,760,246	71,920,407	71,920,407	28
0921	Valley Medical Center	666,369,156	690,486,929	875,980,667	708,210,540	708,384,536	6
	<b>Total Revenues</b>	<b>1,038,541,906</b>	<b>1,092,595,633</b>	<b>1,245,831,466</b>	<b>1,096,093,320</b>	<b>1,096,267,316</b>	<b>6%</b>



# Health SB12 / SB855 Payments

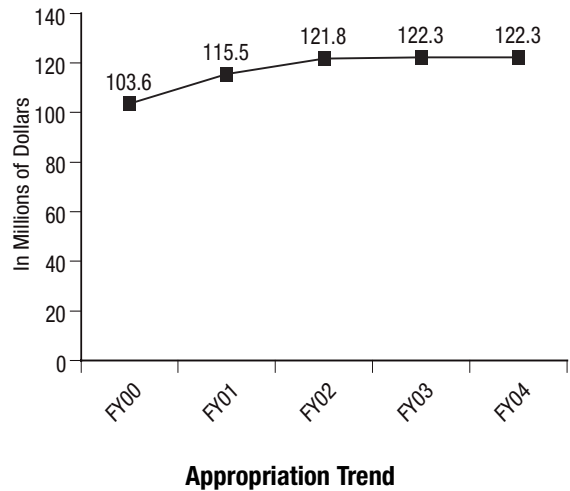
## Overview

The SB 12 Program is funded by an assessment imposed upon fines, penalties and forfeitures assessed by the Court. The fund is utilized to provide partial compensation to physicians, surgeons and hospitals for patients who do not make payment for emergency medical services and for other emergency medical services purposes as determined by the County.

net revenues of \$36,127,982 are used to support services at Santa Clara Valley Medical Center and the Mental Health Department.

The current budgeted amount of \$122,250,000 reflects estimated actuals for FY 2004.

The SB 855 Program, established by the State in 1991, provides supplemental payments to hospitals that serve disproportionate numbers of low-income individuals. This program requires an expenditure transfer to the State, which then matches the transfer amounts from participating counties with Federal Medicaid funding. The funds are redistributed as supplemental payments to eligible disproportionate share hospitals. Santa Clara County's expenditure transfer is reflected in this budget unit, as required by the State.



The resulting program revenues are received by Santa Clara Valley Medical Center, which reimburses BU 409 and the General Fund for the expenditure transfer. The

Section 4: Santa Clara Valley Health & Hospital System

## SB12/SB855 Funds — Budget Unit 0409 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4322	SB12 Payments	2,250,000	3,979,389	3,527,904	2,250,000	2,250,000	
4324	SB 855 Funds	120,000,000	120,000,000	98,530,805	120,000,000	120,000,000	
<b>Total Expenditures</b>		<b>122,250,000</b>	<b>123,979,389</b>	<b>102,058,709</b>	<b>122,250,000</b>	<b>122,250,000</b>	<b>0%</b>

## SB12/SB855 Funds — Budget Unit 0409 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	122,250,000	123,979,389	102,058,709	122,250,000	122,250,000	0
<b>Total Expenditures</b>	<b>122,250,000</b>	<b>123,979,389</b>	<b>102,058,709</b>	<b>122,250,000</b>	<b>122,250,000</b>	<b>0</b>



**SB12/SB855 Funds — Budget Unit 0409**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Services And Supplies	120,000,000	120,000,000	98,530,805	120,000,000	120,000,000	0
<b>Fund Sub Total Expenditures</b>	<b>120,000,000</b>	<b>120,000,000</b>	<b>98,530,805</b>	<b>120,000,000</b>	<b>120,000,000</b>	<b>0</b>
<b>SB 12 Tobacco Payments Fund</b>						
Services And Supplies	2,250,000	3,979,389	3,527,904	2,250,000	2,250,000	0
<b>Fund Sub Total Expenditures</b>	<b>2,250,000</b>	<b>3,979,389</b>	<b>3,527,904</b>	<b>2,250,000</b>	<b>2,250,000</b>	<b>0</b>
<b>All Funds Total Expenditures</b>	<b>122,250,000</b>	<b>123,979,389</b>	<b>102,058,709</b>	<b>122,250,000</b>	<b>122,250,000</b>	<b>0</b>

**SB12/SB855 Funds — Budget Unit 0409**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4322	SB12 Payments	2,250,000	3,979,389	666,814	2,250,000	2,250,000	0
4324	SB 855 Funds	120,000,000	120,000,000	98,530,805	120,000,000	120,000,000	0
<b>Total Revenues</b>		<b>122,250,000</b>	<b>123,979,389</b>	<b>99,197,619</b>	<b>122,250,000</b>	<b>122,250,000</b>	<b>0%</b>

**SB12/SB855 Funds — Budget Unit 0409**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	2,250,000	3,979,389	556,121	2,250,000	2,250,000	0
Revenue From Use Of Money/Property	0	0	55,089	0	0	-
Transfers	114,608,989	114,608,989	93,139,794	114,608,989	114,608,989	0
Other Revenues	5,391,011	5,391,011	5,446,615	5,391,011	5,391,011	0
<b>Total Revenues</b>	<b>122,250,000</b>	<b>123,979,389</b>	<b>99,197,619</b>	<b>122,250,000</b>	<b>122,250,000</b>	<b>0</b>

**SB12/SB855 Funds — Budget Unit 0409**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Transfers	114,608,989	114,608,989	93,139,794	114,608,989	114,608,989	0
Other Revenues	5,391,011	5,391,011	5,391,011	5,391,011	5,391,011	0
<b>Fund Sub Total Revenues</b>	<b>120,000,000</b>	<b>120,000,000</b>	<b>98,530,805</b>	<b>120,000,000</b>	<b>120,000,000</b>	<b>0</b>
<b>SB 12 Tobacco Payments Fund</b>						

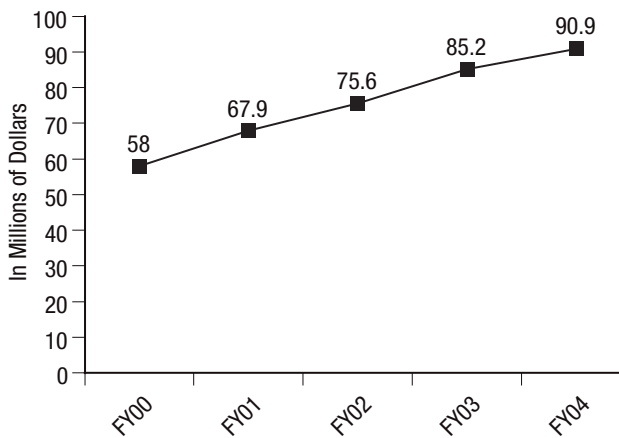
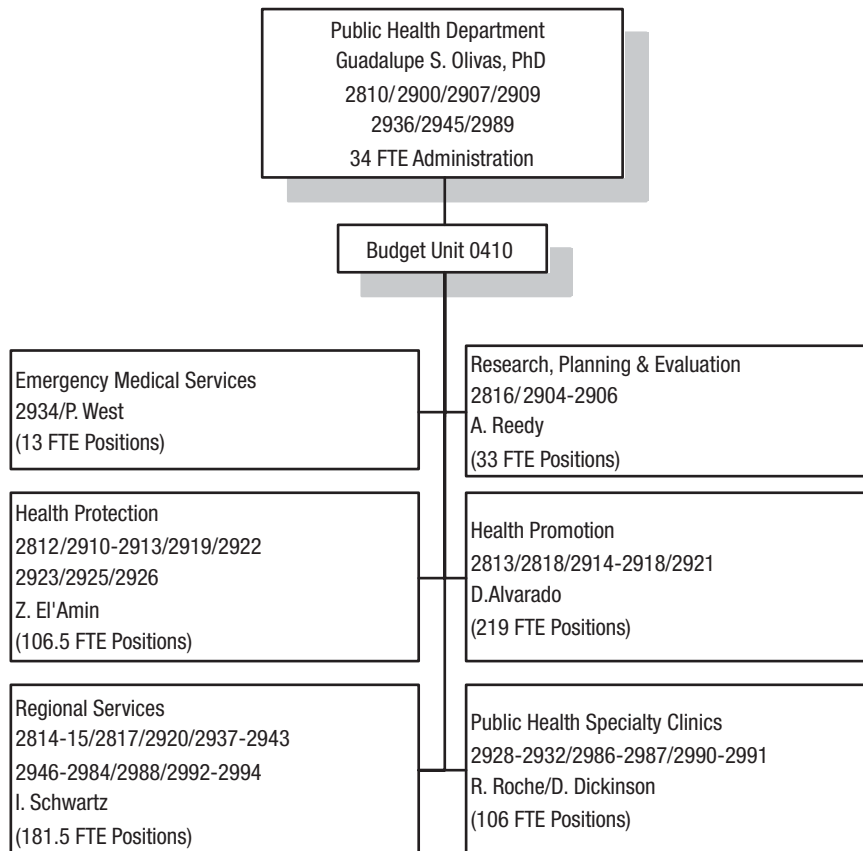


**SB12/SB855 Funds — Budget Unit 0409**  
**Revenue by Fund (Continued)**

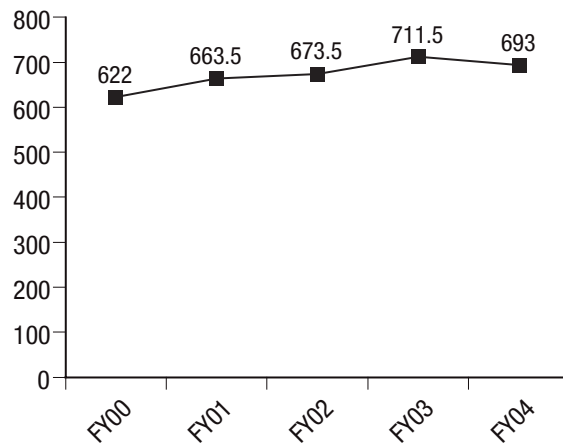
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	2,250,000	3,979,389	556,121	2,250,000	2,250,000	0
Revenue From Use Of Money/Property	0	0	55,089	0	0	-
Other Revenues	0	0	55,604	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,250,000</b>	<b>3,979,389</b>	<b>666,814</b>	<b>2,250,000</b>	<b>2,250,000</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>122,250,000</b>	<b>123,979,389</b>	<b>99,197,619</b>	<b>122,250,000</b>	<b>122,250,000</b>	<b>0</b>



# Public Health Department



Appropriation Trend



Staffing Trend





## Public Purpose

- **Healthy Community**
- **Reduced Health Risk**
- **Solutions to Health Problems**
- **Enhanced Quality of Life**



## Desired Results

**Monitor Health Status** through accurate, periodic assessment of the community's health status; utilization of appropriate methods and technology, such as geographic information systems, to interpret and communicate data to diverse audiences; and collaboration with other parts of the health community to establish and use population health information systems, such as disease or immunization registries.

**Diagnose Health Problems** by conducting epidemiological investigations of disease outbreaks, patterns of infectious and chronic diseases and injuries, environmental hazards and other health threats; active infectious disease epidemiology programs; and access to a public health laboratory capable of conducting rapid screening and high volume testing.

**Inform People about Health Issues** through health information, health education and health promotion activities designed to empower people and communities to reduce health risk and promote better health; health communication plans and social marketing; accessible health information and educational resources; and health education and promotion programs and partnerships with the community.

**Link People to Services** by assuring effective entry for persons with unmet health care needs into a coordinated system of clinical care; culturally and linguistically appropriate materials and staff to assure linkages to services for special population groups; ongoing "care management" for all and targeted health education, promotion and disease prevention to high risk population groups.

## County Executive's Recommendation

### Revenue Enhancement

- Increase revenue assumptions for the following:

Revenue Source	Amount
Medicaid Title XIX Targeted Case Management (TCM) revenue	\$1,800,000
Emergency Medical Services (EMS) revenue	\$157,000
Immunization Program revenue	\$50,000
Family Planning Clinic revenue	\$16,000
<b>Total Added</b>	<b>\$2,023,000</b>

**Total Ongoing Revenue Increase: \$2,023,000**

### Reduce Appropriations for Various Clinics

- Delete seven positions, including 1.0 FTE Office Management Coordinator, 1.0 FTE Health Services Representative, 2.0 FTE Clinical Nurse III, 2.0 FTE Public Health Assistant and 1.0 FTE Community Worker, and reduce funding for services and supplies by \$19,601, in the Refugee and Child Health Clinic.

**Total Ongoing Savings: (\$495,186)**

- Delete four positions, including 1.0 FTE Community Worker, 1.0 FTE Health Education Specialist, 0.5 FTE Public Health Assistant, and 1.5 FTE Clinical Nurse III and increase revenue by \$60,000 in the Tuberculosis Clinic.

**Total Ongoing Savings: (\$296,107)**

**Total Ongoing Revenue Increase: \$60,000**

- Delete 1.0 FTE vacant Administrative Assistant position in the Pace Clinic.

**Total Ongoing Savings: (\$56,364)**

- Eliminate 3.5% COLA increase reserved for community clinics.

**Total Ongoing Savings: (\$80,777)**

### Reduce Appropriations for Various Programs HIV/AIDS Prevention Programs

- Delete 1.0 FTE Office Specialist III, 1.0 Office Management Coordinator, and 1.0 FTE Health Care Program Manager I, as well as funding equivalent to 1.0 FTE vacant Senior Health Care Program Manager position in the HIV/AIDS Prevention programs.

**Total Ongoing Savings: (\$313,141)**

- Delete 0.5 FTE vacant Health Education Specialist position and reduce \$20,000 in funding for Audio Visual Aids in the Maternal, Children and Adolescent (MCAH) program.

**Total Ongoing Savings: (\$103,266)**

- Delete 2.0 FTE vacant Health Education Specialist positions and reduce \$300,000 in funding for contract services in the Tobacco Control program.

**Total Ongoing Savings: (\$479,220)**

- Delete 1.0 FTE vacant Health Education Specialist position in Public Health Administration.

**Total Ongoing Savings: (\$82,266)**

- Reduce \$100,500 in funding for advertising services the Immunization program.

**Total Ongoing Savings: (\$100,500)**

- Delete 1.0 FTE vacant Office Specialist III position, and reduce \$50,000 in funding for services and supplies in the Child Health and Disability Prevention (CHDP) program.

**Total Ongoing Savings: (\$105,536)**

- Reduce \$357,581 in funding for medical care expenses for California Children's Services (CCS).

**Total Ongoing Savings: (\$357,581)**



- Delete two positions for Regional Services, including 1.0 vacant Office Management Coordinator (OMC) position in the East Valley Office and 1.0 vacant Public Health Nurse Specialist position in the West Valley Office

**Total Ongoing Savings: (\$208,029)**

- Delete 1.0 FTE vacant Management Aide position in the Data Management Unit.

**Total Ongoing Savings: (\$56,053)**

- Delete 0.5 FTE vacant Health Education Specialist position from the Violence Prevention Program.

**Total Ongoing Savings: (\$42,121)**

- Delete 1.0 FTE vacant Health Care Program Analyst position from Adolescent Pregnancy Prevention and Services.

**Total Ongoing Savings: (\$97,420)**

### Reduce Appropriations for Services and Supplies

- \$244,473 for services and supplies in the Maternal, Children and Adolescent Health (MCAH) Program
- \$35,000 for services and supplies in the Lead Poisoning Services

- \$366,668 for services and supplies in Public Health Administration

- \$135,000 for services and supplies in TB Prevention Services

- \$25,841 for contract services in Communicable Disease Services

- \$20,000 for automobile mileage in Regional Services

- \$62,207 for services and supplies in the Diabetes Center.

- \$100,000 for contract services for Emergency Medical Services (EMS).

**Total Ongoing Savings: (\$989,189)**

### Eliminate Positions Due to Expired Grants

- Delete twelve positions due to the expiration of six grants. Reduction of revenue and expense was largely accounted for in the base budget. A small amount of additional savings is reflected here.

**Total Savings: (\$88,133)**

### Integrated Health System

- Provide one-time funding for the continuation of the integration of multiple databases into a single Public Health Automated System.

**Total One-time Cost: \$295,000**

### Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget with the following modifications:

- Lease the Thornton Way Facility at 6-month cost of \$9,880 using existing funds for ARIS contract that remain unspent.

**Total One-Time Cost: \$0**

FY 2004 Inventory Item #6

- Restore 0.5 FTE Advanced Clerk Typist position and 2.0 FTE Health Education Specialist positions based on the County's agreement with SEIU Local 715.

**Total Cost: \$199,496**



**Public Health — Budget Unit 0410**  
**Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2900	Public Health Administration	18,961,691	21,136,164	20,978,561	20,249,523	20,374,668	7
2909	Central Services	32,409,205	35,280,686	32,483,424	35,376,614	35,376,614	9
2925	Support Services	3,315,853	3,815,781	3,716,336	3,999,829	3,999,829	21
2928	Ambulatory Care	13,301,403	13,162,741	12,766,711	13,169,556	13,339,533	
2934	Emergency Medical Services	2,103,520	4,273,500	3,092,617	3,246,540	3,246,540	54
2936	Region 1	1,918,893	1,827,877	1,498,369	1,330,800	1,330,800	-31
2945	Region 2	3,737,533	3,540,788	3,726,218	3,581,886	3,581,886	-4
2954	Region 3	2,651,900	2,572,063	2,662,643	3,288,625	3,288,625	24
2962	Region 4	1,482,216	1,482,216	1,623,206	1,313,958	1,313,958	-11
2970	Region 5	3,565,874	3,194,164	3,584,983	3,567,148	3,567,148	
2978	Region 6	1,749,547	1,327,885	1,389,519	1,457,919	1,457,919	-17
<b>Total Expenditures</b>		85,197,635	91,613,865	87,522,587	90,582,398	90,877,520	7%

**Public Health — Budget Unit 0410**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 53,127,511	\$ 53,924,581	\$ 53,630,161	\$ 56,682,183	\$ 56,881,679	7
Services And Supplies	34,795,463	39,709,592	35,410,462	36,562,412	36,658,038	5
Other Charges	25,892	0	0	0	0	-100
Fixed Assets	0	694,255	194,967	0	0	-
Operating/Equity Transfers	0	113,000	113,000	0	0	-
Expenditure Transfers	(2,751,231)	(2,827,563)	(1,826,003)	(2,662,197)	(2,662,197)	-3
<b>Total Expenditures</b>	85,197,635	91,613,865	87,522,587	90,582,398	90,877,520	7



**Public Health — Budget Unit 0410**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 53,127,511	\$ 53,924,581	\$ 53,630,161	\$ 56,682,183	\$ 56,881,679	7
Services And Supplies	34,795,463	39,709,592	35,410,462	36,562,412	36,658,038	5
Other Charges	25,892	0	0	0	0	-100
Fixed Assets	0	694,255	194,967	0	0	-
Operating/Equity Transfers	0	113,000	113,000	0	0	-
Expenditure Transfers	(2,751,231)	(2,827,563)	(1,826,003)	(2,662,197)	(2,662,197)	-3
<b>Fund Sub Total Expenditures</b>	<b>85,197,635</b>	<b>91,613,865</b>	<b>87,522,587</b>	<b>90,582,398</b>	<b>90,877,520</b>	<b>7</b>
<b>All Funds Total Expenditures</b>	<b>85,197,635</b>	<b>91,613,865</b>	<b>87,522,587</b>	<b>90,582,398</b>	<b>90,877,520</b>	<b>7</b>

**Public Health — Budget Unit 0410**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
2900	Public Health Administration	6,686,468	6,553,508	5,328,786	5,289,830	5,289,830	-21
2909	Central Services	24,947,052	28,780,060	30,119,912	29,597,763	29,597,763	19
2925	Support Services	2,520,995	2,909,527	2,300,821	2,600,843	2,600,843	3
2928	Ambulatory Care	5,481,088	5,930,333	5,348,530	6,039,277	6,039,277	10
2934	Emergency Medical Services	867,694	2,825,122	2,320,228	2,161,091	2,161,091	149
2936	Region 1			105,515			0
2945	Region 2			6,558			0
2954	Region 3		308,576	8,844			0
2962	Region 4			1,261			0
2970	Region 5	480,078	215,000	140,016	215,000	215,000	-55
2978	Region 6	604,872	125,184	265,783			-100
	<b>Total Revenues</b>	<b>41,588,247</b>	<b>47,647,310</b>	<b>45,946,254</b>	<b>45,903,804</b>	<b>45,903,804</b>	<b>10%</b>



## Public Health — Budget Unit 0410

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	103,000	274,217	473,919	471,000	471,000	357
Fines, Forfeitures, Penalties	837,694	1,135,577	956,984	548,101	548,101	-35
Aid From Govt Agencies-State	23,345,190	24,681,457	21,444,429	22,104,011	22,104,011	-5
Aid From Govt Agencies-Federal	11,309,018	14,619,926	15,636,427	16,912,502	16,912,502	50
Charges For Current Services	5,890,895	6,536,683	6,817,565	5,765,740	5,765,740	-2
Transfers	0	282,000	282,000	0	0	-
Other Revenues	102,450	117,450	334,930	102,450	102,450	0
<b>Total Revenues</b>	<b>41,588,247</b>	<b>47,647,310</b>	<b>45,946,254</b>	<b>45,903,804</b>	<b>45,903,804</b>	<b>10</b>

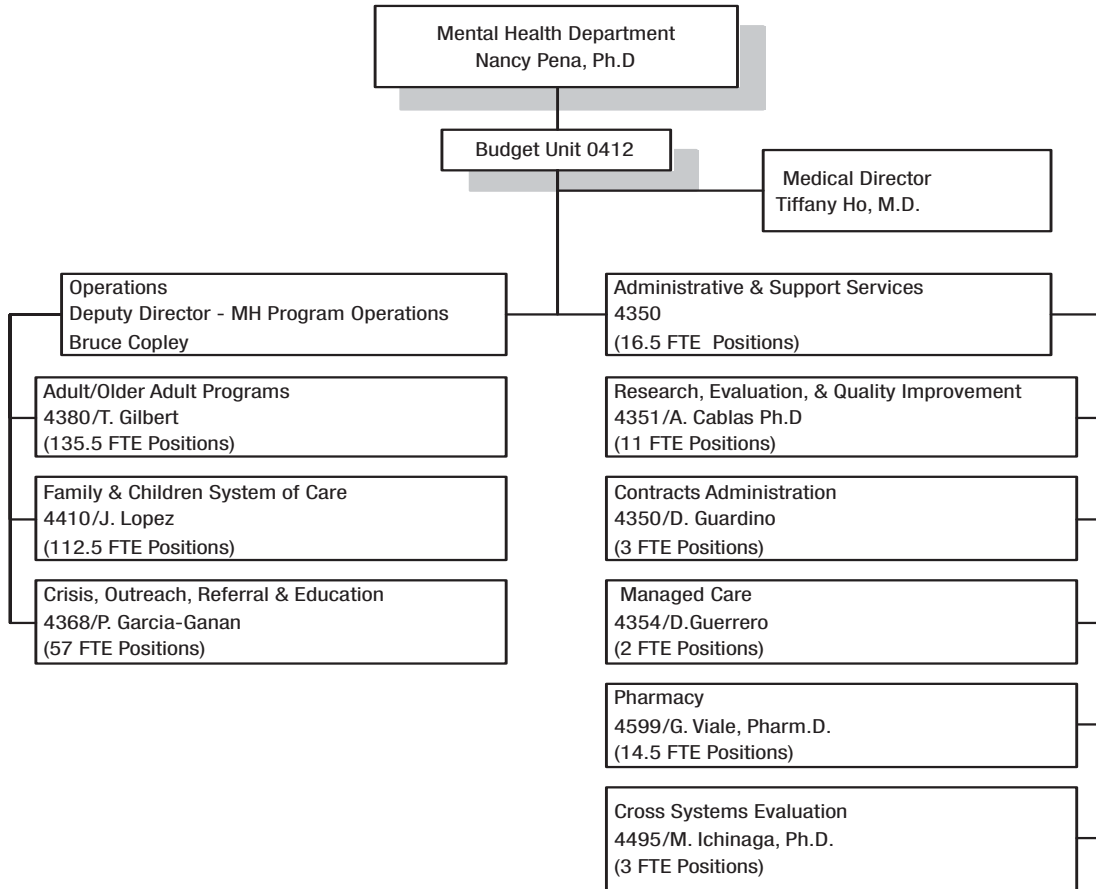
## Public Health — Budget Unit 0410

### Revenue by Fund

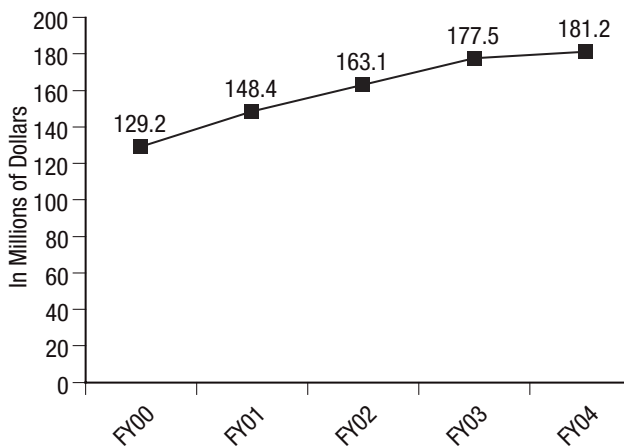
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	103,000	274,217	473,919	471,000	471,000	357
Fines, Forfeitures, Penalties	837,694	1,135,577	956,984	548,101	548,101	-35
Aid From Govt Agencies-State	23,345,190	24,681,457	21,444,429	22,104,011	22,104,011	-5
Aid From Govt Agencies-Federal	11,309,018	14,619,926	15,636,427	16,912,502	16,912,502	50
Charges For Current Services	5,890,895	6,536,683	6,648,301	5,765,740	5,765,740	-2
Transfers	0	282,000	282,000	0	0	-
Other Revenues	102,450	117,450	334,930	102,450	102,450	0
<b>Fund Sub Total Revenues</b>	<b>41,588,247</b>	<b>47,647,310</b>	<b>45,776,990</b>	<b>45,903,804</b>	<b>45,903,804</b>	<b>10</b>
<b>All Funds Total Revenues</b>	<b>41,588,247</b>	<b>47,647,310</b>	<b>45,776,990</b>	<b>45,903,804</b>	<b>45,903,804</b>	<b>10</b>



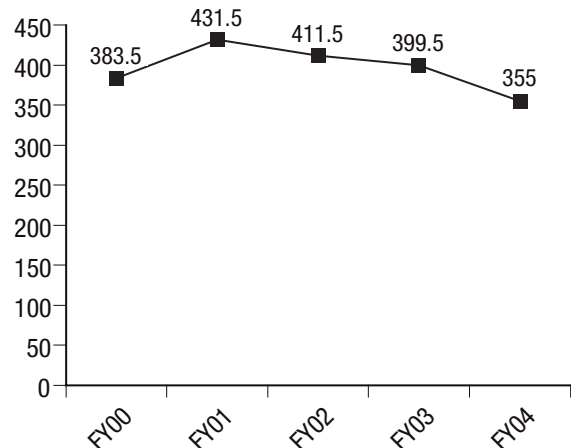
# Mental Health Department



Section 4: Santa Clara Valley Health & Hospital System



**Appropriation Trend**



**Staffing Trend**



## Public Purpose

- ➔ **Healthy Community**
- ➔ **Individual Wellbeing and Achievement of Personal Goals**
- ➔ **Safe Community**



## Desired Results

**Improve children's' mental functioning at home and school** by improving their social functioning within their family as well as within other meaningful relationships.

**Improve the mental and social functioning of adults and older adults** by reducing symptoms that make meaningful activities, relationships and independent living difficult to acquire and maintain.

**Prevent serious mental illness** by reducing psychological distress and developing coping skills among individuals, and increasing supportive and integrated relationships in the community.

## County Executive's Recommendation

### Reduce Appropriations for Mental Health Administration

- Reduce \$31,876 in funding for personal service contracts, \$85,000 for the Student Intern Program, \$50,858 for support services in Self Help Center, and
- Delete 1.0 FTE Office Management Coordinator, 1.0 FTE Health Care Program Analyst II, 1.0 FTE Office Specialist III, 1.0 FTE Sr. Health Care Program Analyst, 1.0 FTE Mental Health Program Super-

visor, 1.0 FTE Executive Assistant, 1.0 FTE Patient Business Services Clerk, and 1.0 FTE Health Services Representative.

**Total Ongoing Savings: (\$708,197)**

Savings of (\$97,345) for the Sr. HCPA will be recognized in VMC budget

### Program-Related Staff Reductions

- Delete 1.0 FTE filled Health Services Representative position from the 24-Hour Care program.

**Total Ongoing Savings: (\$60,938)**



- ❑ Delete 2.0 FTE vacant Psychiatric Social Worker (PSW) II (Y41) and 1.0 FTE filled Office Specialist III (D09) positions for Quality Improvement.

**Total Ongoing Savings: (\$223,062)**

- ❑ Delete 1.0 FTE vacant Marriage Family Therapist (P96) position for Drug Treatment Court.

**Total Ongoing Savings: (\$97,536)**

- ❑ Delete 1.0 FTE vacant Representative Payee Coordinator (P60) and 1.0 FTE vacant Office Specialist III (D09) positions from the Representative Payee Service.

**Total Ongoing Savings: (\$168,263)**

- ❑ Reduce \$60,000 in funding for contract services and supplies for Cross Systems Evaluation.

**Total Ongoing Savings: (\$60,000)**

- ❑ Delete 3.0 FTE Psychiatric Social Worker II and 1.0 FTE Clerical Office Supervisor and reduce funding for services and supplies by \$16,044 in the Juvenile Hall and Ranches.

**Total Ongoing Savings: (\$352,083)**

- ❑ Reduce funding for 0.5 vacant Health Services Representative (D2E) and 1.5 vacant Nursing Attendant (S94) positions in Emergency Psychiatric Services (EPS).

**Total Ongoing Savings: (\$102,945)**

Deletion of FTE reflected in VMC BU 921

- ❑ Delete 1.0 FTE filled Rehabilitation Counselor (P67) position from the Gateway program.

**Total Ongoing Savings: (\$0)**

Savings Of \$85,000 will be offset by reduction in reimbursement from DADS

- ❑ Delete 1.0 FTE filled Health Care Program Manager (C83) and 0.5 FTE filled Prevention Program Analyst (C24) positions, and reduce \$50,000 in funding for contract services in Suicide and Crisis Services (SACS).

**Total Ongoing Savings: (\$206,453)**

- ❑ Delete 1.0 FTE vacant Marriage Family Therapist (P96) position for AB 3632 case coordination services.

**Total Ongoing Savings: (\$82,872)**

- ❑ Delete 1.0 FTE Rehabilitation Counselor and 2.5 FTE Psychiatric Social Worker II/I at the Children's Shelter.

**Total Ongoing Savings: (\$272,044)**

Expenditure reduction of (\$315,483)  
offset by \$43,439 loss of revenue

**Reductions Related to Mental Health Centers**

- ❑ Delete 1.0 FTE filled Health Care Program Manager (C83) and 1.0 FTE filled Clerical Office Supervisor (D60) positions and close the West Valley Mental Health Center.

- ❑ Delete 0.5 FTE vacant Health Service Representative position and 1.0 FTE filled Office Specialist III position at the North County Clinic.

- ❑ Delete 1.0 FTE filled Health Service Representative position at the South County Clinic.

- ❑ Delete 1.0 FTE vacant Rehabilitation Counselor position, 0.5 FTE vacant Health Services Representative position and 3.0 FTE filled Community Worker positions at the Downtown Clinic

- ❑ Delete 1.0 FTE vacant Psychiatric Social Worker II position and 1.0 FTE vacant Office Specialist II position at the Narvaez Clinic.

- ❑ Delete 1.0 FTE filled Clinical Psychologist (P93) position at the Fair Oaks Clinic.

- ❑ Delete 1.0 FTE vacant Marriage Family Therapist II (P96) position at the Bascom Clinic.

- ❑ Delete 0.5 FTE filled Clinical Psychologist (P93) position at the Las Plumas Clinic

**Total Ongoing Savings: (\$908,749)**

Expenditure reduction of (\$993,892)  
offset by \$85,143 loss of in revenue



### Reduce Staff for Acute Inpatient Psychiatric Services

- Delete 0.5 FTE Office Specialist III, 0.5 FTE Medical Unit Clerk, 3.5 FTE Nursing Attendant, 1.0 FTE Supervising Medical Admitting Clerk, 1.0 FTE Rehabilitation Counselor, and 1.0 FTE Occupational Therapist.

**Total Ongoing Savings: (\$493,192)**

### Eliminate Positions Due to Expired Grants

- Delete 1.0 FTE Health Care Program Manager II, 1.0 FTE Health Services Representative, 0.5 FTE Psychiatrist, and 2.0 FTE Psychiatric Social Worker positions, as well as \$87,633 in contract services, to offset the expiration of the Homeless Grant of \$406,165 and the loss of \$47,216 in School District Funds.

**Total Ongoing Savings: (\$2,342)**

### Reduce Appropriations for Short/Doyle Medical Service Contracts

- Reduce funding for contract services in the amount of \$2,348,310 for Family & Children services and \$1,713,740 for Adult/Older Adult services.

**Total Ongoing Savings: (\$4,062,050)**

### Fund Expansion of Custody Adult Mental Health Services

- Redirect \$500,000 to the Children's Shelter and Custody Health Department to fund expansion of Custody Adult Mental Health Services.

**Total Cost: \$500,000**

### Continue Funding for the Replacement of the Clinical/Billing Information System

- Provide one-time funding to continue the replacement of the Clinical/Billing Information System (OSCAR) currently used by both the Mental Health Department and the Department of Alcohol and Drugs.

**Total One-time Cost: \$1,385,489**

## Changes Approved by the Board

The Board of Supervisors adopted the County Executive's Recommended Budget with the following modifications:

- Replace deletion of 1.0 filled Rehabilitation Counselor and 1.0 filled Occupational Therapist positions in Acute Inpatient Psychiatric Services with deletion of 3.0 vacant positions (1.0 FTE Patient

Business Services Clerk and 2.0 FTE Office Specialists, and reducing \$16,209 in expenditure to equal same amount.

**Total Cost: \$0**  
FY 2004 Inventory Item #7

- Restore 3.0 FTE Mental Health Community Worker, 2.0 FTE Rehab Counselor and 0.5 FTE Clinical Psychologist based on the County's agreement with SEIU Local 715.

**Total Cost: \$416,040**



### Mental Health — Budget Unit 0412 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4350	Mental Health Administration	20,179,827	36,717,848	18,506,692	22,144,596	23,151,587	15
4367	Crisis, Outreach, Referral and Education	4,456,524	4,431,516	4,211,464	4,001,870	4,086,710	-8
4380	Adult/Older Adult Services	64,499,462	63,962,017	71,235,973	62,265,148	62,453,356	-3
4410	Family And Children Services	46,598,312	46,588,017	52,317,710	46,228,891	46,371,883	
4599	Other Services	41,734,057	41,838,273	46,003,835	45,151,012	45,151,012	8
<b>Total Expenditures</b>		<b>177,468,182</b>	<b>193,537,671</b>	<b>192,275,674</b>	<b>179,791,517</b>	<b>181,214,548</b>	<b>2%</b>

### Mental Health — Budget Unit 0412 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 32,007,699	\$ 33,563,737	\$ 33,366,453	\$ 31,038,459	\$ 31,454,499	-2
Services And Supplies	147,456,349	161,542,256	160,491,696	149,871,180	150,878,171	2
Other Charges	42,456	0	0	0	0	-100
Fixed Assets	0	470,000	382,192	800,000	800,000	-
Expenditure Transfers	(2,038,322)	(2,038,322)	(1,964,667)	(1,918,122)	(1,918,122)	-6
<b>Total Expenditures</b>	<b>177,468,182</b>	<b>193,537,671</b>	<b>192,275,674</b>	<b>179,791,517</b>	<b>181,214,548</b>	<b>2</b>

### Mental Health — Budget Unit 0412 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 32,007,699	\$ 33,563,737	\$ 33,366,453	\$ 31,038,459	\$ 31,454,499	-2
Services And Supplies	147,456,349	161,542,256	160,491,696	149,871,180	150,878,171	2
Other Charges	42,456	0	0	0	0	-100
Fixed Assets	0	470,000	382,192	800,000	800,000	-
Expenditure Transfers	(2,038,322)	(2,038,322)	(1,964,667)	(1,918,122)	(1,918,122)	-6
<b>Fund Sub Total Expenditures</b>	<b>177,468,182</b>	<b>193,537,671</b>	<b>192,275,674</b>	<b>179,791,517</b>	<b>181,214,548</b>	<b>2</b>
<b>All Funds Total Expenditures</b>	<b>177,468,182</b>	<b>193,537,671</b>	<b>192,275,674</b>	<b>179,791,517</b>	<b>181,214,548</b>	<b>2</b>



### Mental Health — Budget Unit 0412 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4350	Mental Health Administration	121,888,037	127,433,121	125,812,406	118,401,481	118,401,481	-3
4367	Crisis, Outreach, Referral and Education			5,624			0
4380	Adult/Older Adult Services			57,239			0
4410	Family And Children Services	235,120	235,120	95,476	235,120	235,120	0
4599	Other Services			(6,131)			0
<b>Total Revenues</b>		<b>122,123,157</b>	<b>127,668,241</b>	<b>125,964,614</b>	<b>118,636,601</b>	<b>118,636,601</b>	<b>-3%</b>

### Mental Health — Budget Unit 0412 Revenue by Type

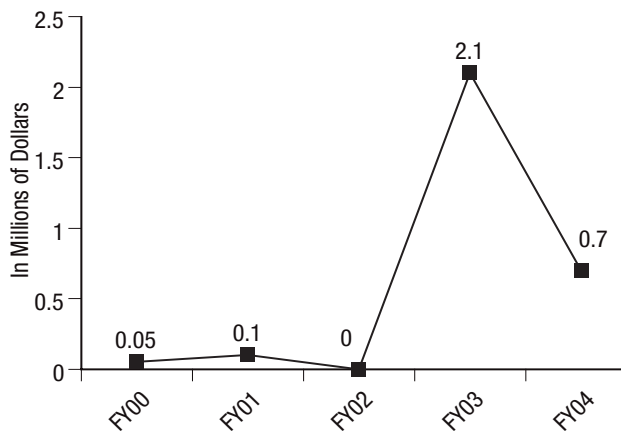
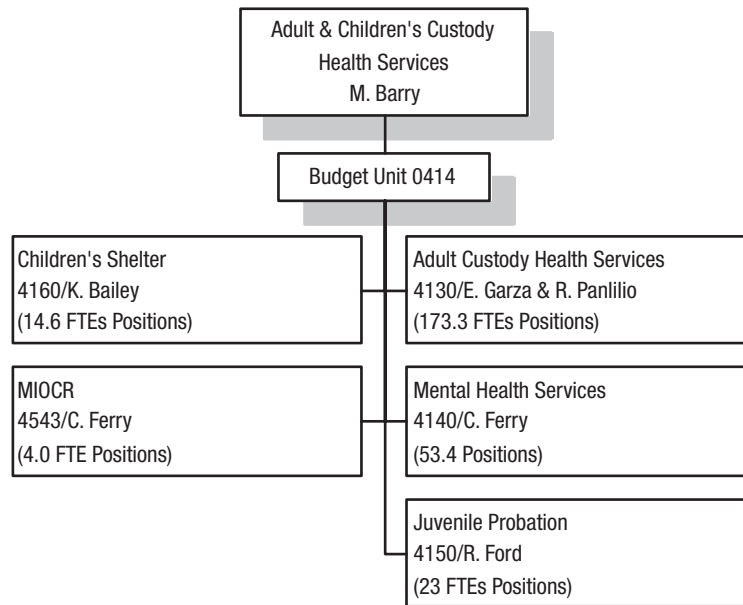
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	0	0	532	0	0	-
Aid From Govt Agencies-State	63,906,208	69,567,623	64,332,322	57,818,382	57,818,382	-10
Aid From Govt Agencies-Federal	42,872,700	42,811,341	44,514,071	44,599,763	44,599,763	4
Charges For Current Services	12,908,962	12,853,990	14,448,989	13,783,169	13,783,169	7
Other Revenues	2,435,287	2,435,287	2,668,700	2,435,287	2,435,287	0
<b>Total Revenues</b>	<b>122,123,157</b>	<b>127,668,241</b>	<b>125,964,614</b>	<b>118,636,601</b>	<b>118,636,601</b>	<b>-3</b>

### Mental Health — Budget Unit 0412 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Revenue From Use Of Money/Property	0	0	532	0	0	-
Aid From Govt Agencies-State	63,906,208	69,567,623	64,332,322	57,818,382	57,818,382	-10
Aid From Govt Agencies-Federal	42,872,700	42,811,341	44,514,071	44,599,763	44,599,763	4
Charges For Current Services	12,908,962	12,853,990	14,448,989	13,783,169	13,783,169	7
Other Revenues	2,435,287	2,435,287	2,668,700	2,435,287	2,435,287	0
<b>Fund Sub Total Revenues</b>	<b>122,123,157</b>	<b>127,668,241</b>	<b>125,964,614</b>	<b>118,636,601</b>	<b>118,636,601</b>	<b>-3</b>
<b>All Funds Total Revenues</b>	<b>122,123,157</b>	<b>127,668,241</b>	<b>125,964,614</b>	<b>118,636,601</b>	<b>118,636,601</b>	<b>-3</b>

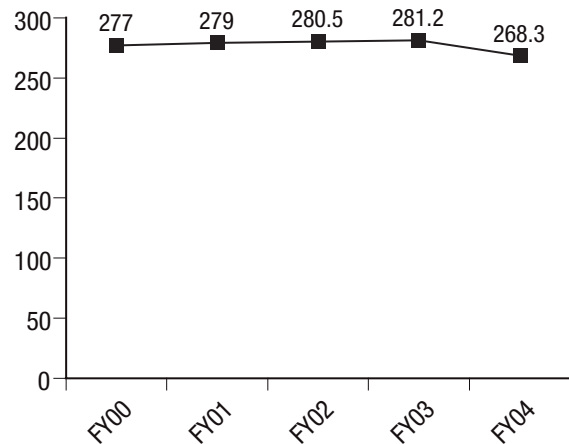


# Children's Shelter and Custody Health



**Appropriation Trend**

Expenditures in this budget are 100% offset by reimbursements from the Probation Department, Mental Health Department, and Department of Correction. The FY 2004 appropriation level reflects the one-time funding of a technology project (see the County Executive's Recommendation for detail).



**Staffing Trend**



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## Public Purpose

- **Humane Society Preserved**
- **Responsible Government**




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## Desired Results

**Optimal Mental Health Outcomes** which this department promotes by improving the patients mental functioning while in custody, and providing appropriate community referrals upon release from custody to ensure the safety and well being of the patients and the community to which they will be released.

**Optimal Medical Health Outcomes** which this department promotes by early detection, prevention, patient education, and intervention to improve the health of the patients and to protect the public health by preventing the transmission of tuberculosis, and other communicable diseases.

**Delivery of Appropriate and Safe Patient care and Protection of the County from liability** which this department promotes by adhering to guidelines and standards of care and safety set forth by the Department of Health, Center of Disease Control, Title 15, DEA, OSHA, and other regulatory agencies.

**Delivery of Appropriate and Safe Patient care and Protection of the County from liability** which this department promotes by adhering to guidelines and standards of care and safety set forth by the Department of Health, Center of Disease Control, Title 15, DEA, OSHA, and other regulatory agencies.

**Greater use of technology to improve business processes** which this department promotes by conducting Business Process Reengineering and Strategic Planning for technology in order to improve the delivery of care, streamline business processes, decrease liability and reduce costs.

## County Executive's Recommendation

### Custody Health Services in Juvenile Hall and Ranches

- Delete 1.0 FTE Assistant Nurse Manager, 4.2 FTE Clinical Nurse, and 1.0 FTE Pharmacy Technician and add 3.8 FTE Licensed Vocational Nurse, and reduce overtime expenditures.

**Total Ongoing Savings: (\$534,432)**

Savings will be recognized in budget of Probation Department

### Custody Health Services in Children's Shelter

- Delete 1.0 FTE Licensed Vocational Nurse, 0.5 FTE Health Education Specialist and 1.0 FTE Medical Unit Clerk.

**Total Ongoing Savings: (\$168,590)**

Savings will be recognized in budget of Social Services Agency

### Custody Health Services in Main Jail

- Delete 0.5 FTE vacant Shift Supervisor and 0.5 FTE vacant Medical Admittance Clerk positions.

**Total Reduction: (\$87,062)**

Savings will be recognized in budget of Department of Correction

### Custody Health Services in Elmwood Facility

- Delete 2.0 FTE filled Clinical Nurse position.

**Total Reduction: (\$226,476)**

Savings will be recognized in budget of Department of Correction

### Correctional Medical Management System

- Provide one-time funding to continue development of the application to automate the work performed by Custody Health staff and to improve current business processes within the department.

**Total One-Time Cost: \$700,000**

## County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

- Retain two 0.5 FTE Clinical Nurse positions due to restoration of one-half of M-8 at Elmwood Facility.

**Total Cost: \$113,000**

- Delete 0.5 FTE Marriage & Family Therapist position and reimbursement from Department of Correction due to elimination of funding from Inmate Welfare fund.

**Total Cost: \$0**

Savings of (\$41,136) for position is offset by lost of reimbursement of same amount

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended, including the County Executive's revisions.



### Children's Shelter & Custody Health Services — Budget Unit 0414 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4130	Adult Custody Medical Services Program	2,100,630	1,744,546	764,867	700,502	700,000	-67
4140	Adult Custody Mental Health Services Program	4,722	162,188	66,430			-100
4142	Work Furlough Program						
4150	Juvenile Probation Services	2,223	202,223	1,017			-100
4160	Children's Shelter Services	1,079	1,079	(1)			-100
4543	MIOCR Grant	275	275	(2)			-100
<b>Total Expenditures</b>		<b>2,108,929</b>	<b>2,110,311</b>	<b>832,311</b>	<b>700,502</b>	<b>700,000</b>	<b>-67%</b>

### Children's Shelter & Custody Health Services — Budget Unit 0414 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 25,742,733	\$ 26,712,877	\$ 26,471,916	\$ 26,723,464	\$ 26,795,389	4
Services And Supplies	6,516,337	6,801,403	5,146,695	5,337,624	5,337,299	-18
Expenditure Transfers	(30,150,141)	(31,403,969)	(30,786,300)	(31,360,586)	(31,432,688)	4
<b>Total Expenditures</b>	<b>2,108,929</b>	<b>2,110,311</b>	<b>832,311</b>	<b>700,502</b>	<b>700,000</b>	<b>-67</b>

### Children's Shelter & Custody Health Services — Budget Unit 0414 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 25,742,733	\$ 26,712,877	\$ 26,471,916	\$ 26,723,464	\$ 26,795,389	4
Services And Supplies	6,516,337	6,801,403	5,146,695	5,337,624	5,337,299	-18
Expenditure Transfers	(30,150,141)	(31,403,969)	(30,786,300)	(31,360,586)	(31,432,688)	4
<b>Fund Sub Total Expenditures</b>	<b>2,108,929</b>	<b>2,110,311</b>	<b>832,311</b>	<b>700,502</b>	<b>700,000</b>	<b>-67</b>
<b>All Funds Total Expenditures</b>	<b>2,108,929</b>	<b>2,110,311</b>	<b>832,311</b>	<b>700,502</b>	<b>700,000</b>	<b>-67</b>

### Children's Shelter & Custody Health Services — Budget Unit 0414 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Other Revenues	0	0	140,528	0	0	—
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>140,528</b>	<b>0</b>	<b>0</b>	<b>—</b>



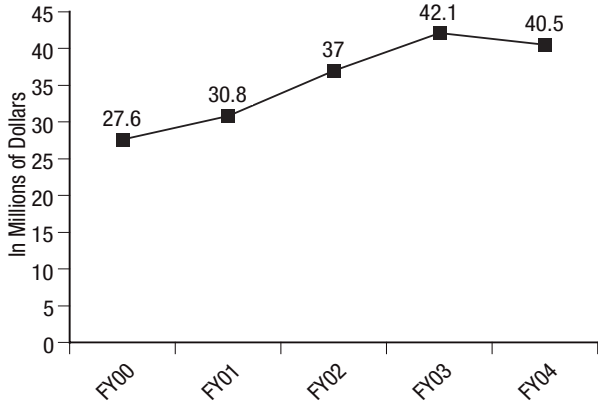
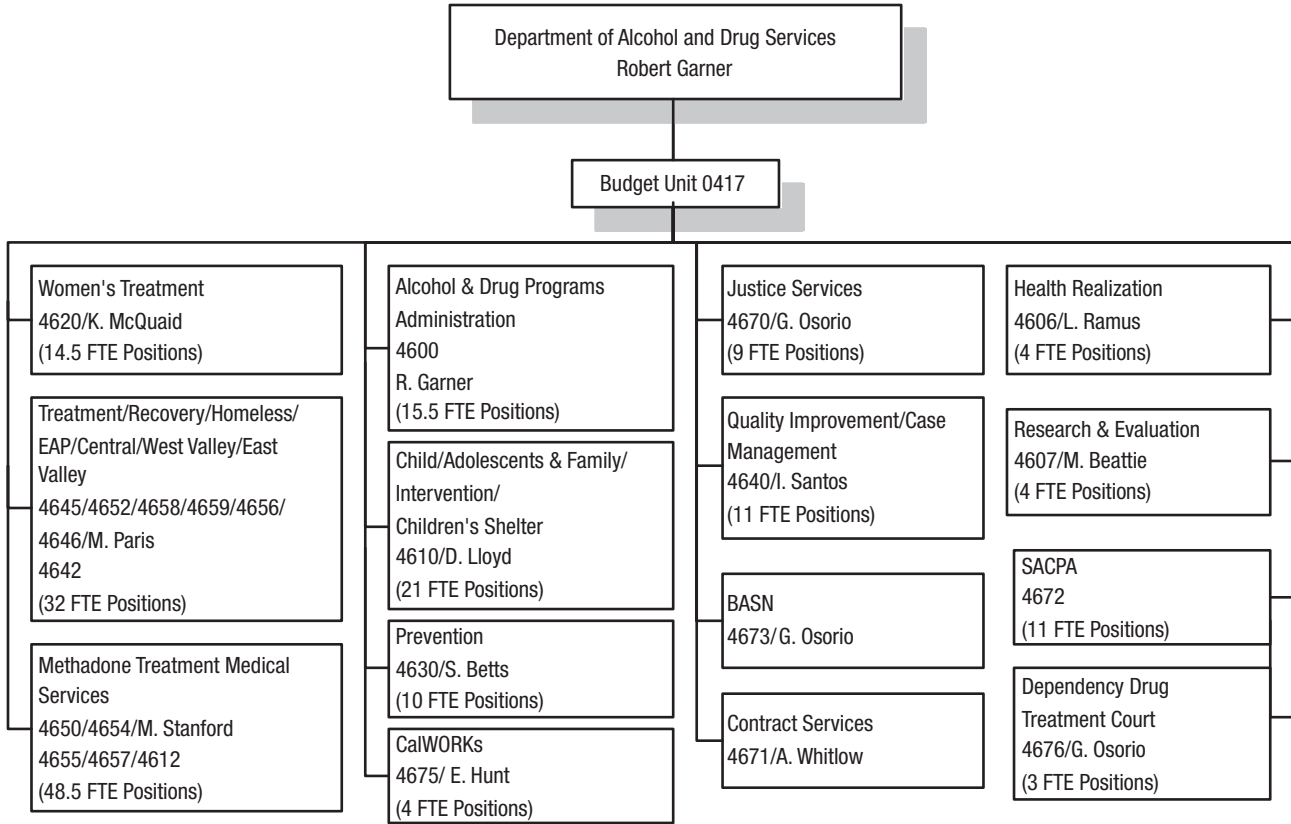


**Children's Shelter & Custody Health Services — Budget Unit 0414**  
**Revenue by Fund**

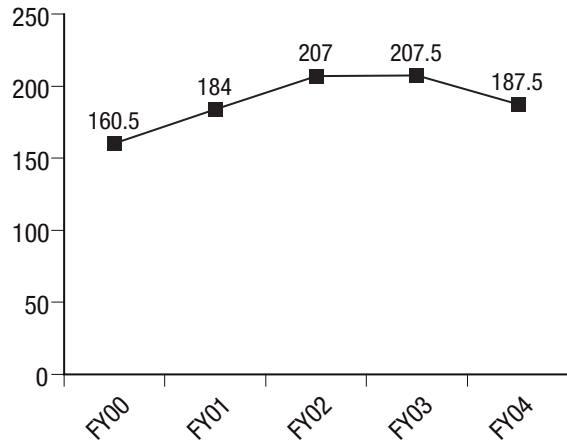
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Other Revenues	0	0	140,528	0	0	–
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>140,528</b>	<b>0</b>	<b>0</b>	<b>–</b>
<b>All Funds Total Revenues</b>	<b>0</b>	<b>0</b>	<b>140,528</b>	<b>0</b>	<b>0</b>	<b>–</b>



# Department of Alcohol and Drug Services



**Expenditure Trend**



**Staffing Trend**



## Public Purpose

- ➔ Improve individual and family psychosocial well-being
- ➔ Contribute to community safety
- ➔ Promote community health



Maintain a high level of treatment completion by clients

Improve psychosocial functioning of clients

Reduce negative impact of substance use on clients

Provide Prevention Services

Provide Training to increase substance abuse-related knowledge, skills and abilities of participants

## County Executive's Recommendation

### Revenue Enhancement

- Recognize one-time revenue from various trust fund balances.

**Total One-Time Revenue Increase: \$721,000**

### Reduce Appropriations for Administration

- Delete 1.0 FTE Deputy Director, 1.0 FTE Executive Assistant, and 1.0 FTE Clerical Office Supervisor and reduce funding for services and supplies.

**Total Ongoing Savings: (\$334,836)**

## Program Reductions

- Reduce funding for HIV services.

**Total Ongoing Savings: (\$42,000)**

- Delete 2.0 FTE vacant Marriage Family Therapist I positions at the Children's Shelter.

**Total Ongoing Savings: (\$157,788)**

- Delete 1.0 FTE vacant Sr. Health Care Program Analyst position for Research Institute.

**Total Ongoing Savings: (\$88,827)**

- Delete 0.5 FTE vacant and 2.0 FTE filled Health Education Specialist positions for Prevention Services.

**Total Ongoing Savings: (\$243,420)**

- Delete 1.0 FTE vacant QI Coordinator II and 1.0 FTE filled Office Specialist II positions, and reduce \$15,500 in funding for contract services and supplies for Quality Improvement.

**Total Ongoing Savings: (\$157,904)**

- Reduce \$498,206 in funding for contract services for Adult Treatment services.

**Total Ongoing Savings: (\$498,206)**

- Reduce funding for drug testing services in various clinics.

**Total Ongoing Savings: (\$49,546)**

- Delete funding equivalent to 1.0 FTE Rehabilitation Counselor position for the Gateway program.

**Total Ongoing Savings: (\$85,200)**

- Delete 3.0 FTE filled Rehabilitation Counselor positions and eliminate funding for services and supplies for the Homeless Program.

**Total Ongoing Savings: (\$186,682)**

- Delete 1.0 FTE vacant Prevention Program Analyst position for Health Realization.

**Total Ongoing Savings: (\$86,778)**

- Delete 0.5 FTE filled Licensed Vocational Nurse (S85) position for Medical Services.

**Total Ongoing Savings: (\$35,724)**

- Delete 1.0 FTE vacant Health Care Program Manager II for a savings of \$111,683, and replace \$120,636 in general funds supporting 1.5 FTE filled Rehabilitation Counselor positions with Substance Abuse Crime Prevention Act (Proposition 36) funding.

**Total Ongoing Savings: (\$232,319)**

- Delete 1.0 FTE vacant Health Care Program Manager II position for Treatment and Recovery services.

**Total Ongoing Savings: (\$112,281)**

- Reduce funding for contract services for Adolescent services.

**Total Ongoing Savings: (\$146,000)**

## Clinic Reductions

- Delete 1.0 FTE filled Clerical Office Supervisor position at Central Valley Clinic.

**Total Ongoing Savings: (\$72,435)**

- Delete 0.5 FTE filled Sr. Health Services Representative position at the North County facility.

**Total Ongoing Savings: (\$32,340)**

- Delete 2.0 FTE filled Rehabilitation Counselors and 1.0 filled Marriage Family Therapist position at the West Valley Clinic.

**Total Ongoing Savings: (\$224,272)**

Expenditure reduction of \$252,272  
offset by a \$28,000 loss of revenue



- ❑ Delete 0.5 FTE vacant Rehabilitation Counselor and 0.5 FTE filled Marriage Family Therapist and replace funding for 0.5 FTE filled Rehabilitation Counselor position with SACPA funding at Central Center.

**Total Ongoing Savings: (\$123,633)**

Expenditure reduction of \$130,524  
offset by a \$6,891 loss of revenue

**Substance Abuse Crime Prevention Act (SACPA)**

- ❑ A reduction of \$1,280,878 in SACPA funding will require the deletion of two Office Specialist III positions and the reduction of \$1,160,926 in medical and contract service costs. An additional \$202,596 allocated for contract services will also be reduced to pay for 2.5 FTE Rehabilitation Counselors currently supported by the general fund.

**Total Cost: \$0**

A reduction of \$1,280,878 in revenue  
offset by a reduction of \$1,280,878 in costs

**Changes Approved by the Board**

The Board of Supervisors adopted the County Executive's Recommended Budget with the following modifications:

- ❑ Restore the two 1.0 Rehab Counselor positions assigned to the Shelter Plus Care Program and \$16,900 funding for contract services.

- ❑ Restore 2.0 FTE Health Education Specialist, 2.0 FTE Rehabilitation Counselor and 1.0 FTE Marriage & Family Therapist I position based on the County's agreement with SEIU Local 715.

**Total Cost: \$435,592**

**Total Cost: \$190,204**

FY 2004 Inventory Item #8

**Dept of Alcohol and Drug Services — Budget Unit 0417  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4600	Department Administration	4,349,234	4,441,956	3,715,122	4,963,542	4,962,938	14
4606	Health Realization	632,042	693,724	514,312	546,213	546,213	-14
4607	Research and Evaluation	554,622	554,622	538,529	500,001	500,001	-10
4610	Children, Adolescent & Family Services Adm	3,068,314	3,068,314	2,507,111	3,110,635	3,110,635	1
4612	Muriel Wright Program	388,366	464,698	222,472	386,200	386,200	-1
4620	Women's Services	975,156	936,448	820,331	1,870,060	1,870,060	92
4630	Prevention Services	2,616,891	3,173,903	2,887,967	2,819,193	3,013,377	15
4640	Residential Administration	1,136,148	1,045,652	1,052,031	1,066,342	1,066,342	-6
4642	Homeless Project	235,638	155,625	212,857	(36)	271,532	15
4645	Treatment & Recovery Administration	855,855	855,855	731,499	583,571	583,571	-32
4646	Employee Assistance Program			4,186	320,108	320,108	
4650	Methadone Treatment/Medical Services Admin	1,799,704	1,880,422	2,056,882	1,769,515	1,769,515	-2



**Dept of Alcohol and Drug Services — Budget Unit 0417**  
**Expenditures by Cost Center (Continued)**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4652	Central Center	884,263	845,203	940,988	842,533	842,533	-5
4654	East Valley Clinic	491,285	491,285	830,181	874,035	874,035	78
4655	Central Valley Clinic	1,398,522	1,333,332	1,275,361	1,228,249	1,228,249	-12
4656	North County Center	301,618	301,618	252,917	193,198	193,198	-36
4657	South County Clinic	589,925	574,397	568,087	622,280	622,280	5
4658	Stride Clinic	416,569	416,569	425,886	524,551	524,551	26
4659	West Valley Center	435,167	435,167	473,890	65,735	225,779	-48
4670	Bay Area Services Network (BASN) Programs	2,093,443	2,192,668	2,139,336	1,927,064	1,927,064	-8
4671	Contract Services	11,995,752	11,949,415	11,067,581	9,605,480	9,972,122	-17
4672	Proposition 36	5,029,262	5,207,262	4,484,785	3,824,386	3,824,386	-24
4673	BASN Services	894,110	904,445	871,423	904,445	904,445	1
4675	Calworks Program	115,569	115,569	61,371	163,542	163,542	42
4676	Dependency Drug Treatment Court	865,622	897,332	876,637	763,766	763,766	-12
<b>Total Expenditures</b>		<b>42,123,077</b>	<b>42,935,481</b>	<b>39,531,742</b>	<b>39,474,608</b>	<b>40,466,442</b>	<b>-4%</b>

**Dept of Alcohol and Drug Services — Budget Unit 0417**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 16,023,162	\$ 15,669,970	\$ 15,442,630	\$ 14,836,099	\$ 15,444,995	-4
Services And Supplies	29,298,101	30,503,295	26,966,991	27,764,175	28,147,113	-4
Expenditure Transfers	(3,198,186)	(3,237,784)	(2,877,879)	(3,125,666)	(3,125,666)	-2
<b>Total Expenditures</b>	<b>42,123,077</b>	<b>42,935,481</b>	<b>39,531,742</b>	<b>39,474,608</b>	<b>40,466,442</b>	<b>-4</b>

**Dept of Alcohol and Drug Services — Budget Unit 0417**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 16,023,162	\$ 15,669,970	\$ 15,442,630	\$ 14,836,099	\$ 15,444,995	-4
Services And Supplies	29,298,101	30,503,295	26,966,991	27,764,175	28,147,113	-4
Expenditure Transfers	(3,198,186)	(3,237,784)	(2,877,879)	(3,125,666)	(3,125,666)	-2
<b>Fund Sub Total Expenditures</b>	<b>42,123,077</b>	<b>42,935,481</b>	<b>39,531,742</b>	<b>39,474,608</b>	<b>40,466,442</b>	<b>-4</b>
<b>All Funds Total Expenditures</b>	<b>42,123,077</b>	<b>42,935,481</b>	<b>39,531,742</b>	<b>39,474,608</b>	<b>40,466,442</b>	<b>-4</b>



**Dept of Alcohol and Drug Services — Budget Unit 0417**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4600	Department Administration	13,474,998	14,255,528	14,811,261	11,662,865	11,662,865	-13
4606	Health Realization	17,000	17,000	14,641	7,000	7,000	-59
4607	Reasearch and Evaluation			111			0
4610	Children, Adolescent & Family Services Adm	858,487	858,487	423,749	615,511	615,511	-28
4612	Muriel Wright Program	284,504	360,836	324,131	328,122	328,122	15
4620	Women's Services	1,338,477	1,338,477	1,301,979	1,268,803	1,268,803	-5
4630	Prevention Services	30,000	105,000	(53,057)	2,434,006	2,434,006	8,013
4640	Residential Administration			6,736			0
4642	Homeless Project	68,809	68,809	86,885			-100
4645	Treatment & Recovery Administration			136			0
4650	Methadone Treatment/Medical Services Admin			3,931			0
4652	Central Center	21,000	21,000	24,557	18,109	18,109	-14
4654	East Valley Clinic	225,162	225,162	126,035	268,000	268,000	19
4655	Central Valley Clinic	225,163	225,163	278,752	174,400	174,400	-23
4656	North County Center	18,000	18,000	10,743	18,000	18,000	0
4657	South County Clinic	106,000	106,000	74,599	95,500	95,500	-10
4658	Stride Clinic	18,000	18,000	12,300	14,000	14,000	-22
4659	West Valley Center	30,000	30,000	29,155			-100
4670	Bay Area Services Network (BASN) Programs	991,739	1,302,412	981,167	928,529	928,529	-6
4671	Contract Services	41,667	100,000	417,504	100,000	100,000	140
4672	Proposition 36	5,008,936	5,008,936	4,239,050	3,825,643	3,825,643	-24
4673	BASN Services	1,012,093	1,012,093	1,071,802	1,012,093	1,012,093	0
4675	Calworks Program			52,657			0
4676	Dependency Drug Treatment Court			717			0
	<b>Total Revenues</b>	<b>23,770,035</b>	<b>25,070,903</b>	<b>24,239,541</b>	<b>22,770,581</b>	<b>22,770,581</b>	<b>-4%</b>

**Dept of Alcohol and Drug Services — Budget Unit 0417**  
**Revenue by Type**

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Fines, Forfeitures, Penalties	607,162	968,844	968,844	901,162	901,162	48
Aid From Govt Agencies-State	9,453,810	9,082,438	8,853,164	8,109,603	8,109,603	-14
Aid From Govt Agencies-Federal	11,789,225	13,041,450	12,181,171	12,197,807	12,197,807	3
Charges For Current Services	1,919,838	1,978,171	1,625,107	1,562,009	1,562,009	-19
Other Revenues	0	0	611,255	0	0	-
<b>Total Revenues</b>	<b>23,770,035</b>	<b>25,070,903</b>	<b>24,239,541</b>	<b>22,770,581</b>	<b>22,770,581</b>	<b>-4</b>



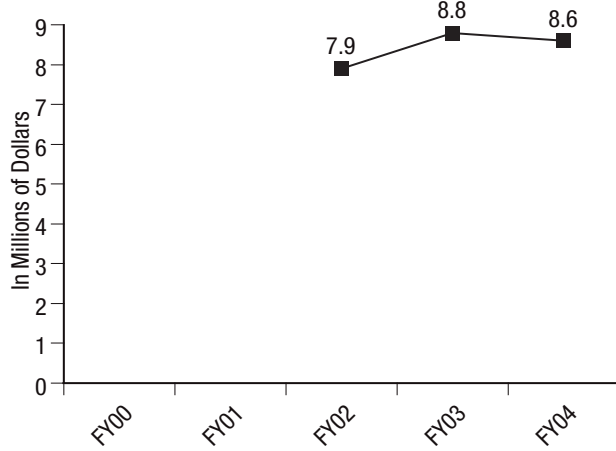
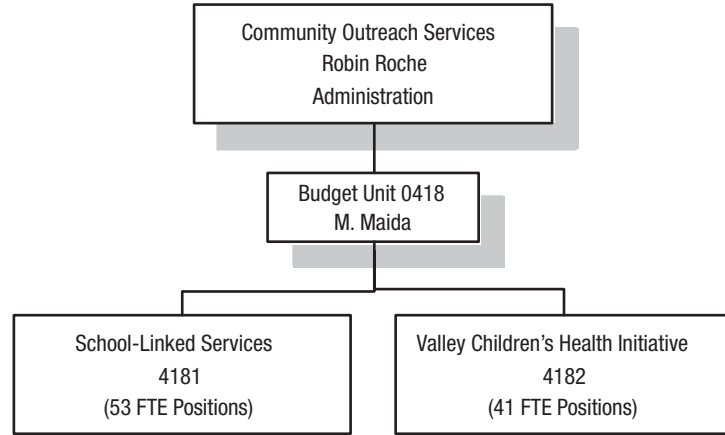
**Dept of Alcohol and Drug Services — Budget Unit 0417**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Fines, Forfeitures, Penalties	607,162	968,844	968,844	901,162	901,162	48
Aid From Govt Agencies- State	9,453,810	9,082,438	8,853,164	8,109,603	8,109,603	-14
Aid From Govt Agencies- Federal	11,789,225	13,041,450	12,181,171	12,197,807	12,197,807	3
Charges For Current Services	1,919,838	1,978,171	1,625,107	1,562,009	1,562,009	-19
Other Revenues	0	0	611,255	0	0	-
<b>Fund Sub Total Revenues</b>	<b>23,770,035</b>	<b>25,070,903</b>	<b>24,239,541</b>	<b>22,770,581</b>	<b>22,770,581</b>	<b>-4</b>
<b>All Funds Total Revenues</b>	<b>23,770,035</b>	<b>25,070,903</b>	<b>24,239,541</b>	<b>22,770,581</b>	<b>22,770,581</b>	<b>-4</b>

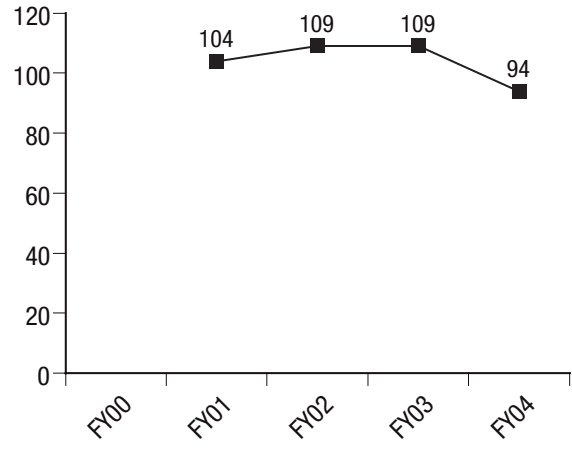




# Community Outreach Services



Appropriation Trend



Staffing Trend

Section 4: Santa Clara Valley Health & Hospital System



## Public Purpose

- **Promote the health and well-being of children and families in Santa Clara County by:**
- **Providing school-linked health and human services which maximize every student's learning potential by increasing access to services and eliminating barriers to learning**
- **Providing access to comprehensive health insurance for all children**
- **Providing easily accessible health care services through mobile health services**



## Desired Results

### School-Linked Services:

**Increased health insurance coverage and utilization of health services** by referring students and families to application assistors and providing follow-up and support for health services utilization.

**Increased identification and assistance** in reducing barriers to special education testing and services.

**Decrease other barriers to learning** by providing translation services to families, crisis intervention, tutoring services, and student and family case management services.

**Improve student attendance** by contacting parents, holding eight to twelve week student group sessions designed to counter truancy, and tracking actual attendance.

### Valley Children's Health Initiative:

**Improved Health of Uninsured Families** by maximizing enrollments and optimizing retention of enrollees in a comprehensive health insurance program.

## County Executive's Recommendation

### Reductions in School-Linked Services

- ❑ Delete 7.0 FTEs, including 1.0 FTE Prevention Program Analyst II, 2.0 FTE Office Specialist II, 2.0 FTE Community Worker, 1.0 FTE Social Worker III/II, and 1.0 FTE Psychiatric Social Worker II and reduce contract services by \$80,620.

**Total Ongoing Savings: (\$547,061)**

### Reductions in Valley Children's Health Insurance Outreach

- ❑ Delete 5.0 FTEs, including 1.0 FTE Health Care Program Analyst I, 1.0 Health Care Program Manage I, and 3.0 FTE Community Worker and recognize Federally earmarked categorical funds.

**Total Ongoing Savings \$(672,026)**

## Changes Approved by the Board

The Board of Supervisors approved the FY 2004 Recommended Budget with the following changes:

- ❑ Restore 1.0 FTE Social Worker position in School-Linked Services (Gilroy). The \$79,104 cost is offset by an equal reduction in services and supplies.

**Total Cost: \$0**  
FY 2004 Inventory Item #4

- ❑ Restore 1.0 FTE Psychiatric Social Worker (bilingual) in School-Linked Services Cluster 1 and delete 1.0 FTE Community Worker assigned to Cluster 1, as well as funds for services and supplies to effect a net zero change.

**Total Cost: \$0**  
FY 2004 Inventory Item #5

### Community Outreach Services — Budget Unit 0418 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4181	School-Linked Services	5,393,407	4,947,331	3,629,292	5,494,183	5,494,105	2
4182	Valley Childrens Health Insurance Outreach	3,361,171	3,379,925	3,136,934	3,079,276	3,079,213	-8
<b>Total Expenditures</b>		8,754,578	8,327,256	6,766,226	8,573,459	8,573,318	-2%

### Community Outreach Services — Budget Unit 0418 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 6,818,614	\$ 6,140,665	\$ 5,468,146	\$ 6,691,727	\$ 6,792,443	0
Services And Supplies	1,935,964	2,186,591	1,298,080	1,881,732	1,780,875	-8
<b>Total Expenditures</b>	8,754,578	8,327,256	6,766,226	8,573,459	8,573,318	-2



### Community Outreach Services — Budget Unit 0418 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 6,818,614	\$ 6,140,665	\$ 5,468,146	\$ 6,691,727	\$ 6,792,443	0
Services And Supplies	1,935,964	2,186,591	1,298,080	1,881,732	1,780,875	-8
<b>Fund Sub Total Expenditures</b>	<b>8,754,578</b>	<b>8,327,256</b>	<b>6,766,226</b>	<b>8,573,459</b>	<b>8,573,318</b>	<b>-2</b>
<b>All Funds Total Expenditures</b>	<b>8,754,578</b>	<b>8,327,256</b>	<b>6,766,226</b>	<b>8,573,459</b>	<b>8,573,318</b>	<b>-2</b>

### Community Outreach Services — Budget Unit 0418 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4181	School-Linked Services			6,677			0
4182	Valley Childrens Health Insurance Outreach	1,054,760	1,305,387	1,024,980	1,655,387	1,655,387	57
	<b>Total Revenues</b>	<b>1,054,760</b>	<b>1,305,387</b>	<b>1,031,657</b>	<b>1,655,387</b>	<b>1,655,387</b>	<b>57%</b>

### Community Outreach Services — Budget Unit 0418 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	0	0	19,550	0	0	-
Aid From Govt Agencies-State	700,387	225,000	(138,630)	605,000	605,000	-14
Aid From Govt Agencies-Federal	0	990,387	985,780	1,050,387	1,050,387	-
Charges For Current Services	0	90,000	150,000	0	0	-
Other Revenues	354,373	0	14,957	0	0	-100
<b>Total Revenues</b>	<b>1,054,760</b>	<b>1,305,387</b>	<b>1,031,657</b>	<b>1,655,387</b>	<b>1,655,387</b>	<b>57</b>



**Community Outreach Services — Budget Unit 0418**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	0	0	19,550	0	0	-
Aid From Govt Agencies- State	700,387	225,000	(138,630)	605,000	605,000	-14
Aid From Govt Agencies- Federal	0	990,387	985,780	1,050,387	1,050,387	-
Charges For Current Services	0	90,000	150,000	0	0	-
Other Revenues	354,373	0	14,957	0	0	-100
<b>Fund Sub Total Revenues</b>	<b>1,054,760</b>	<b>1,305,387</b>	<b>1,031,657</b>	<b>1,655,387</b>	<b>1,655,387</b>	<b>57</b>
<b>All Funds Total Revenues</b>	<b>1,054,760</b>	<b>1,305,387</b>	<b>1,031,657</b>	<b>1,655,387</b>	<b>1,655,387</b>	<b>57</b>



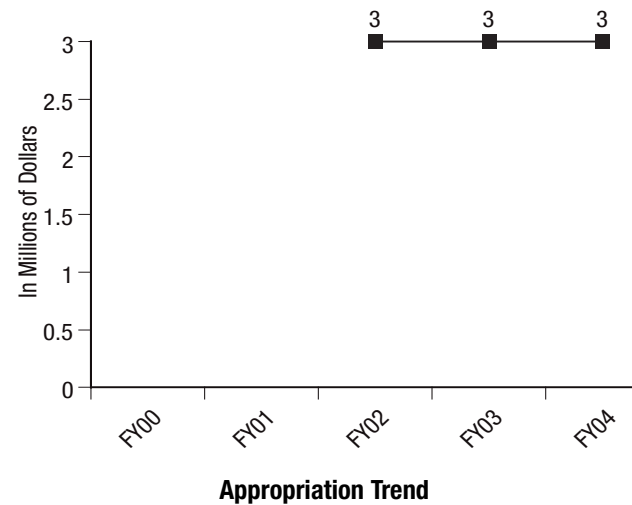
## Children's Health Initiative

### Overview

The Children's Health Initiative was established by the Board of Supervisors during the Fiscal Year 2001 budget hearings. This fund is part of a countywide partnership with other government agencies and private organizations to provide health insurance to every child in Santa Clara County. This fund participates in a program which provides a new insurance product, Healthy Kids, for all children with family income at or below 300% of the Federal Poverty Level who are not otherwise able to obtain healthcare coverage.

The Children's Health Initiative is funded by a portion of the Tobacco Settlement funds. Annually, \$3,000,000 will be used to contract with the Santa Clara Family Health Plan for the purposes of underwriting premiums for eligible children, funding "start up" expenditures such as legal counsel and information systems, and funding for outreach, application assistance and

education. Further, these funds will be used to leverage other funding opportunities from both foundations and the business community.



### Childrens Health Initiative — Budget Unit 0612 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
6112	Childrens Health Initiative	3,000,000	3,000,000	4,799,316	3,000,000	3,000,000	
<b>Total Expenditures</b>		3,000,000	3,000,000	4,799,316	3,000,000	3,000,000	0%

### Childrens Health Initiative — Budget Unit 0612 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	3,000,000	3,000,000	4,799,316	3,000,000	3,000,000	0
<b>Total Expenditures</b>	3,000,000	3,000,000	4,799,316	3,000,000	3,000,000	0



### Childrens Health Initiative — Budget Unit 0612 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Childrens Health Initiative</b>						
Services And Supplies	3,000,000	3,000,000	4,799,316	3,000,000	3,000,000	0
<b>Fund Sub Total Expenditures</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>4,799,316</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>0</b>
<b>All Funds Total Expenditures</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>4,799,316</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>0</b>

### Childrens Health Initiative — Budget Unit 0612 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
6112	Childrens Health Initiative	3,000,000	3,000,000	3,041,470	3,000,000	3,000,000	0
	<b>Total Revenues</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,041,470</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>0%</b>

### Childrens Health Initiative — Budget Unit 0612 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	0	0	41,470	0	0	—
Aid From Govt Agencies-State	3,000,000	3,000,000	0	0	0	-100
Transfers	0	0	3,000,000	3,000,000	3,000,000	—
<b>Total Revenues</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,041,470</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>0</b>

### Childrens Health Initiative — Budget Unit 0612 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Childrens Health Initiative</b>						
Revenue From Use Of Money/Property	0	0	41,470	0	0	—
Aid From Govt Agencies- State	3,000,000	3,000,000	0	0	0	-100
Transfers	0	0	3,000,000	3,000,000	3,000,000	—
<b>Fund Sub Total Revenues</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,041,470</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,041,470</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>0</b>



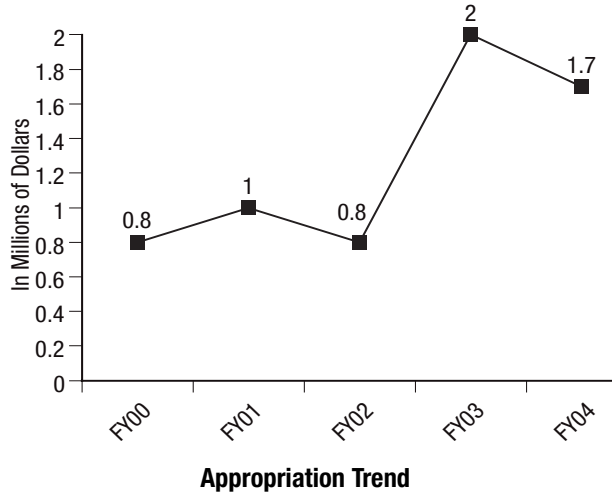
# PROP 99 Non-County Hospital and Physician Funds

## Overview

The Tobacco Tax and Health Protection Act of 1988 (Proposition 99) allocates a portion of tobacco tax revenues for countywide health services. This budget unit contains the Non-County hospitals, physicians, and Emergency Medical Services accounts for Proposition 99 tobacco tax funds which are disbursed by Santa Clara Valley Medical Center to Non-County hospitals and physicians in Santa Clara County. The Non-County hospital funds are allocated to certain hospitals based on their amount of bad debt resulting from providing care to unsponsored patients, as reported to the State.

This budget has been revised to reflect the State's Fiscal Year 2004 actual allocations of funds. Fund 15, the Non-County hospitals fund is budgeted for \$300,000 in revenues and expenses, the same as Fiscal Year 2003. Fund 16, SB 2132 is budgeted for \$125,000 in revenues and expenses. Fund 17, the Non-County Physician account is budgeted at \$100,000 the same as Fiscal Year 2002. Fund 40, formerly part of Fund 16, County Bond

Fund is budgeted for \$475,000. Fund 42, formerly part of Fund 16, SB 2132 the Emergency Medical Services Appropriation is budgeted for \$746,000. The amounts are based on the Fiscal Year 2003 actuals to date.



## Prop 99 Non-County Hospital Fund — Budget Unit 0721 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
7000	Prop 99 Non-County Hospital Fund	2,000,000	3,520,923	1,528,870	1,746,000	1,746,000	-13
	15 Prop 99 Non-County Hospital Fund	500,000	750,530	152,912	300,000	300,000	-40
	16 SB 2132	1,200,000	1,309,900	109,932	125,000	125,000	-90
	17 AB-75 CHIP Physicians	300,000	399,498	205,064	100,000	100,000	-67
	40 County Bonds Fund		425,579	425,579	475,000	475,000	
	42 SB 2132 EMSA		635,416	635,383	746,000	746,000	
	<b>Total Expenditures</b>	<b>2,000,000</b>	<b>3,520,923</b>	<b>1,528,870</b>	<b>1,746,000</b>	<b>1,746,000</b>	<b>-13%</b>





### Prop 99 Non-County Hospital Fund — Budget Unit 0721 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	2,000,000	3,520,923	1,528,870	1,746,000	1,746,000	-13
<b>Total Expenditures</b>	<b>2,000,000</b>	<b>3,520,923</b>	<b>1,528,870</b>	<b>1,746,000</b>	<b>1,746,000</b>	<b>-13</b>

### Prop 99 Non-County Hospital Fund — Budget Unit 0721 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Proposition 99 Non-County Hospital Fund</b>						
Services And Supplies	500,000	750,530	152,912	300,000	300,000	-40
<b>Fund Sub Total Expenditures</b>	<b>500,000</b>	<b>750,530</b>	<b>152,912</b>	<b>300,000</b>	<b>300,000</b>	<b>-40</b>
<b>SB 2132</b>						
Services And Supplies	1,200,000	1,309,900	109,932	125,000	125,000	-90
<b>Fund Sub Total Expenditures</b>	<b>1,200,000</b>	<b>1,309,900</b>	<b>109,932</b>	<b>125,000</b>	<b>125,000</b>	<b>-90</b>
<b>AB 75 CHIP Physicians Fund</b>						
Services And Supplies	300,000	399,498	205,064	100,000	100,000	-67
<b>Fund Sub Total Expenditures</b>	<b>300,000</b>	<b>399,498</b>	<b>205,064</b>	<b>100,000</b>	<b>100,000</b>	<b>-67</b>
<b>County Bonds Fund</b>						
Services And Supplies	0	425,579	425,579	475,000	475,000	—
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>425,579</b>	<b>425,579</b>	<b>475,000</b>	<b>475,000</b>	<b>—</b>
<b>SB 2132 EMSA</b>						
Services And Supplies	0	635,416	635,383	746,000	746,000	—
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>635,416</b>	<b>635,383</b>	<b>746,000</b>	<b>746,000</b>	<b>—</b>
<b>All Funds Total Expenditures</b>	<b>2,000,000</b>	<b>3,520,923</b>	<b>1,528,870</b>	<b>1,746,000</b>	<b>1,746,000</b>	<b>-13</b>

### Prop 99 Non-County Hospital Fund — Budget Unit 0721 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
7000	Prop 99 Non-County Hospital Fund	2,000,000	3,520,923	1,528,870	1,746,000	1,746,000	-13
15	Prop 99 Non-County Hospital Fund	500,000	750,530	152,912	300,000	300,000	-40
16	SB 2132	1,200,000	1,309,900	109,932	125,000	125,000	-90
17	AB-75 CHIP Physicians	300,000	399,498	205,064	100,000	100,000	-67
40	County Bonds Fund		425,579	425,579	475,000	475,000	0
42	SB 2132 EMSA		635,416	635,383	746,000	746,000	0
	<b>Total Revenues</b>	<b>2,000,000</b>	<b>3,520,923</b>	<b>1,528,870</b>	<b>1,746,000</b>	<b>1,746,000</b>	<b>-13%</b>



**Prop 99 Non-County Hospital Fund — Budget Unit 0721**  
**Revenue by Type**

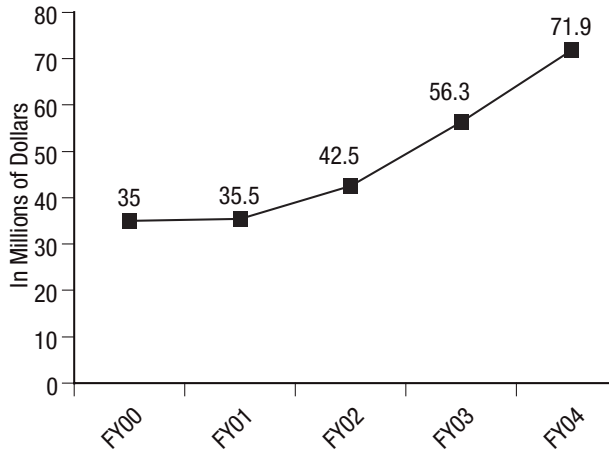
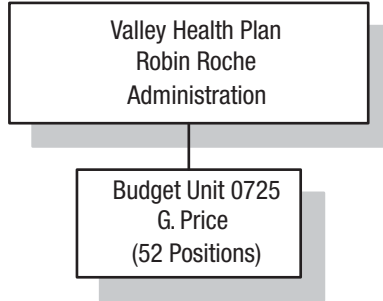
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	0	0	205,064	0	0	–
Aid From Govt Agencies-State	2,000,000	3,520,923	1,323,806	1,746,000	1,746,000	-13
<b>Total Revenues</b>	<b>2,000,000</b>	<b>3,520,923</b>	<b>1,528,870</b>	<b>1,746,000</b>	<b>1,746,000</b>	<b>-13</b>

**Prop 99 Non-County Hospital Fund — Budget Unit 0721**  
**Revenue by Fund**

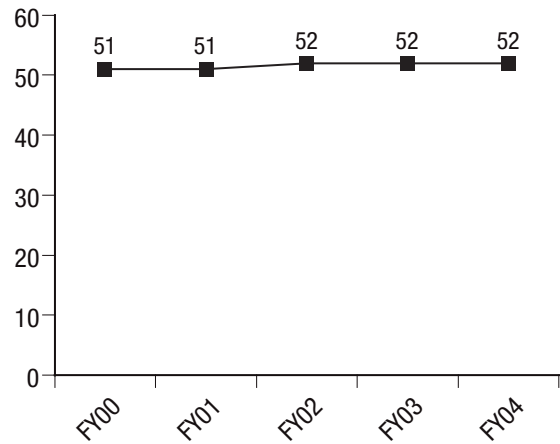
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Proposition 99 Non-County Hospital Fund</b>						
Aid From Govt Agencies-State	500,000	750,530	152,912	300,000	300,000	-40
<b>Fund Sub Total Revenues</b>	<b>500,000</b>	<b>750,530</b>	<b>152,912</b>	<b>300,000</b>	<b>300,000</b>	<b>-40</b>
<b>SB 2132</b>						
Aid From Govt Agencies-State	1,200,000	1,309,900	109,932	125,000	125,000	-90
<b>Fund Sub Total Revenues</b>	<b>1,200,000</b>	<b>1,309,900</b>	<b>109,932</b>	<b>125,000</b>	<b>125,000</b>	<b>-90</b>
<b>AB 75 CHIP Physicians Fund</b>						
Revenue From Use Of Money/Property	0	0	205,064	0	0	–
Aid From Govt Agencies-State	300,000	399,498	0	100,000	100,000	-67
<b>Fund Sub Total Revenues</b>	<b>300,000</b>	<b>399,498</b>	<b>205,064</b>	<b>100,000</b>	<b>100,000</b>	<b>-67</b>
<b>County Bonds Fund</b>						
Aid From Govt Agencies-State	0	425,579	425,579	475,000	475,000	–
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>425,579</b>	<b>425,579</b>	<b>475,000</b>	<b>475,000</b>	<b>–</b>
<b>SB 2132 EMSA</b>						
Aid From Govt Agencies-State	0	635,416	635,383	746,000	746,000	–
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>635,416</b>	<b>635,383</b>	<b>746,000</b>	<b>746,000</b>	<b>–</b>
<b>All Funds Total Revenues</b>	<b>2,000,000</b>	<b>3,520,923</b>	<b>1,528,870</b>	<b>1,746,000</b>	<b>1,746,000</b>	<b>-13</b>



# Valley Health Plan



**Appropriation Trend**



**Staffing Trend**

- a. Authorized codes include 12 unfunded FTEs
- b. Prior year data has been corrected in order to reflect the accurate authorized codes.

Section 4: Santa Clara Valley Health & Hospital System



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## Public Purpose

- ➔ **Provide County Health Insurance option for county residents and employees which allows for County Healthcare benefits costs to be retained within the county system.**




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## Desired Results

**Quality Medical Services**, which this department promotes by maintaining a quality provider network with adequate capacity to ensure the member appropriate care with the right provider at the right time. Health plan Employer Data and Information Set (HEDIS) are managed care performance measures developed by the National Committee for Quality Assurance (NCQA) and have been adopted by the California Department of Health Services. Reporting HEDIS Study results assists in evaluating the quality of healthcare services.

**A Financially Viable Health Insurance Option**, which this department ensures by maintaining adequate membership with appropriate rates and competitive costs. Reporting the trends in enrollment growth, revenue growth, and operating income assists in evaluating the financial viability of Valley Health Plan.

**Compliance With Regulations**, which this department ensures by adhering to Health Maintenance Organization standards.

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## County Executive's Recommendation

### Enrollment

The number of members for Fiscal Year 2004 was projected at 51,675 a 13.8% increase of 6,275. During FY 2003, rate increases were budgeted per managed care member. Medi-Cal enrollment was expected to increase 22.8%. Enrollment in other categories was forecast to increase 20.4% primarily due to increases in Healthy

Kids enrollment. County employee enrollment was expected to decrease 21.2% due to county policy changes in health plan enrollment.

### Revenues and Expenses

In Fiscal Year 2004, net income was budgeted at \$71,073 a 58.9% increase of \$26,352 from FY 2003. Revenues were budgeted at \$71,920,407 a 27.5% increase of

\$15,533,856 and expenses were budgeted at \$71,849,334 a 27.5% increase of \$15,507,504. Revenue and expense increases reflected both enrollment and rate increases.

## Enterprise Fund Recommendations

- The addition of operating expenses provided healthcare and membership services for the anticipated enrollment increases. This increase was entirely offset by projected revenue from the increased enrollment.

**Total Ongoing Increase \$5,513,215**

Offset by revenue

## Changes Approved by the Board

The Board approved the budget as recommended.

### Valley Health Plan Fund

	FY 2003	FY 2004	Difference	Percent Difference
<b>FTEs &amp; Statistics</b>				
FTEs	40.0 <sup>a</sup>	40.0 <sup>b</sup>	0.0	0.0%
<b>Average Monthly Enrollment</b>				
Medi-Cal Managed Care	22,800	28,000	5,200	22.8%
Healthy Families	5,700	6,000	300	5.3%
Healthy Kids	7,500	9,200	1,700	22.7%
IHSS & COA	900	1,775	875	97.2%
County	8,500	6,700	-1,800	21.2%
<b>Combined Average Monthly Enrollment</b>	<b>45,400</b>	<b>51,675</b>	<b>6,275</b>	<b>13.8%</b>
<b>OPERATIONS</b>				
<b>Revenues</b>				
Medi-Cal Managed Care	29,406,828	37,844,568	8,437,740	28.7%
Other	26,979,723	34,075,839	7,096,116	26.3%
<b>Total Revenue</b>	<b>56,386,551</b>	<b>71,920,407</b>	<b>15,533,856</b>	<b>27.5%</b>
<b>Operating Expenses</b>				
Payroll	3,227,617	3,405,133	177,516	5.5%
Health Care Costs	50,677,761	64,189,885	13,512,124	26.7%
Other Services and Supplies	642,000	1,981,528	1,339,528	208.6%
County Overhead	244,319	483,042	238,723	97.7%
SCVHHS Corporate Cost Allocation	1,396,546	1,607,569	211,023	15.1%
Transfers	153,587	182,177	28,590	18.6%
<b>Total Expenses</b>	<b>56,341,830</b>	<b>71,849,334</b>	<b>15,507,504</b>	<b>27.5%</b>
<b>Operating Income/(Loss)</b>	44,721	71,073	26,352	58.9%
Projected County Subsidy				
<b>Net Income/(Loss)</b>	<b>44,721</b>	<b>71,073</b>	<b>26,352</b>	<b>58.9%</b>

a. There are an additional 12 unfunded authorized codes.

b. There are an additional 12 unfunded authorized codes.



### Valley Health Plan — Budget Unit 0725 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
7250	Valley Health Plan	56,341,830	69,871,830	67,638,422	71,849,394	71,849,334	28
<b>Total Expenditures</b>		56,341,830	69,871,830	67,638,422	71,849,394	71,849,334	28%

### Valley Health Plan — Budget Unit 0725 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 3,227,617	\$ 3,257,617	\$ 3,257,524	\$ 3,405,132	\$ 3,405,132	5
Services And Supplies	53,114,213	66,614,213	64,380,898	68,444,262	68,444,202	29
<b>Total Expenditures</b>	56,341,830	69,871,830	67,638,422	71,849,394	71,849,334	28

### Valley Health Plan — Budget Unit 0725 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Valley Health Plan Fund</b>						
Salaries And Employee Benefits	\$ 3,227,617	\$ 3,257,617	\$ 3,257,524	\$ 3,405,132	\$ 3,405,132	5
Services And Supplies	53,114,213	66,614,213	64,380,898	68,444,262	68,444,202	29
<b>Fund Sub Total Expenditures</b>	56,341,830	69,871,830	67,638,422	71,849,394	71,849,334	28
<b>All Funds Total Expenditures</b>	56,341,830	69,871,830	67,638,422	71,849,394	71,849,334	28

### Valley Health Plan — Budget Unit 0725 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
7250	Valley Health Plan	56,386,551	69,916,551	68,760,246	71,920,407	71,920,407	28
<b>Total Revenues</b>		56,386,551	69,916,551	68,760,246	71,920,407	71,920,407	28%



### Valley Health Plan — Budget Unit 0725 Revenue by Type

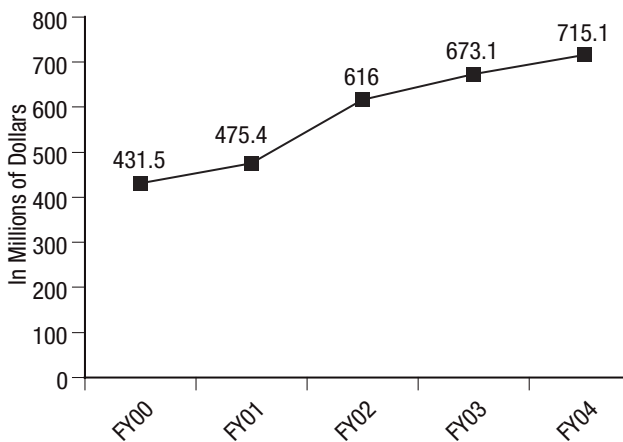
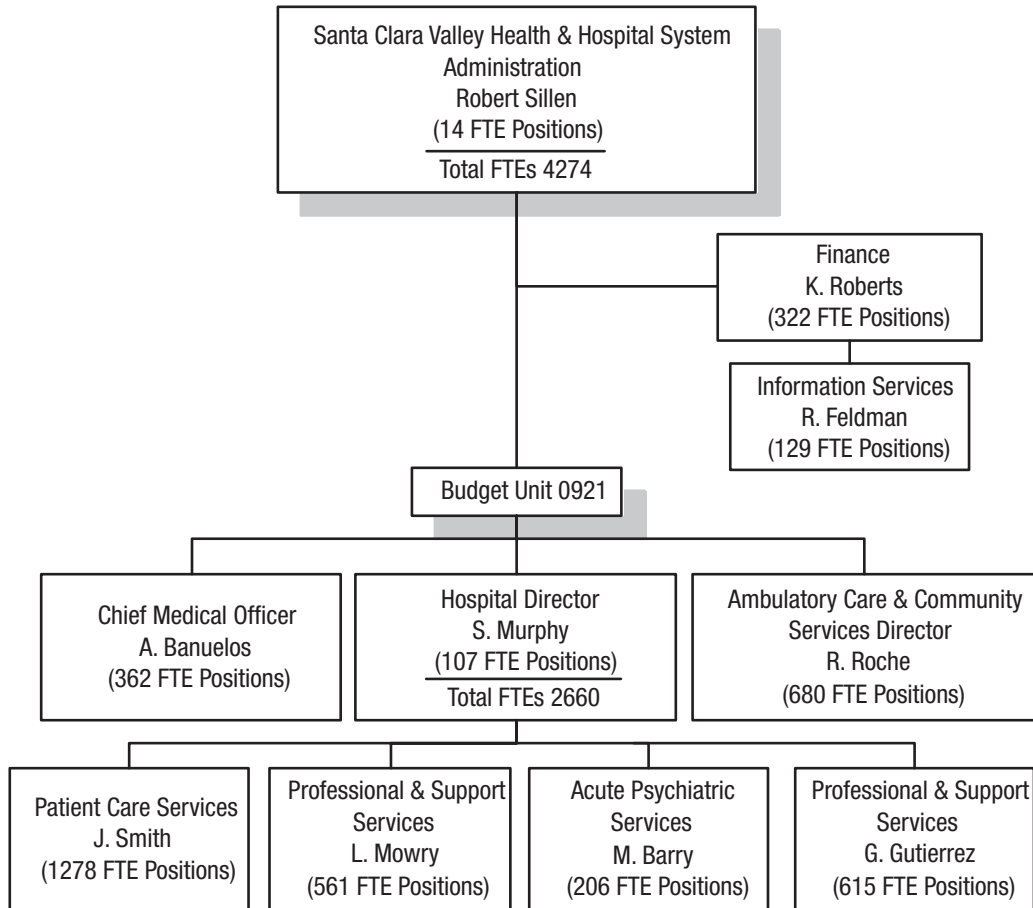
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	0	0	346,671	0	0	–
Charges For Current Services	26,979,723	26,979,723	68,398,437	34,075,839	34,075,839	26
Other Revenues	29,406,828	42,936,828	15,138	37,844,568	37,844,568	29
<b>Total Revenues</b>	<b>56,386,551</b>	<b>69,916,551</b>	<b>68,760,246</b>	<b>71,920,407</b>	<b>71,920,407</b>	<b>28</b>

### Valley Health Plan — Budget Unit 0725 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Valley Health Plan Fund</b>						
Revenue From Use Of Money/Property	0	0	346,671	0	0	–
Charges For Current Services	26,979,723	26,979,723	68,398,437	34,075,839	34,075,839	26
Other Revenues	29,406,828	42,936,828	15,138	37,844,568	37,844,568	29
<b>Fund Sub Total Revenues</b>	<b>56,386,551</b>	<b>69,916,551</b>	<b>68,760,246</b>	<b>71,920,407</b>	<b>71,920,407</b>	<b>28</b>
<b>All Funds Total Revenues</b>	<b>56,386,551</b>	<b>69,916,551</b>	<b>68,760,246</b>	<b>71,920,407</b>	<b>71,920,407</b>	<b>28</b>

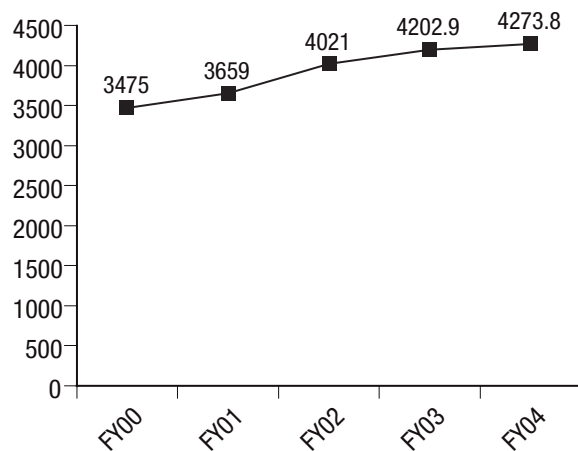


# Santa Clara Valley Medical Center



**Appropriation Trend**

a. Prior to FY 2002, approximately \$80 million in IGT appropriations were added during Mid-year adjustments and not included in the July 1 approved budgets for FY00 and FY01.



**Staffing Trend**

a. Funded FTEs





## Public Purpose

- ➔ **Provide quality healthcare for all persons in Santa Clara County regardless of their ability to pay.**



## Desired Results

**Quality Healthcare** by adhering to the standards established by the Joint Commission on the Accreditation of Healthcare Organization (JCAHO) review. JCAHO Standards are the accepted healthcare industry standards for quality inpatient and outpatient services

**Accessible Healthcare**, which this department provides through a wide range of inpatient, outpatient, and emergency services within resource constraints. Reporting the activity trends assists in tracking the use of resources to provide appropriate access to services.

**Cost Effective Medical Care System** by meeting or exceeding budget expectations. reporting appropriate financial indicators assists in evaluating the management of resources to provide quality, accessible healthcare.

**High Regard for the Patient Welfare**, which this department promotes by maintaining an environment within which the needs of our patients are paramount and where patients, their families, and all our visitors are treated in a compassionate, supportive, friendly, and dignified manner. Reporting patient satisfaction assists in evaluating the achievement of this desired result.

**Quality Medical Education and Professional Training** are conducted for the welfare and benefit of our patients and community. Ongoing professional educational and training is essential to the effective delivery of quality healthcare. Reporting participation in accredited training programs assists in evaluating the efforts to accomplish this desired result.

**Positive Work Environment**, which this department promotes by recognizing and appreciating our employees and allowing them to realize their full work potential. Monitoring the vacancy rate for difficult to recruit classifications assists in evaluating the accomplishments in this area.

## County Executive's Recommendation

### Budget Summary

The Recommended Budget for SCVMC increased the current level of services for activity increases in clinic visits, and met new mandatory requirements in selected service areas. Net revenues were budgeted to increase by \$28.4 million. The recommended increase in expenditures was \$42.1 million. The budgeted operating loss increased by \$13.7 million.

Annually over the last three years, \$12 million in residual funds, associated with the bonds issued to construct the new hospital, have been used to support hospital operations. These funds were exhausted part way through FY 2003, further increasing the \$13.9 million shortfall by \$4.9 million. An increase in the General Fund Subsidy of \$5.8 million, and an increase in the use of budgeted reserves of \$12.7 million funded the projected \$18.8 million shortfall.

### General Fund Subsidy

The General Fund subsidy is comprised of three basic elements: pass-through revenues, unreimbursed County services, and the General Fund Grant. Additionally, the General Fund reimburses Santa Clara Valley Health and Hospital System (SCVHHS) central services costs allocated to Health and Hospital General Fund departments.

In FY 2004, an additional one-time amount of \$1.3 million was also recommended to fund the final year of a three year technology project to implement the Health Information Portability and Accountability Act (HIPAA). SCVHHS Information Systems is responsible for the countywide HIPAA implementation.

### FY 2004 General Fund Subsidy to SCVMC

Components of Subsidy	\$ in Millions
VLF Revenue Pass-Through	51.0
Tobacco Settlement Revenue Pass-Through	12.0
Unreimbursed County Services	4.5
General Fund Grant	40.9
Subtotal General Fund Subsidy	108.4
Technology Project for HIPAA (One-time)	1.3
Total General Fund Subsidy	109.7

### General Fund Grant

In Fiscal Year 2004, the majority of the \$5,779,032 subsidy increase was provided by an increase in the General Fund Grant of \$6,487,366, offset by increased VLF revenues and decreased unreimbursed services.

### Changes in the Current Level of Service

#### Patient Activity Projections

Fiscal Year 2003 actual data supported maintaining the average daily census projection at 321 for Fiscal Year 2004. For Fiscal Year 2004, the projected outpatient visits were increased from 583,662 to 631,770 visits.

#### Revenues

Net patient revenues were budgeted to increase \$16,625,223. State Funds SB 855 revenues were budgeted to increase \$3,187,032 for a net operating revenue increase of \$19,812,225. Other operating revenue is budgeted to increase \$1,371,516 for a total operating revenue increase of \$21,183,771.

#### Expenses

Expenses are budgeted to increase by \$58,997,143. Personnel costs were budgeted to increase by \$56,780,308. Services and supplies were budgeted to increase by \$3,547,759. As a group, county overhead, depreciation, and transfers (SCVHHS central services cost allocation) were budgeted to decrease by \$1,397,344. Net interest expenses were budgeted to increase by \$66,420.

### Reductions Grouped by Functional Area

#### Reductions in Physician Services

- Delete 2.0 FTEs in the Rehabilitation and Oncology Departments, representing \$401,746, in ongoing payroll expenses and reduce \$434,552 in physician education expenses. There was an additional one-time payroll reductions of \$500,805 for the payroll savings from the 1.0 FTE vacant Medical Director for Pain Program position and salary savings on part of a Radiologist position.



FTE	Code	Class Description
<b>Reductions in Physician Services</b>		
-1.0	P41	Physician-Rehabilitation
-1.0	P41	Physician-Oncology
-1.0	P41	Physician-Anesthesia
	P41	Physician-Radiology (Held Vacant)
<b>-3.0</b>	<b>Total</b>	

**Total Savings: \$(1,337,073)**

One-time Savings: \$(500,805)

Ongoing Savings: \$(836,268)

### Reductions in Inpatient Services

- Delete 13.3 FTEs, representing \$783,014 in payroll expenses.

FTE	Code	Class Description
<b>Reductions in Inpatient Services</b>		
-1.3	D02	Medical Unit Clerk
-2.8	H93	Medical Assistant
-1.9	H94	Unit Support Assistant
-1.0	S11	Asst Nurse Mgr
-0.1	S85	Licensed Vocational Nurse
-6.2	S93	Hospital Services Asst II
<b>-13.3</b>	<b>Total Deletion</b>	

**Total Ongoing Savings: \$(783,014)**

### Reductions in Inpatient Administration & Support

- Delete 7.4 FTEs, representing \$704,397 in payroll expenses, and reduce \$360,000 in service & supply expenses.

FTE	Code	Class Description
<b>Reductions in Inpatient Administration and Support</b>		
-1.5	S18	Patient Services Case Coord
-0.5	B5Y	Health Care Program Analyst I
-1.0	D09	Office Specialist III
-0.6	D51	Office Specialist I
-1.0	S16	Dir Educ Adv Prac Nrs Quty Imp
-1.0	S35	Clinical Nurse Specialist
-1.0	S38	Staff Developer
-0.8	S39	Nurse Coord
<b>-7.4</b>	<b>Total Deletion</b>	

**Total Ongoing Savings: \$(1,064,397)**

### Reductions in Ancillary Services

- Delete 17.3 FTEs, representing \$1,475,918 in payroll expenses, and reduce \$1,874,673 in service & supply expenses.

FTE	Code	Class Description
<b>Reductions in Ancillary Services</b>		
-1.0	B1T	Assoc Mgmt Analyst A
-1.0	D09	Office Specialist III
-1.0	D1E	Sr Health Services Rep
-0.5	D48	Patient Business Serv Clerk
-1.0	D49	Office Specialist II
-1.3	D87	Medical Transcriptionist
-0.25	P9B	Hospital Psychological Asst
-3.0	R15	Respiratory Care Practitioner
-0.5	R1A	Occupational Thrp I-Phys Disb
-0.5	R1D	Recreation Therapist I
-2.0	R27	Pharmacist
-0.25	R38	Speech Pathologist I
-0.5	R64	Physical Therapist Asst II
-1.0	S11	Asst Nurse Mgr
-1.0	S39	Nurse Coord
-1.0	S61	Nrs Mgr Post Anesthesia Cr Unt
-0.5	S75	Clinical Nurse III
-1.0	W71	Sr Health Care Prog Analyst
<b>-17.3</b>	<b>Total Deletion</b>	

**Total Ongoing Savings: \$(3,350,591)**

### Reductions in Ambulatory Care Health Services

- Delete 19.7 FTEs, representing \$1,906,548 in payroll expenses, and reduce \$437,182 in service & supply expenses.

FTE	Code	Class Description
<b>Reductions in Ambulatory Care Health Services</b>		
-2.0	B3P	Program Mgr I
-1.0	B5X	Health Care Program Analyst II
-1.0	B5Y	Health Care Program Analyst I
-2.0	D2E	Health Services Rep
-1.2	H93	Medical Assistant
-1.0	S11	Asst Nurse Mgr
-2.0	S38	Staff Developer
-1.0	S39	Nurse Coord
-7.5	S75	Clinical Nurse III
-1.0	S82	Nrs Mgr Ambulatory Care
<b>-19.7</b>	<b>Total Deletion</b>	

**Total Ongoing Savings: \$(2,343,730)**



## Reductions in Support Services

- ☐ Delete 44.6 FTEs, representing \$2,751,593 in payroll expenses, and reduce \$1,485,984 in service & supply expenses.

FTE	Code	Class Description
<b>Reductions in Support Services</b>		
-0.5	B1D	Mgmt Analyst-Ace
-1.0	B5X	Health Care Program Analyst II
-1.0	C60	Admin Assistant
-1.0	D07	Forms Coord
-1.0	D45	Sr Patient Business Svcs Clk
-1.0	D49	Office Specialist II
-1.0	D51	Office Specialist I
-1.0	G52	Hospital Communications Opr
-4.0	G77	Warehouse Materials Handler
-1.0	G80	Supv Storekeeper
-1.0	H10	Housekeeping Serv Section Mgr
-1.0	H17	Utility Worker
-10.5	H18	Janitor
-1.0	H43	Linen Services Supervisor
-1.0	H66	Food Service Worker II
-4.0	H67	Food Service Worker I
-1.0	J68	Health Information Clerk II
-1.0	L67	Capital Projects Mgr III
-1.0	M47	General Maint Mechanic II
-1.0	M51	Carpenter
-1.0	M68	Painter
-1.0	N29	Maintenance Coord-Vmc
-1.0	U94	Asst Chief Of Protective Serv
-5.6	U98	Security Guard
-1.0	W71	Sr Health Care Prog Analyst
<b>-44.6</b>		<b>Total Deletion</b>

**Total Ongoing Savings: \$(4,237,577)**

## Reductions in SCVHHS Administration, Finance, & Information Services

- ☐ Recommendation: Delete 6.5 FTEs, representing \$455,633 in payroll expenses, reduce \$1,648,233 in service & supply expenses, and increase collection revenue by \$500,000.

FTE	Code	Class Description
<b>Reductions in SCVHHS Admin, Finance &amp; Information Services</b>		
-1.0	B1N	Sr Mgmt Analyst
-1.0	B1T	Assoc Mgmt Analyst A
-1.0	B5X	Health Care Program Analyst II
-0.5	D44	Supv Patient Business Sv Clk
-1.0	D49	Office Specialist II
-1.0	D96	Accountant Assistant
-1.0	D97	Account Clerk II
<b>-6.5</b>		<b>Total Deletion</b>

**Total Ongoing Savings: \$(2,603,866)**

## Increase in Outpatient Activity

- ☐ Add 57.6 FTEs, which include \$4,662,373 in payroll expenses, and \$659,437 in services and supplies to meet outpatient activity increases, offset by \$7,325,749 in net patient revenues. There is a net revenue increase of \$2,003,939.

FTE	Code	Class Description
<b>Ambulatory Care Clinics</b>		
2.3	D1E	Sr Health Services Rep
14.15	D2E	Health Services Rep
16.05	H93	Medical Assistant
4.0	P41	Physician
3.0	P40	Pharmacist
1.15	S39	Nurse Coord
1.15	S75	Clinical Nurse III
<b>Ancillary Support</b>		
1.5	D2E	Health Services Rep
3.27	J68	Health Information Clerk II
1.0	J77	Health Information Tech II
1.0	P71	Operating Room Clerk
1.0	R1E	Sr Clinical Lab Tech II
1.0	R1G	Asst Supv Clinical Lab Tech
0.5	R48	Lab Tjera[u] Tech
1.54	R87	Diagnostic Imaging Tech
0.2	R95	Nuclear Med Tech
1.0	S29	Ultrasonographer II
1.0	S68	Sterile Processing Tech
1.54	S75	Clinical Nurse III
<b>Physician Services</b>		
0.27	P41	Physician - Radiology
1.0	P41	Physician - Neonatology
<b>57.6</b>		<b>Total Addition</b>

**Total Net Ongoing Revenue: \$2,003,939**



### Compliance Modification

- ❑ Add 19.7 FTEs for staffing modifications and compliance mandates in bilingual training and resident programs. \$2,000,265 in increased payroll expenses are offset entirely by reductions in service and supplies.

FTE	Code	Class Description
<b>Residency Program</b>		
2.0	S59	Nurse Practitioner
2.0	P37	Post Graduate Year II
3.0	P39	Post Graduate Year I
1.4	P41	Physician - Surgery
2.0	S46	Physician Asst Primary Care
<b>Language Services</b>		
1.15	B2E	Train/Staff Development Specialist
<b>Labor and Delivery Staffing Adjustment</b>		
1.0	D02	Medical Unit Clerk
0.66	H94	Unit Support Asst
6.45	S75	Clinical Nurse III
<b>19.7</b>		<b>Total Addition</b>

**Total Ongoing Cost: \$0**

### Neutral Budget Adjustments

- ❑ Modify various budget categories to better match budget to actual costs. A net decrease of 8.5 FTEs, includes \$573,488 reductions in payroll expenses, and \$107,045 in reductions of service and supplies

expenses, offset by a net reduction of \$583,188 in other operating revenue and a \$97,345 reduction in General Fund Subsidy.

FTE	Code	Class Description
<b>Technical Adjustment</b>		
FTE adjustment with no budget amount change		
2.0	R29	Pharmacy Tech
<b>Mental Health Reduction in SCVHHS Central Services</b>		
Offset by reduction in General Fund Subsidy		
-1.0	W71	Sr. Health Care Program Analyst
<b>Mental Health APS Reduction</b>		
Offset by reduction in reimbursed services		
-1.0	R13	Occupational Therapist - Disab
-0.5	D02	Medical Unit Clerk
-1.0	D08	Supv Medical Admitting Clerk II
-0.5	D09	Office Specialist III
-0.5	D2E	Health Services Rep
-1.0	P67	Rehabilitation Counselor
-5.0	S94	Nursing Attendant
<b>-8.5</b>		<b>Total Deletion</b>

**Total Ongoing Cost: \$0**

### One-time Technology Funds for HIPAA

- ❑ Budgeted ITEC funds to offset the cost of implementing the data systems changes required by the Healthcare Insurance Portability and Accountancy Act (HIPAA).

**Total One-time Cost: \$1,264,518**

### County Executive's Revisions to Recommendation

Subsequent to the printing of the FY 2004 Recommended Budget document, the County Executive proposed the following revisions to the recommendations summarized above:

- ❑ Add one half-time physician position at an ongoing cost of \$84,000 to provide physician services at the Puentes Clinic in the Public Health Department. There is no change to the Public Health Department Budget.

**Total Ongoing Cost: \$0**

Offset by \$84,000 increased reimbursement

### Changes Approved by the Board

The Board of Supervisors approved the FY 2004 Recommended Budget with the following changes:

- ❑ Restore 1.0 FTE Rehabilitation Counselor and 1.0 FTE Occupational Therapist in Acute Psych Services. The \$176,713 cost is offset by the deletion of 1.0 FTE Patient Business Services Clerk (vacant)



and 2.0 FTE Office Specialists (vacant) as well as funds for services and supplies to effect a net zero change.

**Total Cost: \$0**

FY 2004 Inventory Item #7

- Restore 1.8 FTE Registered Nurse positions in the Valley Connection Call Center. The \$185,825 cost is offset by an equal reduction in services and supplies.

**Total Cost: \$0**

FY 2004 Inventory Item #10



## Santa Clara Valley Medical Center Statement Of Revenues And Expenses Fiscal Year 2004

	SCVMC Enterprise Fund	PSTF	Dontrn.	Rev Bonds	Total SCVMC EF & Trust	VHP	Total EF/Trust & VHP
<b>FTEs &amp; Statistics</b>							
Payroll FTEs	4,273.9				4,273.9	40.0	4,313.9
Total Patient Days	117,485				117,485		117,485
Average Daily Census	321				321		321
Discharge: Nursery	4,100				4,100		4,100
Other	20,897				20,897		20,897
ALOS: Nursery	3.1				3.1		3.1
Other	5.2				5.2		5.2
Outpatient Visits	631,770				631,770		631,770
<b>Operations</b>							
Gross Operating Revenue	1,085,563,823	8,008,729			1,093,572,552	71,920,407	1,165,492,959
Net Operating Revenue							
Net Patient Revenue	309,527,176	8,008,729			317,535,905	71,920,407	389,456,312
SB 855	36,127,982				36,127,982		36,127,982
SB 1255	44,000,000				44,000,000		44,000,000
Net Operating Revenue	389,655,158	8,008,729			397,663,887	71,920,407	469,584,294
Realignment	10,565,028				10,565,028		10,565,028
Other	33,836,001		400,000		34,236,001		34,236,001
Total Other Operating Revenue	44,401,029		400,000		44,801,029		44,801,029
<b>Total Revenue</b>	<b>434,056,187</b>	<b>8,008,729</b>	<b>400,000</b>		<b>442,464,916</b>	<b>71,920,407</b>	<b>514,385,323</b>
Operating Expenses							
Payroll	419,135,689				419,135,689	3,405,133	422,540,822
Service and Supplies	161,360,015	185,073	435,000		161,980,088	66,171,413	228,151,501
County Overhead	6,420,483				6,420,483	483,042	6,903,525
Depreciation	25,627,659				25,627,659		25,627,659
Transfers	-18,468,574				-18,468,574	1,789,746	-16,678,828
<b>Total Expenses</b>	<b>594,075,272</b>	<b>185,073</b>	<b>435,000</b>		<b>594,695,345</b>	<b>71,849,334</b>	<b>666,544,679</b>
Net Interest Expense/(Revenue)	15,043,107		-35,000	-880,000	14,128,107		14,128,107
<b>Operating Income/(Loss)</b>	<b>-175,062,192</b>	<b>7,823,656</b>		<b>880,000</b>	<b>-166,358,536</b>	<b>71,073</b>	<b>-166,287,463</b>
<b>Transfers</b>							
<b>General Fund Subsidy</b>							
VLF	51,056,881				51,056,881		51,056,881
Unreimbursed Services	4,530,700				4,530,700		4,530,700
Tobacco Settlement	12,000,000				12,000,000		12,000,000
HIPAA ITEC One-time Funds	1,264,518				1,264,518		1,264,518
General Fund Grant	40,875,235				40,875,235		40,875,235
Total General Fund Subsidy	109,727,334				109,727,334		109,727,334
Interagency	49,950,451				49,950,451		49,950,451
<b>Trust Funds</b>							
PSTF	7,823,656	-7,823,656			-		-
Revenue Bond Fund	880,000			-880,000	-		-
Total Trust Funds	8,703,656	-7,823,656		-880,000	-		-
<b>Total Transfers</b>	<b>168,381,441</b>	<b>-7,823,656</b>		<b>-880,000</b>	<b>159,677,785</b>		<b>159,677,785</b>
<b>Net Income/(Loss)</b>	<b>-6,680,751</b>				<b>-6,680,751</b>	<b>71,073</b>	<b>-6,609,678</b>



## Santa Clara Valley Medical Center Statement Of Revenues And Expenses Summary

Enterprise Fund Only	FY 2003	FY 2004	Difference	Percent Difference
<b>FTEs &amp; Statistics</b>				
Payroll FTEs	4,202.9	4,273.9	71.0	1.7%
Total Patient Days	117,170	117,485	315	0.3%
Average Daily Census	321	321	–	0.0%
Discharge: Nursery	3,915	4,100	185	4.7%
Other	20,838	20,897	59	0.3%
ALOS: Nursery	3.2	3.1	-0.1	-3.1%
Other	5.0	5.2	0.2	4.0%
Outpatient Visits	583,662	631,770	48,108	8.2%
<b>Operations</b>				
Gross Operating Revenue	946,452,092	1,085,563,823	139,111,731	14.7%
Net Operating Revenue				
Net Patient Revenue	285,076,204	309,527,176	24,450,972	8.6%
SB 855	32,940,950	36,127,982	3,187,032	9.7%
SB 1255	44,000,000	44,000,000	–	0.0%
Net Operating Revenue	362,017,154	389,655,158	27,638,004	7.6%
Realignment	10,565,028	10,565,028	–	0.0%
Other	33,101,131	33,836,001	734,870	2.2%
Total Other Operating Revenue	43,666,159	44,401,029	734,870	1.7%
<b>Total Revenue</b>	<b>405,683,313</b>	<b>434,056,187</b>	<b>28,372,874</b>	<b>7.0%</b>
Operating Expenses				
Payroll	368,083,381	419,135,689	51,052,308	13.9%
Service and Supplies	168,906,680	161,360,015	-7,546,665	-4.5%
County Overhead	5,354,348	6,420,483	1,066,135	19.9%
Depreciation	25,704,118	25,627,659	-76,459	-0.3%
Transfers	-15,997,554	-18,468,574	-2,471,020	15.4%
<b>Total Expenses</b>	<b>552,050,973</b>	<b>594,075,272</b>	<b>42,024,299</b>	<b>7.6%</b>
Net Interest Expense/(Revenue)	14,976,687	15,043,107	66,420	0.4%
<b>Operating Income/(Loss)</b>	<b>-161,344,347</b>	<b>-175,062,192</b>	<b>-13,717,845</b>	<b>8.5%</b>
<b>Transfers</b>				
General Fund Subsidy				
VLF	49,179,733	51,056,881	1,877,148	3.8%
Unreimbursed Services	7,280,700	4,530,700	-2,750,000	-37.8%
Tobacco Settlement	12,000,000	12,000,000	–	0.0%
HIPAA ITEC One-time Funds	1,100,000	1,264,518	164,518	15.0%
General Fund Grant	34,387,869	40,875,235	6,487,366	18.9%
Total General Fund Subsidy	103,948,302	109,727,334	5,779,032	5.6%
Interagency	37,203,657	49,950,451	12,746,794	34.3%
Trust Funds				
PSTF	7,723,254	7,823,656	100,402	1.3%
Revenue Bond Fund	5,787,823	880,000	-4,907,823	-84.8%
Total Trust Funds	13,511,077	8,703,656	-4,807,421	-35.6%
<b>Total Transfers</b>	<b>154,663,036</b>	<b>168,381,441</b>	<b>13,718,405</b>	<b>8.9%</b>
<b>Net Income/(Loss)</b>	<b>-6,681,311</b>	<b>-6,680,751</b>	<b>560</b>	<b>0.0%</b>





## Santa Clara Valley Medical Center Statement Of Revenues And Expenses Summary

Consolidated (Enterprise & Trust Funds)	FY 2003	FY 2004	Difference	Percent Difference
<b>FTEs &amp; Statistics</b>				
Payroll FTEs	4,202.9	4,273.9	71.0	1.7%
Total Patient Days	117,170	117,485	315	0.3%
Average Daily Census	321	321	–	0.0%
Discharge: Nursery	3,915	4,100	185	4.7%
Other	20,838	20,897	59	0.3%
ALOS: Nursery	3.2	3.1	-0.1	-3.1%
Other	5.0	5.2	0.2	4.0%
Outpatient Visits	583,662	631,770	48,108	8.2%
<b>Operations</b>				
Gross Operating Revenue	954,045,346	1,093,572,552	139,527,206	14.6%
Net Operating Revenue				
Net Patient Revenue	292,669,458	317,535,905	24,866,447	8.5%
SB 855	32,940,950	36,127,982	3,187,032	9.7%
SB 1255	44,000,000	44,000,000	–	0.0%
Net Operating Revenue	369,610,408	397,663,887	28,053,479	7.6%
Realignment	10,565,028	10,565,028	–	0.0%
Other	33,501,131	34,236,001	734,870	2.2%
Total Other Operating Revenue	44,066,159	44,801,029	734,870	1.7%
<b>Total Revenue</b>	<b>413,676,567</b>	<b>442,464,916</b>	<b>28,788,349</b>	<b>7.0%</b>
Operating Expenses				
Payroll	368,083,381	419,135,689	51,052,308	13.9%
Service and Supplies	169,536,680	161,980,088	-7,556,592	-4.5%
County Overhead	5,354,348	6,420,483	1,066,135	19.9%
Depreciation	25,704,118	25,627,659	-76,459	-0.3%
Transfers	-15,997,554	-18,468,574	-2,471,020	15.4%
<b>Total Expenses</b>	<b>552,680,973</b>	<b>594,695,345</b>	<b>42,014,372</b>	<b>7.6%</b>
Net Interest Expense/(Revenue)	13,416,687	14,128,107	711,420	5.3%
<b>Operating Income/(Loss)</b>	<b>-152,421,093</b>	<b>-166,358,536</b>	<b>-13,937,443</b>	<b>9.1%</b>
<b>Transfers</b>				
General Fund Subsidy				
VLF	49,179,733	51,056,881	1,877,148	3.8%
Unreimbursed Services	7,280,700	4,530,700	-2,750,000	-37.8%
Tobacco Settlement	12,000,000	12,000,000	–	0.0%
HIPAA ITEC One-time Funds	1,100,000	1,264,518	164,518	15.0%
General Fund Grant	34,387,869	40,875,235	6,487,366	18.9%
Total General Fund Subsidy	103,948,302	109,727,334	5,779,032	5.6%
Interagency	37,203,657	49,950,451	12,746,794	34.3%
Trust Funds				
PSTF	–	–	–	–
Revenue Bond Fund	–	–	–	–
Total Trust Funds	–	–	–	–
<b>Total Transfers</b>	<b>141,151,959</b>	<b>159,677,785</b>	<b>18,525,826</b>	<b>13.1%</b>
<b>Net Income/(Loss)</b>	<b>-11,269,134</b>	<b>-6,680,751</b>	<b>4,588,383</b>	<b>-40.7%</b>



**Valley Medical Center — Budget Unit 0921**  
**Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
6852	SCVMC Hospital Administration	673,050,467	694,719,728	793,990,186	714,856,135	715,065,287	6
<b>Total Expenditures</b>		673,050,467	694,719,728	793,990,186	714,856,135	715,065,287	6%

**Valley Medical Center — Budget Unit 0921**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 368,083,381	\$ 381,414,187	\$ 376,827,022	\$ 418,708,889	\$ 419,135,689	14
Services And Supplies	174,261,028	180,099,483	174,657,100	167,998,146	167,780,498	-4
Other Charges	23,731,443	23,731,443	13,302,053	24,303,041	24,303,041	2
Fixed Assets	10,268,051	12,768,051	16,690,805	9,686,974	9,686,974	-6
Operating/Equity Transfers	112,704,118	112,704,118	230,661,770	112,627,659	112,627,659	0
Expenditure Transfers	(15,997,554)	(15,997,554)	(18,148,564)	(18,468,574)	(18,468,574)	15
<b>Total Expenditures</b>	673,050,467	694,719,728	793,990,186	714,856,135	715,065,287	6

**Valley Medical Center — Budget Unit 0921**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>VMC Capital Projects</b>						
Other Charges	8,754,756	8,754,756	887,389	9,259,934	9,259,934	6
Fixed Assets	10,268,051	12,768,051	16,690,805	9,686,974	9,686,974	-6
<b>Fund Sub Total Expenditures</b>	19,022,807	21,522,807	17,578,194	18,946,908	18,946,908	0
<b>VMC Enterprise Fund</b>						
Salaries And Employee Benefits	\$ 368,083,381	\$ 381,414,187	\$ 376,827,022	\$ 418,708,889	\$ 419,135,689	14
Services And Supplies	174,261,028	180,099,483	174,657,100	167,998,146	167,780,498	-4
Other Charges	14,976,687	14,976,687	12,414,664	15,043,107	15,043,107	0
Operating/Equity Transfers	112,704,118	112,704,118	230,661,770	112,627,659	112,627,659	0
Expenditure Transfers	(15,997,554)	(15,997,554)	(18,148,564)	(18,468,574)	(18,468,574)	15
<b>Fund Sub Total Expenditures</b>	654,027,660	673,196,921	776,411,992	695,909,227	696,118,379	6
<b>All Funds Total Expenditures</b>	673,050,467	694,719,728	793,990,186	714,856,135	715,065,287	6



### Valley Medical Center — Budget Unit 0921 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
6852	SCVMC Hospital Administration	666,369,156	690,486,929	875,980,667	708,210,540	708,384,536	6
<b>Total Revenues</b>		666,369,156	690,486,929	875,980,667	708,210,540	708,384,536	6%

### Valley Medical Center — Budget Unit 0921 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	0	0	1,827,858	0	0	-
Aid From Govt Agencies-State	14,822,778	14,822,778	12,298,276	13,806,934	13,806,934	-7
Aid From Govt Agencies-Federal	0	0	252,347	0	0	-
Charges For Current Services	88,720,696	90,720,696	61,089,756	95,295,409	95,379,409	8
Transfers	122,971,109	125,471,109	261,349,282	128,674,242	128,674,242	5
Other Revenues	439,854,573	459,472,346	539,163,148	470,433,955	470,523,951	7
<b>Total Revenues</b>	666,369,156	690,486,929	875,980,667	708,210,540	708,384,536	6

### Valley Medical Center — Budget Unit 0921 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>VMC Capital Projects</b>						
Revenue From Use Of Money/Property	0	0	451,369	0	0	-
Transfers	19,022,807	21,522,807	23,564,323	18,946,908	18,946,908	0
Other Revenues	0	0	(69,713)	0	0	-
<b>Fund Sub Total Revenues</b>	19,022,807	21,522,807	23,945,979	18,946,908	18,946,908	0
<b>VMC Enterprise Fund</b>						
Revenue From Use Of Money/Property	0	0	1,376,489	0	0	-
Aid From Govt Agencies- State	14,822,778	14,822,778	12,298,276	13,806,934	13,806,934	-7
Aid From Govt Agencies- Federal	0	0	252,347	0	0	-
Charges For Current Services	88,720,696	90,720,696	61,089,756	95,295,409	95,379,409	8
Transfers	103,948,302	103,948,302	237,784,959	109,727,334	109,727,334	6
Other Revenues	439,854,573	459,472,346	539,232,861	470,433,955	470,523,951	7
<b>Fund Sub Total Revenues</b>	647,346,349	668,964,122	852,034,688	689,263,632	689,437,628	7
<b>All Funds Total Revenues</b>	666,369,156	690,486,929	875,980,667	708,210,540	708,384,536	6





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# Section 5: Housing, Land Use, Environment & Transportation

Section 5: Housing, Land Use, Environment & Transportation



# Housing, Land Use, Environment & Transportation

## Mission

The mission of housing, land use, environment, and transportation services is to increase the economic and social vitality of the community, regulate development, protect the natural environment, mitigate health and safety risks and conserve natural resources.



## Departments

### ➔ Environmental Resources Agency

- Department of Planning and Development/  
Environmental Resources Agency  
Administration
- Department of Environmental Health
- Department of Agriculture and Resource  
Management
- Vector Control District
- Department of Parks and Recreation

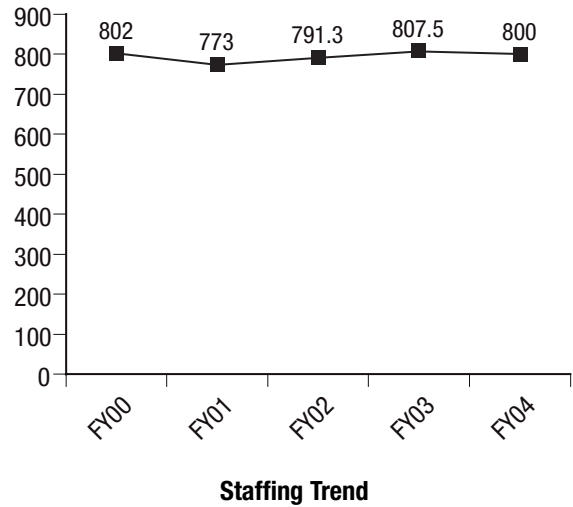
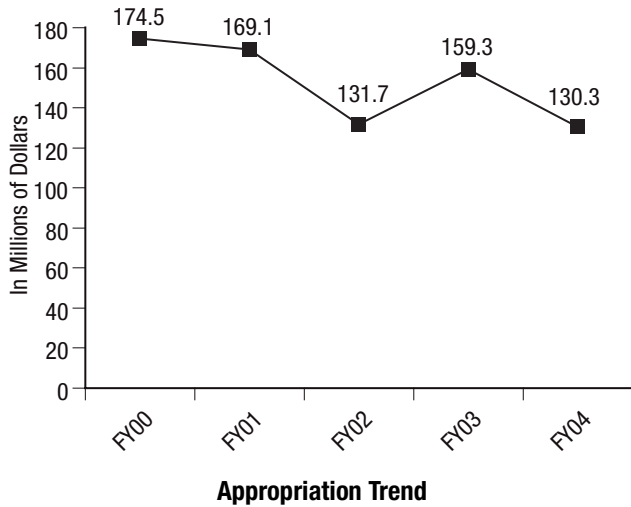
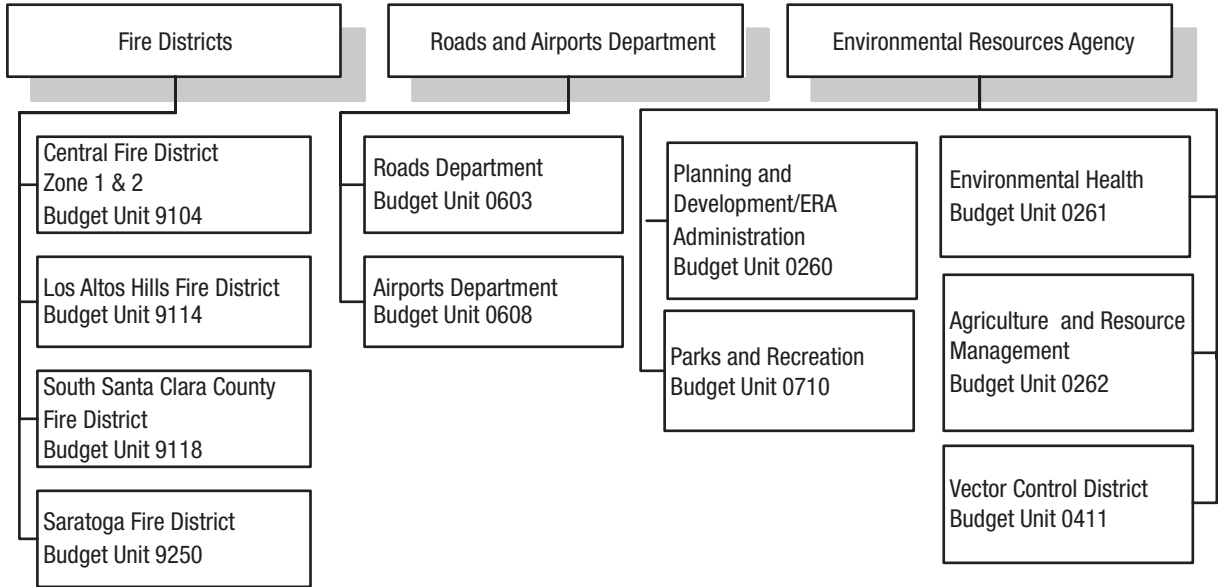
### ➔ Road and Airports Department

- Roads Department
- Airports Department

### ➔ County Fire Districts

- Santa Clara County Fire District
- Los Altos Hills Fire District
- South Santa Clara County Fire District
- Saratoga County Fire District

# Housing, Land Use, Environment & Transportation



Section 5: Housing, Land Use, Environment & Transportation



## Expenditures by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0260	Planning and Development/ERA Admin	9,806,347	9,713,363	8,884,826	9,479,665	9,477,249	-3
0261	Environmental Health	13,205,582	13,574,294	13,089,781	14,149,754	14,154,545	7
0262	Agriculture And Resource Management	8,262,683	8,754,840	7,955,337	8,103,824	8,528,719	3
0411	Vector Control District	2,906,507	4,761,507	2,873,473	3,033,981	3,033,934	4
0710	County Parks And Recreation	49,540,370	69,640,068	43,035,756	50,487,362	50,534,168	2
0603	Roads Operations	66,860,158	112,788,841	51,935,511	41,502,909	41,493,222	-38
0608	Airports Operations	2,670,873	10,162,915	4,027,542	2,806,447	2,806,000	5
0904	Santa Clara County Fire Department	58,299,759	59,699,759	51,475,388	63,001,014	62,998,159	8
0979	Los Altos Hills County Fire District	11,464,493	11,464,493	3,118,573	13,250,339	13,250,339	16
0980	South Santa Clara Co. Fire District	2,809,655	2,849,655	2,771,533	3,031,683	3,031,683	8
0981	Saratoga Fire District	3,877,728	3,877,728	4,025,133	3,847,335	3,847,335	-1
<b>Total Expenditures</b>		<b>229,704,155</b>	<b>307,287,463</b>	<b>193,192,853</b>	<b>212,694,313</b>	<b>213,155,353</b>	<b>-1%</b>

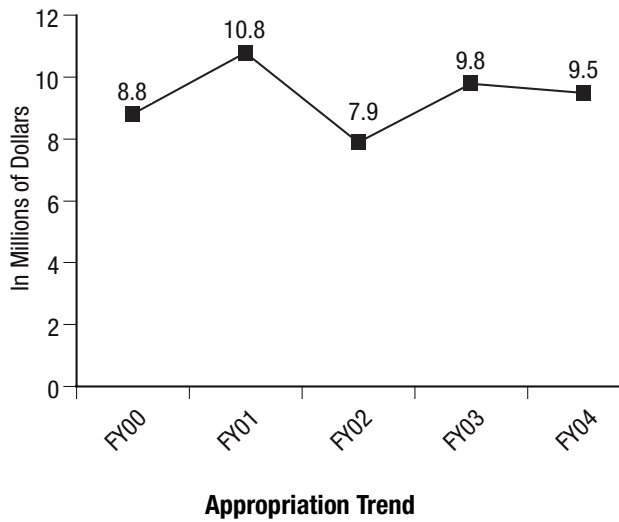
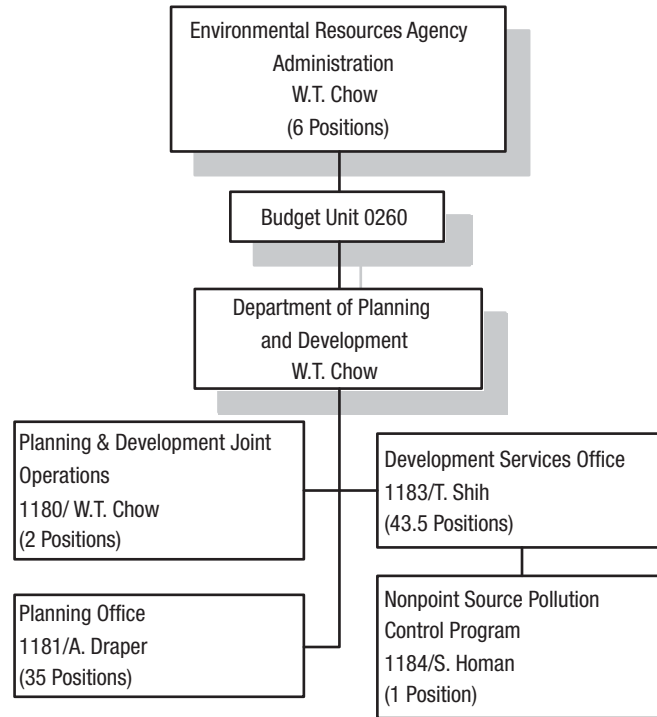
## Revenues by Department

BU	Department Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
0260	Planning and Development/ERA Admin	6,379,279	6,379,279	5,959,920	6,592,277	6,592,277	3
0261	Environmental Health	13,765,055	13,765,055	13,100,002	14,029,253	14,029,253	2
0262	Agriculture And Resource Management	5,884,443	6,451,600	5,985,398	5,270,492	5,280,492	-10
0411	Vector Control District	2,939,218	3,007,218	2,710,594	2,754,528	2,754,528	-6
0710	County Parks And Recreation	51,638,575	61,403,527	50,517,743	51,868,272	51,868,272	
0603	Roads Operations	65,388,417	110,350,727	51,303,606	42,264,676	42,264,676	-35
0608	Airports Operations	2,810,812	9,753,045	2,746,583	3,003,609	3,003,609	7
0904	Santa Clara County Fire Department	53,117,960	53,117,960	50,653,363	53,979,326	53,979,326	2
0979	Los Altos Hills County Fire District	4,373,971	4,373,971	4,759,450	5,123,700	5,123,700	17
0980	South Santa Clara Co. Fire District	2,561,261	2,561,261	3,034,415	2,561,261	2,561,261	
0981	Saratoga Fire District	3,630,000	3,630,000	3,483,284	3,780,000	3,780,000	4
<b>Total Revenues</b>		<b>212,488,991</b>	<b>274,793,643</b>	<b>194,254,358</b>	<b>191,227,394</b>	<b>191,237,394</b>	<b>4%</b>





# Department of Planning and Development



Section 5: Housing, Land Use, Environment & Transportation



## Public Purpose

- **Maintain and Enhance the Quality of the Built Environment**
- **Preserve and Enhance Natural and Historical Resources**
- **Preserve the Quality of Life for Urban County Residents**



## Desired Results

**County General Plan maintained** by carrying out the Board-approved work plan.

**Safe and code-compliant structures ensured.**

## County Executive's Recommendation

### Staff Reductions

- Delete 1.0 vacant FTE Principal Planner and reduce 1.0 filled FTE Planner III/II/I from full-time to half-time in the Planning Office

**Total Ongoing Savings: (\$171,120)**

- Delete 1.0 vacant FTE Field Survey Technician II in the Surveyor's Office.

**Total Ongoing Savings: (\$79,620)**

- Delete 0.5 vacant FTE Account Clerk II and reduce funding for services and supplies by \$32,242 in Agency Administration.

**Total Ongoing Savings: (\$25,080)**

**Transfer Graffiti Abatement Program to Integrated Waste Management Program**

- Transfer 1.0 filled FTE Senior Management Analyst position to the Integrated Waste Management Program (IWMP) in Agriculture and Resource Management, Fund 0037.

**Total Ongoing Savings: (\$100,891)**

**Reduce Appropriations for Services and Supplies**

- Reduce various appropriations in the Planning Office.

**Total Ongoing Savings: (\$73,893)**

- Reduce various appropriations in the Development Services Office.

**Total Ongoing Savings: (\$104,617)**

**Revenue Adjustments**

- Recognize revenue from new fees for Williamson Act application analysis (\$6,000) and Airport Land Use Commission referrals (\$11,750).

**Total Ongoing Revenue Increase: \$17,750**

**Changes Approved by the Board**

The Board approved the budget of the Office of Planning and Development as recommended.

**Planning and Development/ERA Admin — Budget Unit 0260 Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1180	Planning And Development Operations	9,473,997	9,381,013	8,886,337	8,738,363	8,735,956	-8
1184	Non Point Source Program				366,939	366,939	
1189	ERA Administration	332,350	332,350	(1,511)	374,363	374,354	13
<b>Total Expenditures</b>		<b>9,806,347</b>	<b>9,713,363</b>	<b>8,884,826</b>	<b>9,479,665</b>	<b>9,477,249</b>	<b>-3%</b>

**Planning and Development/ERA Admin — Budget Unit 0260 Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 8,415,484	\$ 8,335,000	\$ 8,291,000	\$ 8,297,534	\$ 8,297,534	-1
Services And Supplies	2,496,740	2,496,740	2,111,515	2,308,200	2,305,784	-8
Expenditure Transfers	(1,105,877)	(1,118,377)	(1,517,689)	(1,126,069)	(1,126,069)	2
<b>Total Expenditures</b>	<b>9,806,347</b>	<b>9,713,363</b>	<b>8,884,826</b>	<b>9,479,665</b>	<b>9,477,249</b>	<b>-3</b>



### Planning and Development/ERA Admin — Budget Unit 0260 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 8,415,484	\$ 8,335,000	\$ 8,291,000	\$ 8,297,534	\$ 8,297,534	-1
Services And Supplies	2,466,740	2,466,740	2,110,967	2,278,200	2,275,784	-8
Expenditure Transfers	(1,105,877)	(1,118,377)	(1,517,689)	(1,126,069)	(1,126,069)	2
<b>Fund Sub Total Expenditures</b>	<b>9,776,347</b>	<b>9,683,363</b>	<b>8,884,278</b>	<b>9,449,665</b>	<b>9,447,249</b>	<b>-3</b>
<b>Survey Monument Preservation Fund</b>						
Services And Supplies	30,000	30,000	548	30,000	30,000	0
<b>Fund Sub Total Expenditures</b>	<b>30,000</b>	<b>30,000</b>	<b>548</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>
<b>All Funds Total Expenditures</b>	<b>9,806,347</b>	<b>9,713,363</b>	<b>8,884,826</b>	<b>9,479,665</b>	<b>9,477,249</b>	<b>-3</b>

### Planning and Development/ERA Admin — Budget Unit 0260 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1180	Planning And Development Operations	6,379,279	6,379,279	5,959,887	6,592,277	6,592,277	3
1189	ERA Administration			33			0
<b>Total Revenues</b>		<b>6,379,279</b>	<b>6,379,279</b>	<b>5,959,920</b>	<b>6,592,277</b>	<b>6,592,277</b>	<b>3%</b>

### Planning and Development/ERA Admin — Budget Unit 0260 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	3,823,840	3,823,840	3,529,431	3,842,265	3,842,265	0
Aid From Govt Agencies-State	0	0	9,505	0	0	-
Aid From Govt Agencies-Federal	166,922	166,922	0	0	0	-100
Charges For Current Services	1,393,710	1,393,710	1,211,532	1,417,000	1,417,000	2
Transfers	139,057	139,057	0	139,057	139,057	0
Other Revenues	855,750	855,750	1,209,452	1,193,955	1,193,955	40
<b>Total Revenues</b>	<b>6,379,279</b>	<b>6,379,279</b>	<b>5,959,920</b>	<b>6,592,277</b>	<b>6,592,277</b>	<b>3</b>

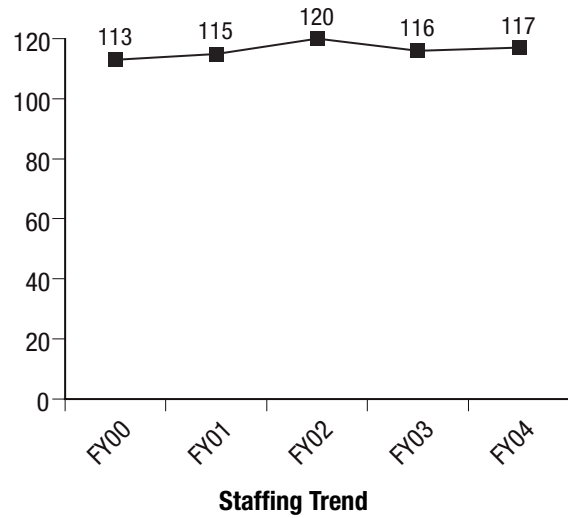
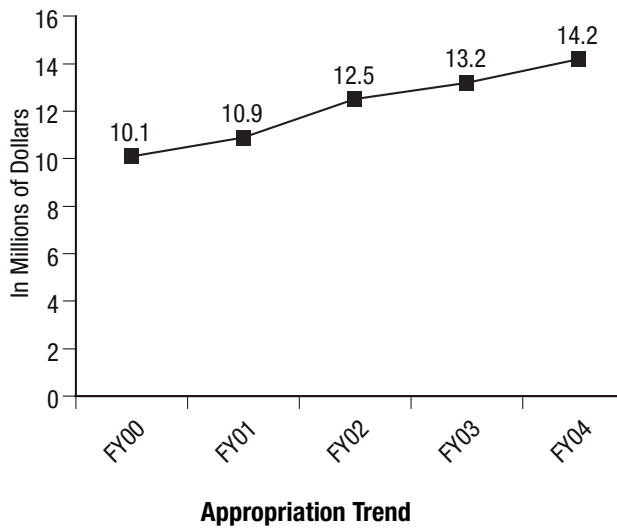
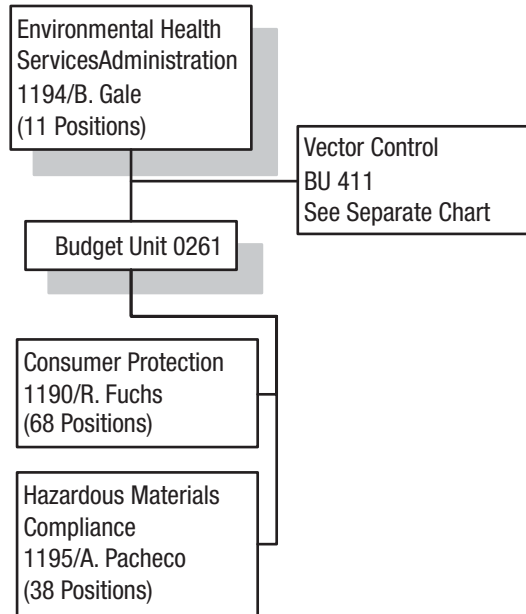


**Planning and Development/ERA Admin — Budget Unit 0260**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	3,823,840	3,823,840	3,529,431	3,842,265	3,842,265	0
Aid From Govt Agencies- State	0	0	9,505	0	0	-
Aid From Govt Agencies- Federal	166,922	166,922	0	0	0	-100
Charges For Current Services	1,393,710	1,393,710	1,211,532	1,417,000	1,417,000	2
Transfers	139,057	139,057	0	139,057	139,057	0
Other Revenues	765,750	765,750	1,101,671	1,103,955	1,103,955	44
<b>Fund Sub Total Revenues</b>	<b>6,289,279</b>	<b>6,289,279</b>	<b>5,852,139</b>	<b>6,502,277</b>	<b>6,502,277</b>	<b>3</b>
<b>Survey Monument Preservation Fund</b>						
Other Revenues	90,000	90,000	107,781	90,000	90,000	0
<b>Fund Sub Total Revenues</b>	<b>90,000</b>	<b>90,000</b>	<b>107,781</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>6,379,279</b>	<b>6,379,279</b>	<b>5,959,920</b>	<b>6,592,277</b>	<b>6,592,277</b>	<b>3</b>

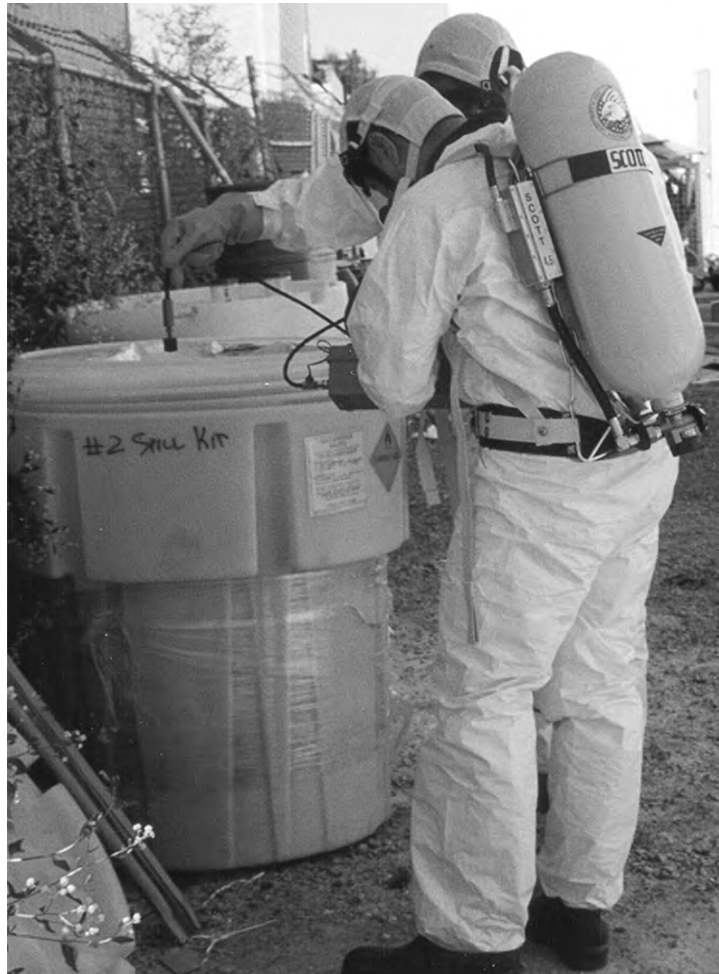


# Department of Environmental Health



## Public Purpose

- **Protect the Environment**
- **Protect Public Health and Safety**
- **Protect the Consumer**



## Desired Results

**Enforce food standards** by ensuring that facility inspections are performed at the frequency required.

**Prevention of disease** by ensuring legal and responsible operation of regulated facilities.

**Enforce Waste Facility Standards** by ensuring that inspections occur at the frequency established by State law and that state-mandated plans are submitted by facilities.

**Provide customer service** to the public and regulated community by supplying information from facility files when requested.

**Increase Resident Participation** in household hazardous waste collections and facility compliance by providing education and outreach materials to the public.

**Prevent Disease and Illness** by providing safe and convenient hazardous waste disposal services for residents and small businesses.

## County Executive's Recommendation

- Eliminate extra help hours for pool inspection.

**Total Ongoing Savings: (\$20,000)**

## Changes Approved by the Board

The Board approved the budget for the Environmental Health Department as recommended.

### Environmental Health — Budget Unit 0261 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1190	Consumer Protection Division	6,132,470	6,132,470	6,145,501	6,659,386	6,659,386	9
1194	Dept of Environmental Health Administration Div	1,724,201	1,991,413	1,804,936	1,862,182	1,866,973	8
1195	Hazardous Materials Compliance Division	5,348,911	5,450,411	5,139,344	5,628,186	5,628,186	5
<b>Total Expenditures</b>		<b>13,205,582</b>	<b>13,574,294</b>	<b>13,089,781</b>	<b>14,149,754</b>	<b>14,154,545</b>	<b>7%</b>

### Environmental Health — Budget Unit 0261 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 9,649,666	\$ 9,649,666	\$ 9,721,694	\$ 10,682,699	\$ 10,682,699	11
Services And Supplies	3,690,494	3,951,229	3,404,899	3,606,955	3,611,746	-2
Fixed Assets	0	107,977	74,581	0	0	-
Expenditure Transfers	(134,578)	(134,578)	(111,393)	(139,900)	(139,900)	4
<b>Total Expenditures</b>	<b>13,205,582</b>	<b>13,574,294</b>	<b>13,089,781</b>	<b>14,149,754</b>	<b>14,154,545</b>	<b>7</b>





### Environmental Health — Budget Unit 0261 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Environmental Health Fund</b>						
Salaries And Employee Benefits	\$ 9,649,666	\$ 9,649,666	\$ 9,721,694	\$ 10,682,699	\$ 10,682,699	11
Services And Supplies	3,690,494	3,951,229	3,404,899	3,606,955	3,611,746	-2
Fixed Assets	0	107,977	74,581	0	0	-
Expenditure Transfers	(134,578)	(134,578)	(111,393)	(139,900)	(139,900)	4
<b>Fund Sub Total Expenditures</b>	<b>13,205,582</b>	<b>13,574,294</b>	<b>13,089,781</b>	<b>14,149,754</b>	<b>14,154,545</b>	<b>7</b>
<b>All Funds Total Expenditures</b>	<b>13,205,582</b>	<b>13,574,294</b>	<b>13,089,781</b>	<b>14,149,754</b>	<b>14,154,545</b>	<b>7</b>

### Environmental Health — Budget Unit 0261 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1190	Consumer Protection Division	6,786,738	6,786,738	6,842,490	7,378,433	7,378,433	9
1194	Dept of Environmental Health Administration Div	115,000	115,000	116,809	161,024	161,024	40
1195	Hazardous Materials Compliance Division	6,863,317	6,863,317	6,140,703	6,489,796	6,489,796	-5
<b>Total Revenues</b>		<b>13,765,055</b>	<b>13,765,055</b>	<b>13,100,002</b>	<b>14,029,253</b>	<b>14,029,253</b>	<b>2%</b>

### Environmental Health — Budget Unit 0261 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	9,300,712	9,300,712	9,104,859	9,573,652	9,573,652	3
Revenue From Use Of Money/Property	115,000	115,000	131,108	161,024	161,024	40
Aid From Govt Agencies-State	1,446,087	1,446,087	787,137	552,000	552,000	-62
Charges For Current Services	2,404,487	2,404,487	2,614,753	3,414,886	3,414,886	42
Transfers	388,700	388,700	359,611	217,300	217,300	-44
Other Revenues	110,069	110,069	102,534	110,391	110,391	0
<b>Total Revenues</b>	<b>13,765,055</b>	<b>13,765,055</b>	<b>13,100,002</b>	<b>14,029,253</b>	<b>14,029,253</b>	<b>2</b>

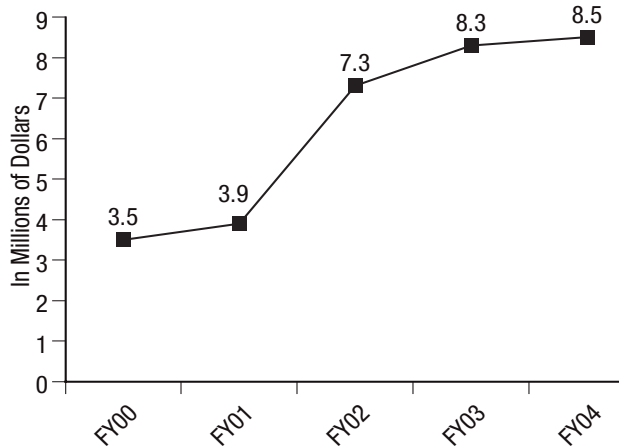
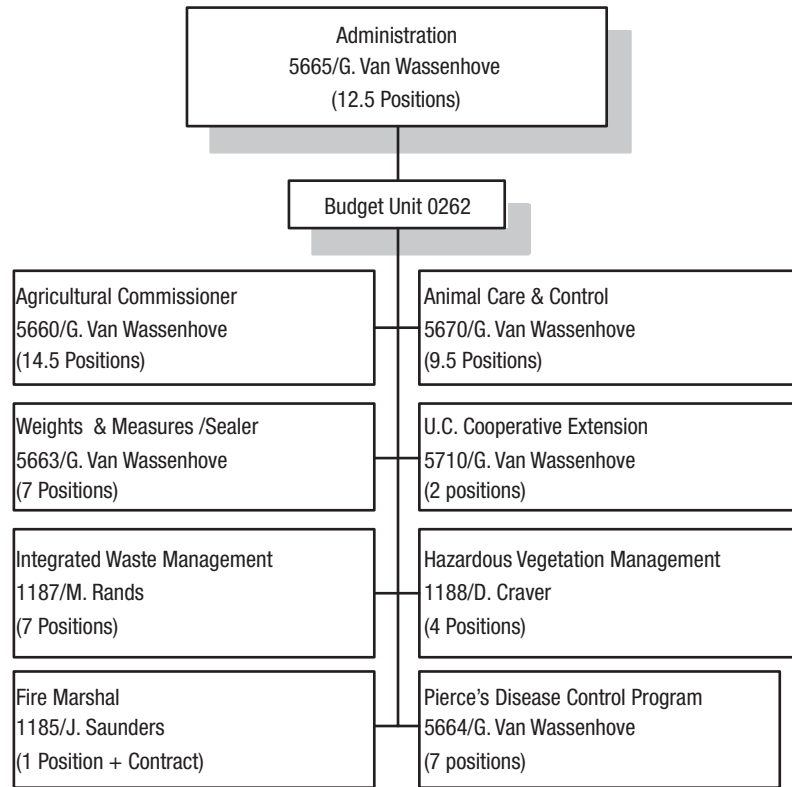


**Environmental Health — Budget Unit 0261**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Environmental Health Fund</b>						
Licenses, Permits, Franchises	9,300,712	9,300,712	9,104,859	9,573,652	9,573,652	3
Revenue From Use Of Money/Property	115,000	115,000	131,108	161,024	161,024	40
Aid From Govt Agencies- State	1,446,087	1,446,087	787,137	552,000	552,000	-62
Charges For Current Services	2,404,487	2,404,487	2,614,753	3,414,886	3,414,886	42
Transfers	388,700	388,700	359,611	217,300	217,300	-44
Other Revenues	110,069	110,069	102,534	110,391	110,391	0
<b>Fund Sub Total Revenues</b>	<b>13,765,055</b>	<b>13,765,055</b>	<b>13,100,002</b>	<b>14,029,253</b>	<b>14,029,253</b>	<b>2</b>
<b>All Funds Total Revenues</b>	<b>13,765,055</b>	<b>13,765,055</b>	<b>13,100,002</b>	<b>14,029,253</b>	<b>14,029,253</b>	<b>2</b>

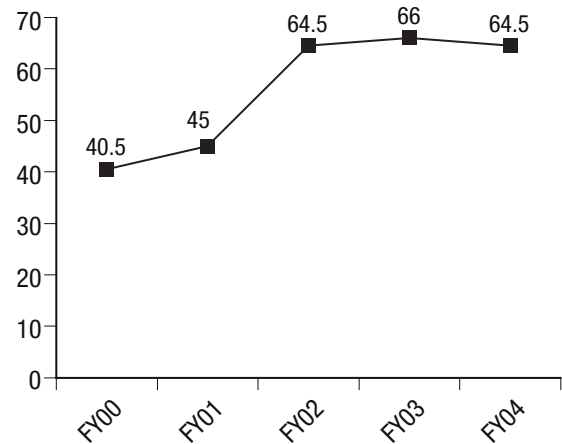


# Agriculture and Resource Management



**Appropriation Trend**

The increase in FY 2003 appropriations is the result of shifting Fire Marshal, Pollution Prevention, Integrated Waste Management, Home Composting, and Hazardous Vegetation Management from Budget Unit 260, Planning and Development.



**Staffing Trend**

Section 5: Housing, Land Use, Environment & Transportation



## Public Purpose

- Protection of the Environment
- Protection of Public Health
- Consumer Protection



## Desired Results

**Equity in the marketplace** is promoted by assuring the correct pricing of commodities and the accuracy of commercial weighing and measuring devices operated in Santa Clara County.

**Human and animal populations are protected** through the department's efforts to ensure compliance with environmental laws and regulations in Santa Clara County.

**A healthy agricultural economy** and a wholesome, ample and marketable food supply in Santa Clara County.

**A healthy animal population** is promoted by ensuring the humane treatment of animals in Santa Clara County.

## County Executive's Recommendation

### Eliminate Pollution Prevention Program

- Eliminate County support for the Pollution Prevention Program, including the deletion of 1.0 FTE Program Manager II and 1.0 FTE Management Analyst. The Green Business Program will be relocated to the Integrated Waste Management Program, Fund 0037.

**Total Ongoing Savings: (\$299,381)**

### Revenue Adjustments

- Recognize \$73,000 in new revenue for increased fees in animal licensing and animal adoption services and allocate \$58,369 to new related expenditures.

**Net Ongoing Revenue Increase: \$14,631**

Total Net Ongoing Revenue: \$73,000  
Offset by Total New Ongoing Cost: \$58,369

- Increase taxicab device registration fees by recognizing each taxicab as a separate business location for purposes of assessing the existing device fee.

**Total Ongoing Revenue Increase: \$30,000**

- Recalculate Revenue from Garbage Franchise Fees

**Total Ongoing Revenue Increase: \$10,000**

### Reduce Fire Marshal Plan Check Contract Services

- Reduce contract funds for plan check services in the Fire Marshal's Office.

**Total Ongoing Savings: (\$85,000)**

### Transfer Graffiti Abatement Program to Integrated Waste Management Program

- Add 1.0 filled FTE Senior Management Analyst (transferred from Planning and Development) the Integrated Waste Management Program (IWMP) Fund 0037 to maintain the Graffiti Abatement Program.

**Total Ongoing Savings: (\$100,891)**

Budgeted in Planning and Development

## Changes Approved by the Board

- Allocate \$417,920 for ongoing expenditures in the Pierce's Disease Control Program, and recognize additional ongoing revenues of \$10,000, for a net ongoing cost of \$407,920 to the general fund. This corrects an error in the Recommended Budget, whereby the program expenditures and additional revenues were inadvertently left out of the budget.

**Total Ongoing Cost: \$407,920**

### Agriculture And Resource Management — Budget Unit 0262 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1185	Fire Marshal	887,335	887,335	751,857	842,151	842,151	-5
1186	Pollution Prevention	446,383	461,383	369,715			-100
1187	Integrated Waste Management	1,191,258	1,191,258	882,912	1,296,188	1,311,159	10
1188	Hazardous Vegetation Management	579,185	819,185	560,345	730,035	730,029	26
5660	Agricultural Commissioner/Sealer	2,135,747	2,367,904	2,242,286	1,336,550	1,311,550	-39
5661	Home Composting Program	(29,557)	(29,557)	8,774			-100
5663	Weights and Measures	562,803	562,803	575,147	576,386	576,386	2
5664	Pierces Disease Control Program				479,960	890,000	
5665	Administration	1,199,598	1,224,598	1,315,900	1,473,504	1,498,398	25
5670	Animal Care and Control	876,790	856,790	852,661	950,819	950,819	8
5710	Cooperative Extension	413,141	413,141	395,740	418,231	418,227	1
<b>Total Expenditures</b>		<b>8,262,683</b>	<b>8,754,840</b>	<b>7,955,337</b>	<b>8,103,824</b>	<b>8,528,719</b>	<b>3%</b>

### Agriculture And Resource Management — Budget Unit 0262 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 4,410,922	\$ 4,505,448	\$ 4,628,951	\$ 4,748,350	\$ 4,780,015	8
Services And Supplies	4,318,575	4,741,206	3,759,724	3,434,459	3,827,689	-11
Other Charges	22,000	22,000	8,082	22,000	22,000	0
Expenditure Transfers	(488,814)	(513,814)	(441,420)	(100,985)	(100,985)	-79
<b>Total Expenditures</b>	<b>8,262,683</b>	<b>8,754,840</b>	<b>7,955,337</b>	<b>8,103,824</b>	<b>8,528,719</b>	<b>3</b>



## Agriculture And Resource Management — Budget Unit 0262

### Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Salaries And Employee Benefits	\$ 4,157,337	\$ 4,251,863	\$ 4,416,428	\$ 3,804,084	\$ 3,835,749	-8
Services And Supplies	3,063,742	3,246,373	2,826,079	2,349,118	2,727,383	-11
Expenditure Transfers	(488,814)	(513,814)	(441,420)	(75,985)	(75,985)	-84
<b>Fund Sub Total Expenditures</b>	<b>6,732,265</b>	<b>6,984,422</b>	<b>6,801,087</b>	<b>6,077,217</b>	<b>6,487,147</b>	<b>-4</b>
<b>Weed Abatement Fund</b>						
Salaries And Employee Benefits	\$ 253,585	\$ 253,585	\$ 212,523	\$ 261,390	\$ 261,390	3
Services And Supplies	303,600	543,600	339,740	446,645	446,639	47
Other Charges	22,000	22,000	8,082	22,000	22,000	0
<b>Fund Sub Total Expenditures</b>	<b>579,185</b>	<b>819,185</b>	<b>560,345</b>	<b>730,035</b>	<b>730,029</b>	<b>26</b>
<b>Solid Waste Management Fund</b>						
Salaries And Employee Benefits	\$ 0	\$ 0	\$ 0	\$ 682,876	\$ 682,876	-
Services And Supplies	951,233	951,233	593,905	638,696	653,667	-31
Expenditure Transfers	0	0	0	(25,000)	(25,000)	-
<b>Fund Sub Total Expenditures</b>	<b>951,233</b>	<b>951,233</b>	<b>593,905</b>	<b>1,296,572</b>	<b>1,311,543</b>	<b>38</b>
<b>All Funds Total Expenditures</b>	<b>8,262,683</b>	<b>8,754,840</b>	<b>7,955,337</b>	<b>8,103,824</b>	<b>8,528,719</b>	<b>3</b>

## Agriculture And Resource Management — Budget Unit 0262

### Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1185	Fire Marshal	493,000	493,000	374,665	463,000	463,000	-6
1186	Pollution Prevention	316,467	361,467	209,825			-100
1187	Integrated Waste Management	1,665,306	1,665,306	1,535,198	921,622	921,622	-45
1188	Hazardous Vegetation Management	520,000	760,000	1,227,326	730,000	730,000	40
5660	Agricultural Commissioner/Sealer	2,319,427	2,601,584	2,074,597	1,038,270	1,038,270	-55
5663	Weights and Measures	321,100	321,100	328,126	366,600	366,600	14
5664	Pierces Disease Control Program				880,000	890,000	0
5665	Administration			633			0
5666	IWM Franchise Fees				555,000	555,000	0
5670	Animal Care and Control	249,143	249,143	234,954	316,000	316,000	27
5710	Cooperative Extension			74			0
	<b>Total Revenues</b>	<b>5,884,443</b>	<b>6,451,600</b>	<b>5,985,398</b>	<b>5,270,492</b>	<b>5,280,492</b>	<b>-10%</b>



## Agriculture And Resource Management — Budget Unit 0262

### Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Licenses, Permits, Franchises	1,336,050	1,336,050	1,279,480	1,479,000	1,479,000	11
Fines, Forfeitures, Penalties	18,929	18,929	30,989	13,500	13,500	-29
Aid From Govt Agencies-State	2,416,488	2,698,645	2,106,267	1,855,227	1,865,227	-23
Charges For Current Services	908,650	1,148,650	1,545,960	1,110,165	1,110,165	22
Transfers	254,284	254,284	0	0	0	-100
Other Revenues	950,042	995,042	1,022,702	812,600	812,600	-14
<b>Total Revenues</b>	<b>5,884,443</b>	<b>6,451,600</b>	<b>5,985,398</b>	<b>5,270,492</b>	<b>5,280,492</b>	<b>-10</b>

## Agriculture And Resource Management — Budget Unit 0262

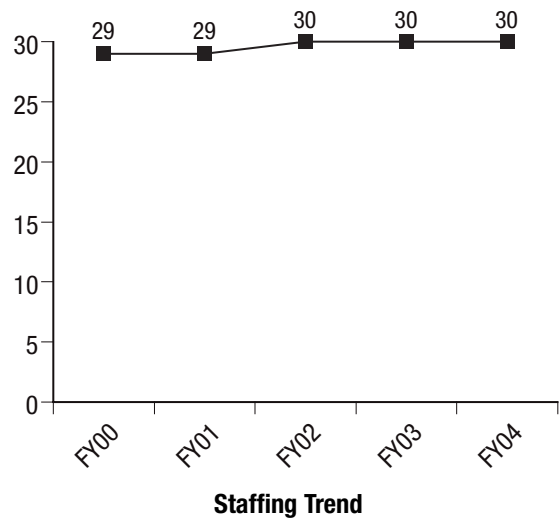
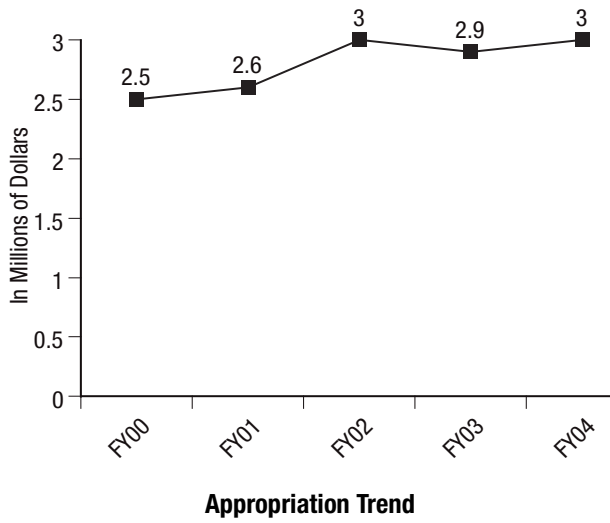
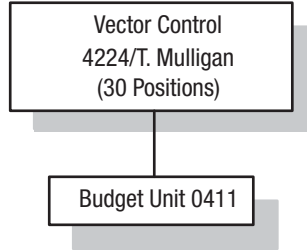
### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>General Fund</b>						
Licenses, Permits, Franchises	1,336,050	1,336,050	1,279,480	1,479,000	1,479,000	11
Fines, Forfeitures, Penalties	18,929	18,929	30,989	13,500	13,500	-29
Aid From Govt Agencies-State	2,416,488	2,698,645	2,106,267	1,826,205	1,836,205	-24
Charges For Current Services	388,650	388,650	318,634	300,165	300,165	-23
Transfers	125,000	125,000	0	0	0	-100
Other Revenues	264,042	309,042	405,759	0	0	-100
<b>Fund Sub Total Revenues</b>	<b>4,549,159</b>	<b>4,876,316</b>	<b>4,141,129</b>	<b>3,618,870</b>	<b>3,628,870</b>	<b>-20</b>
<b>Weed Abatement Fund</b>						
Charges For Current Services	520,000	760,000	1,227,326	730,000	730,000	40
<b>Fund Sub Total Revenues</b>	<b>520,000</b>	<b>760,000</b>	<b>1,227,326</b>	<b>730,000</b>	<b>730,000</b>	<b>40</b>
<b>Solid Waste Management Fund</b>						
Aid From Govt Agencies-State	0	0	0	29,022	29,022	—
Charges For Current Services	0	0	0	80,000	80,000	—
Transfers	129,284	129,284	0	0	0	-100
Other Revenues	686,000	686,000	616,943	812,600	812,600	18
<b>Fund Sub Total Revenues</b>	<b>815,284</b>	<b>815,284</b>	<b>616,943</b>	<b>921,622</b>	<b>921,622</b>	<b>13</b>
<b>All Funds Total Revenues</b>	<b>5,884,443</b>	<b>6,451,600</b>	<b>5,985,398</b>	<b>5,270,492</b>	<b>5,280,492</b>	<b>-10</b>





# Vector Control District



Section 5: Housing, Land Use,  
Environment & Transportation



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## Public Purpose

- ➔ **Protect the Environment**
- ➔ **Protect Public Health and Safety**



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## Desired Results

**Prevent disease and illness** by ensuring that sources of vector development are identified, inventoried, inspected, and treated to suppress vector development.

**Provide education and outreach** by development and distribution of educational materials, public announcements, and school presentations.

**Promote customer service and satisfaction** by timely delivery of services, and resolution of vector problems at an affordable cost.

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## County Executive's Recommendation

The County Executive recommended maintaining the current level budget for FY 2004.

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## Changes Approved by the Board

The Board approved the Vector Control District budget as recommended.

### Vector Control District — Budget Unit 0411 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4224	Vector Control District	2,906,507	4,761,507	2,873,473	3,033,981	3,033,934	4
<b>Total Expenditures</b>		2,906,507	4,761,507	2,873,473	3,033,981	3,033,934	4%

### Vector Control District — Budget Unit 0411 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 2,186,741	\$ 2,121,741	\$ 2,024,072	\$ 2,376,972	\$ 2,376,972	9
Services And Supplies	719,766	847,766	849,401	657,009	656,962	-9
Fixed Assets	0	5,000	0	0	0	-
Operating/Equity Transfers	0	1,787,000	0	0	0	-
<b>Total Expenditures</b>	2,906,507	4,761,507	2,873,473	3,033,981	3,033,934	4

### Vector Control District — Budget Unit 0411 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Vector Control District Fund</b>						
Salaries And Employee Benefits	\$ 2,186,741	\$ 2,121,741	\$ 2,024,072	\$ 2,376,972	\$ 2,376,972	9
Services And Supplies	719,766	847,766	849,401	657,009	656,962	-9
Fixed Assets	0	5,000	0	0	0	-
<b>Fund Sub Total Expenditures</b>	2,906,507	2,974,507	2,873,473	3,033,981	3,033,934	4
<b>Vector Control District Capital Fund</b>						
Operating/Equity Transfers	0	1,787,000	0	0	0	-
<b>Fund Sub Total Expenditures</b>	0	1,787,000	0	0	0	-
<b>All Funds Total Expenditures</b>	2,906,507	4,761,507	2,873,473	3,033,981	3,033,934	4

### Vector Control District — Budget Unit 0411 Revenue by Cost Center

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
4224 Vector Control District	2,939,218	3,007,218	2,710,594	2,754,528	2,754,528	-6
<b>Total Revenues</b>	2,939,218	3,007,218	2,710,594	2,754,528	2,754,528	-6



**Vector Control District — Budget Unit 0411**  
**Revenue by Type**

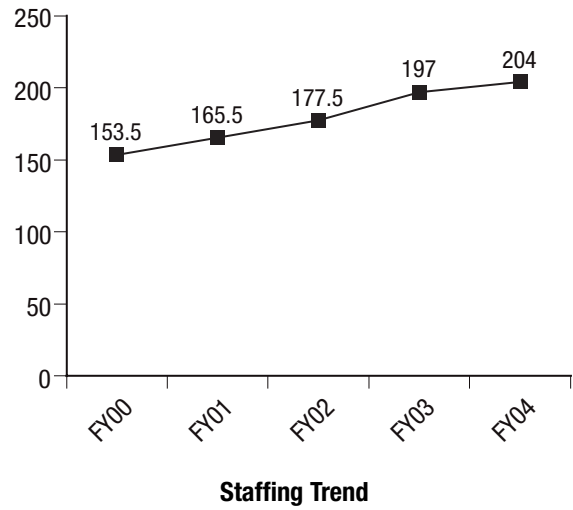
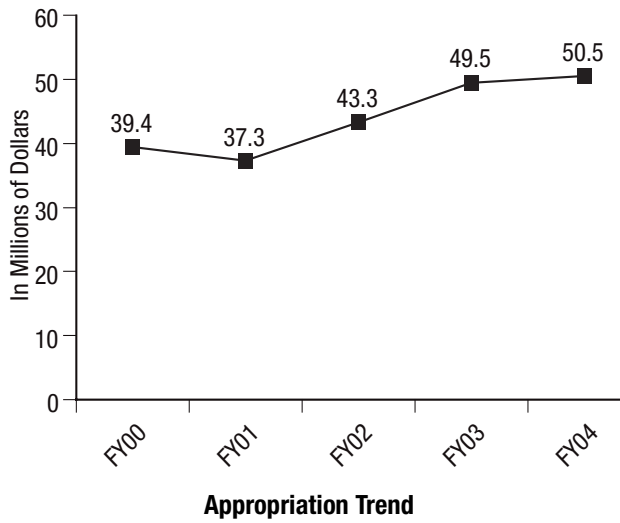
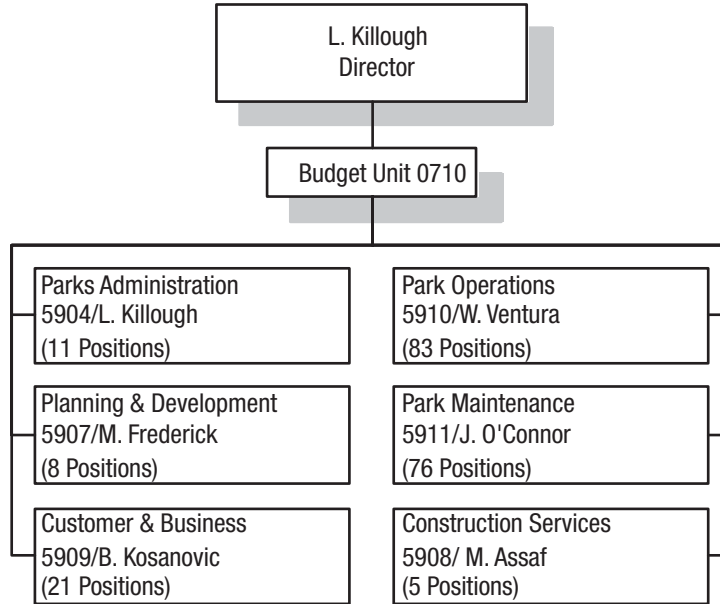
Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	100,000	100,000	92,981	99,432	99,432	-1
Charges For Current Services	2,839,218	2,907,218	2,617,388	2,655,096	2,655,096	-6
Other Revenues	0	0	225	0	0	-
<b>Total Revenues</b>	<b>2,939,218</b>	<b>3,007,218</b>	<b>2,710,594</b>	<b>2,754,528</b>	<b>2,754,528</b>	<b>-6</b>

**Vector Control District — Budget Unit 0411**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Vector Control District Fund</b>						
Revenue From Use Of Money/Property	100,000	100,000	43,122	54,432	54,432	-46
Charges For Current Services	2,839,218	2,907,218	2,617,388	2,655,096	2,655,096	-6
Other Revenues	0	0	225	0	0	-
<b>Fund Sub Total Revenues</b>	<b>2,939,218</b>	<b>3,007,218</b>	<b>2,660,735</b>	<b>2,709,528</b>	<b>2,709,528</b>	<b>-8</b>
<b>Vector Control District Capital Fund</b>						
Revenue From Use Of Money/Property	0	0	49,859	45,000	45,000	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>49,859</b>	<b>45,000</b>	<b>45,000</b>	<b>-</b>
<b>All Funds Total Revenues</b>	<b>2,939,218</b>	<b>3,007,218</b>	<b>2,710,594</b>	<b>2,754,528</b>	<b>2,754,528</b>	<b>-6</b>



# Department of Parks and Recreation



Section 5: Housing, Land Use, Environment & Transportation



## Public Purpose

- ➔ **Provide, protect, and preserve regional parklands for the enjoyment, education, and inspiration of this and future generations**



## Desired Results

**Ensure that the department meets its financial responsibilities for sustaining and expanding the existing regional park system** by applying for grants from state and federal governments, private and public foundations, and other organizations.

**Ensure that the department meets the regional recreation, trail and open space needs of the public** by expanding the parks system and providing quality park facilities.

**Ensure the department meets the responsibility of sustaining** and expanding the existing regional park system by increasing public awareness of website-based services and increasing camping and group picnic revenue.

**Meet the community's need for regional recreation** by developing and maintaining trails.

## County Executive's Recommendation

### Staffing Adjustments

- Delete 1.0 FTE Park Deputy Director and 1.0 FTE Park Maintenance Worker Lead position.

**Total Ongoing Savings: (\$197,628)**

- Add 1.0 FTE Park Ranger and 1.0 FTE Range Master I

- Reduce 2,900 Seasonal Park Ranger hours
- Reduce 2,080 extra-help hours at Field Sports Park

**Total Ongoing Cost: \$11,072**

New position costs: \$130,284  
Offset by extra help hours reduction: (\$119,212)



- ❑ Add 1.0 FTE Heavy Equipment Operator for the Motorcycle Park.

**Total Ongoing Cost: \$15,243**  
 75% offset by state grant: \$45,729  
 Full Year Ongoing New Cost: \$60,972

**Integrated Pest Management Implementation**

- ❑ Allocate funds for Integrated Pest Management (IPM) implementation.

**Total Ongoing New Cost: \$44,150**

**Contingency Reserve for Parks Operations**

- ❑ Appropriate a 2% contingency reserve for Parks operations.

**Total One-Time Cost: \$450,000**

**One-Time Fixed Asset Purchases**

- ❑ Allocate funding of \$110,700 to purchase the following items:

Item	Amount
Five (5) Fire Pumpers, to be mounted on five park patrol units for fire suppression capability.	\$41,500
One (1) Honda Rincon all terrain vehicle to patrol trails and track at Motorcycle Park (\$8,000 is 75% offset by state off-highway vehicle grant).	\$2,000
One (1) Equipment Trailer to replace unsafe trailer	\$5,500
One (1) Trailer Office for Mounted Ranger Unit	\$15,200
Two (2) Computer Servers, to replace and consolidate 5 old servers.	\$30,000
One (1) Color Laser Printer to be used by all units.	\$6,000
One (1) GPS Hand Held Unit, to be used or existing trail maintenance and new trail construction.	\$6,500
<b>Total</b>	<b>\$106,700</b>

**Total One-Time Cost: \$106,700**

**Capital Projects and Land Acquisition**

The following is a listing of capital improvement projects for FY 2004, endorsed by the Parks Commission on April 2, 2003. The funding for the projects consists of Park Charter Funds and grants from Proposition 12. The total one-time cost of the CIP projects is estimated at \$1,890,000. The total one-time cost for land acquisition is \$4,945,000 and the one-time cost for capital improvement contingencies is \$500,000.

**Anderson Exit Road and Vasona Roadway Repaving**

FY 2004 Paving Management Program. The project is partially funded by State grant revenue of Proposition 12.

**Total One-Time Cost: \$425,000**

**Ed Levin South Bay Aqueduct Water Pump**

Upgrade the existing water pump for the Sandy Wool Lake and the Golf Course at Ed Levin County Park.

**Total One-Time Cost: \$250,000**

**Ed Levin Sandy Wool Lake Dam Repair**

Repair of a dam at Sandy Wool Lake in Ed Levin County Park. The existing dam at the Sandy Wool Lake has been eroded, and poses a safety hazard.

**Total One-Time Cost: \$100,000**

**Los Gatos Creek Waterline Replacement**

Installation of proper equipment for backflow prevention and separation of potable and non-potable water, and is in the Master Plan. It is funded by State grant revenue of Proposition 12, Per Capita portion.

**Total One-Time Cost: \$200,000**

**Coyote Creek Parkway Master Plan**

Prepare Master Plan and environmental documentation for the area between Metcalf and Malaguerra. The project scope will include development of a comprehensive Master Plan, with corresponding environmental studies and CEQA documentation; outlining the resource management principles and practices with interpretive plans; and providing guidelines for future recreational options in the area. This project is funded by State grant revenue of Proposition 12, Per Capita portion.

**Total One-Time Cost: \$250,000**

**Swimming Feasibility Study**

Identify feasible sites within the County parks system to develop a lagoon-style swimming facility. A few Master Plan studies have identified the potential for development of swimming lagoons separate from reservoirs at three reservoir parks.

**Total One-Time Cost: \$80,000**



**Field Sports Park Rifle/Pistol Range Apron**

Install a concrete apron onto the shooting gallery of the Rifle/Pistol Range at Field Sports Park to comply with regulatory requirements for collecting bullet casings that are contaminated with lead.

**Total One-Time Cost: \$35,000**

**Diocese Property Trail Improvement**

Implement trail improvements noted in the Master Plan at Rancho San Antonio County Park.

**Total One-Time Cost: \$50,000**

**Capital Improvement Contingency**

Appropriate a contingency reserve for capital projects for unanticipated costs or underestimated needs, and provide a source of funding to address emergency health and safety issues.

**Total One-Time Cost: \$500,000**

**Historical Heritage Preservation Project**

Appropriate annual funding for Historical Heritage Preservation projects, to be allocated by the Historical Heritage Commission, and approved by the Board of Supervisors at a later date.

**Total One-Time Cost: \$500,000**

**Land Acquisition**

Appropriate funding for general parkland acquisition as mandated by Park Charter. Specific acquisitions will be determined as the opportunity arises. All parkland acquisitions will require future Board approval.

**Total One-Time Cost: \$4,945,440**

**Changes Approved by the Board**

The Board approved the budget for the Parks and Recreation Department as recommended.

**County Parks And Recreation — Budget Unit 0710  
Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5901	Parks Capital Project Fund				1,050,000	1,050,000	104,999,900
5902	Parks HHC Fund				500,000	500,000	-50,000,100
5903	Parks Acquisition Fund				4,945,440	4,945,440	-247,272,100
5904	Administration	1,749,076	2,833,276	1,522,109	1,920,569	1,920,569	10
5905	Parks Capital Project Grant				840,000	840,000	169,940
5907	Long-Range Planning And Property Management	998,164	998,164	1,053,954	1,035,378	1,035,378	4
5908	Construction Services	517,231	517,231	470,739	533,310	533,310	3
5909	Customer and Business Services	29,107,613	47,881,813	25,940,043	22,879,612	22,926,418	-21
5910	Park Operations	9,928,320	9,985,110	7,318,373	9,070,111	9,070,111	-9
5911	Park Maintenance	7,239,474	7,424,474	6,730,538	7,712,942	7,712,942	7
	<b>Total Expenditures</b>	<b>49,540,370</b>	<b>69,640,068</b>	<b>43,035,756</b>	<b>50,487,362</b>	<b>50,534,168</b>	<b>2%</b>





## County Parks And Recreation — Budget Unit 0710

### Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 14,938,343	\$ 15,013,851	\$ 13,441,328	\$ 15,536,113	\$ 15,536,113	4
Services And Supplies	10,136,384	10,124,384	8,258,374	9,655,229	9,702,035	-4
Other Charges	28,000	28,000	26,712	28,000	28,000	0
Fixed Assets	7,842,654	22,351,363	7,292,556	7,448,440	7,448,440	-5
Operating/Equity Transfers	17,714,989	23,423,470	15,175,000	19,000,000	19,000,000	7
Reserves	400,000	219,000	0	339,580	339,580	-15
Expenditure Transfers	(1,520,000)	(1,520,000)	(1,158,214)	(1,520,000)	(1,520,000)	0
<b>Total Expenditures</b>	<b>49,540,370</b>	<b>69,640,068</b>	<b>43,035,756</b>	<b>50,487,362</b>	<b>50,534,168</b>	<b>2</b>

## County Parks And Recreation — Budget Unit 0710

### Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>County Parks and Recreation Fund</b>						
Salaries And Employee Benefits	\$ 14,938,343	\$ 15,013,851	\$ 13,441,328	\$ 15,536,113	\$ 15,536,113	4
Services And Supplies	8,191,010	8,179,010	6,749,299	7,710,112	7,756,918	-5
Other Charges	28,000	28,000	26,712	28,000	28,000	0
Fixed Assets	166,040	308,040	100,410	113,000	113,000	-32
Reserves	400,000	219,000	0	339,580	339,580	-15
Expenditure Transfers	(1,520,000)	(1,520,000)	(1,158,214)	(1,520,000)	(1,520,000)	0
<b>Fund Sub Total Expenditures</b>	<b>22,203,393</b>	<b>22,227,901</b>	<b>19,159,535</b>	<b>22,206,805</b>	<b>22,253,611</b>	<b>0</b>
<b>County Park Fund - Discretionary</b>						
Services And Supplies	1,620,595	1,620,595	1,229,435	1,596,713	1,596,713	-1
Fixed Assets	3,600,000	9,815,931	2,276,233	1,050,000	1,050,000	-71
Operating/Equity Transfers	16,539,989	16,539,989	14,000,000	19,000,000	19,000,000	15
<b>Fund Sub Total Expenditures</b>	<b>21,760,584</b>	<b>27,976,515</b>	<b>17,505,668</b>	<b>21,646,713</b>	<b>21,646,713</b>	<b>-1</b>
<b>Historical Heritage Projects</b>						
Fixed Assets	500,000	2,080,250	272,952	500,000	500,000	0
<b>Fund Sub Total Expenditures</b>	<b>500,000</b>	<b>2,080,250</b>	<b>272,952</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>
<b>County Park Fund - Acquisition</b>						
Services And Supplies	324,779	324,779	279,640	348,404	348,404	7
Fixed Assets	3,576,614	6,090,671	2,594,206	4,945,440	4,945,440	38
Operating/Equity Transfers	1,175,000	1,175,000	1,175,000	0	0	-100
<b>Fund Sub Total Expenditures</b>	<b>5,076,393</b>	<b>7,590,450</b>	<b>4,048,846</b>	<b>5,293,844</b>	<b>5,293,844</b>	<b>4</b>
<b>County Park Fund - Grants</b>						
Fixed Assets	0	4,056,471	2,048,755	840,000	840,000	-



### County Parks And Recreation — Budget Unit 0710 Expenditures by Fund (Continued)

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Fund Sub Total Expenditures</b>	0	4,056,471	2,048,755	840,000	840,000	–
<b>County Park Fund - Interest</b>						–
Operating/Equity Transfers	0	5,708,481	0	0	0	–
<b>Fund Sub Total Expenditures</b>	0	5,708,481	0	0	0	–
<b>All Funds Total Expenditures</b>	49,540,370	69,640,068	43,035,756	50,487,362	50,534,168	2

### County Parks And Recreation — Budget Unit 0710 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
5901	Parks Capital Project Fund				50,000	50,000	0
5902	Parks HHC Fund				500,000	500,000	0
5905	Parks Capital Project Grant				840,000	840,000	0
5907	Long-Range Planning And Property Management	1,677,194	1,677,194	1,550,163	1,604,880	1,604,880	-4
5909	Customer and Business Services	49,961,381	59,726,333	48,724,851	48,821,663	48,821,663	-2
5910	Park Operations			242,729	51,729	51,729	0
5911	Park Maintenance						0
	<b>Total Revenues</b>	51,638,575	61,403,527	50,517,743	51,868,272	51,868,272	0%

### County Parks And Recreation — Budget Unit 0710 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 25,124,767	\$ 25,124,767	\$ 25,579,650	\$ 26,196,425	\$ 26,196,425	4
Taxes - Other Than Current Property	0	0	1,520,575	0	0	–
Licenses, Permits, Franchises	60,000	60,000	70,877	65,000	65,000	8
Revenue From Use Of Money/Property	750,000	750,000	872,431	550,000	550,000	-27
Aid From Govt Agencies-State	2,761,125	6,817,596	2,535,886	1,418,517	1,418,517	-49
Aid From Govt Agencies-Federal	0	0	40,752	0	0	–
Charges For Current Services	3,879,194	3,879,194	3,946,963	4,090,680	4,090,680	5
Transfers	17,714,989	23,423,470	15,175,000	19,000,000	19,000,000	7
Other Revenues	1,348,500	1,348,500	775,609	547,650	547,650	-59
<b>Total Revenues</b>	51,638,575	61,403,527	50,517,743	51,868,272	51,868,272	0



## County Parks And Recreation — Budget Unit 0710

### Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>County Parks and Recreation Fund</b>						
Licenses, Permits, Franchises	60,000	60,000	70,877	65,000	65,000	8
Aid From Govt Agencies- State	249,000	249,000	183,538	305,729	305,729	23
Aid From Govt Agencies- Federal	0	0	40,752	0	0	-
Charges For Current Services	3,879,194	3,879,194	3,446,513	4,040,680	4,040,680	4
Transfers	16,039,989	16,039,989	13,500,000	18,500,000	18,500,000	15
Other Revenues	1,348,500	1,348,500	487,581	547,650	547,650	-59
<b>Fund Sub Total Revenues</b>	<b>21,576,683</b>	<b>21,576,683</b>	<b>17,729,261</b>	<b>23,459,059</b>	<b>23,459,059</b>	<b>9</b>
<b>County Park Fund - Discretionary</b>						
Taxes - Current Property	\$ 20,099,814	\$ 20,099,814	\$ 20,463,720	\$ 20,957,139	\$ 20,957,139	4
Revenue From Use Of Money/Property	0	0	13,715	0	0	-
Aid From Govt Agencies- State	2,454,700	2,454,700	227,799	218,230	218,230	-91
Charges For Current Services	0	0	1,092	50,000	50,000	-
Transfers	0	5,708,481	0	0	0	-
Other Revenues	0	0	287,049	0	0	-
<b>Fund Sub Total Revenues</b>	<b>22,554,514</b>	<b>28,262,995</b>	<b>20,993,375</b>	<b>21,225,369</b>	<b>21,225,369</b>	<b>-6</b>
<b>Historical Heritage Projects</b>						
Transfers	500,000	500,000	500,000	500,000	500,000	0
<b>Fund Sub Total Revenues</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>
<b>County Park Fund - Acquisition</b>						
Taxes - Current Property	\$ 5,024,953	\$ 5,024,953	\$ 5,115,930	\$ 5,239,286	\$ 5,239,286	4
Taxes - Other Than Current Property	0	0	1,516,000	0	0	-
Aid From Govt Agencies- State	57,425	57,425	56,950	54,558	54,558	-5
Charges For Current Services	0	0	499,358	0	0	-
Other Revenues	0	0	979	0	0	-
<b>Fund Sub Total Revenues</b>	<b>5,082,378</b>	<b>5,082,378</b>	<b>7,189,217</b>	<b>5,293,844</b>	<b>5,293,844</b>	<b>4</b>
<b>County Park Fund - Grants</b>						
Revenue From Use Of Money/Property	0	0	(15,032)	0	0	-
Aid From Govt Agencies- State	0	4,056,471	2,067,599	840,000	840,000	-
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>4,056,471</b>	<b>2,052,567</b>	<b>840,000</b>	<b>840,000</b>	<b>-</b>
<b>County Park Fund - Interest</b>						
						-

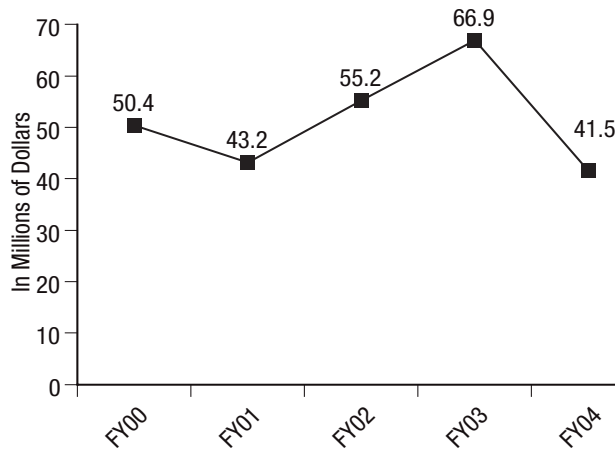
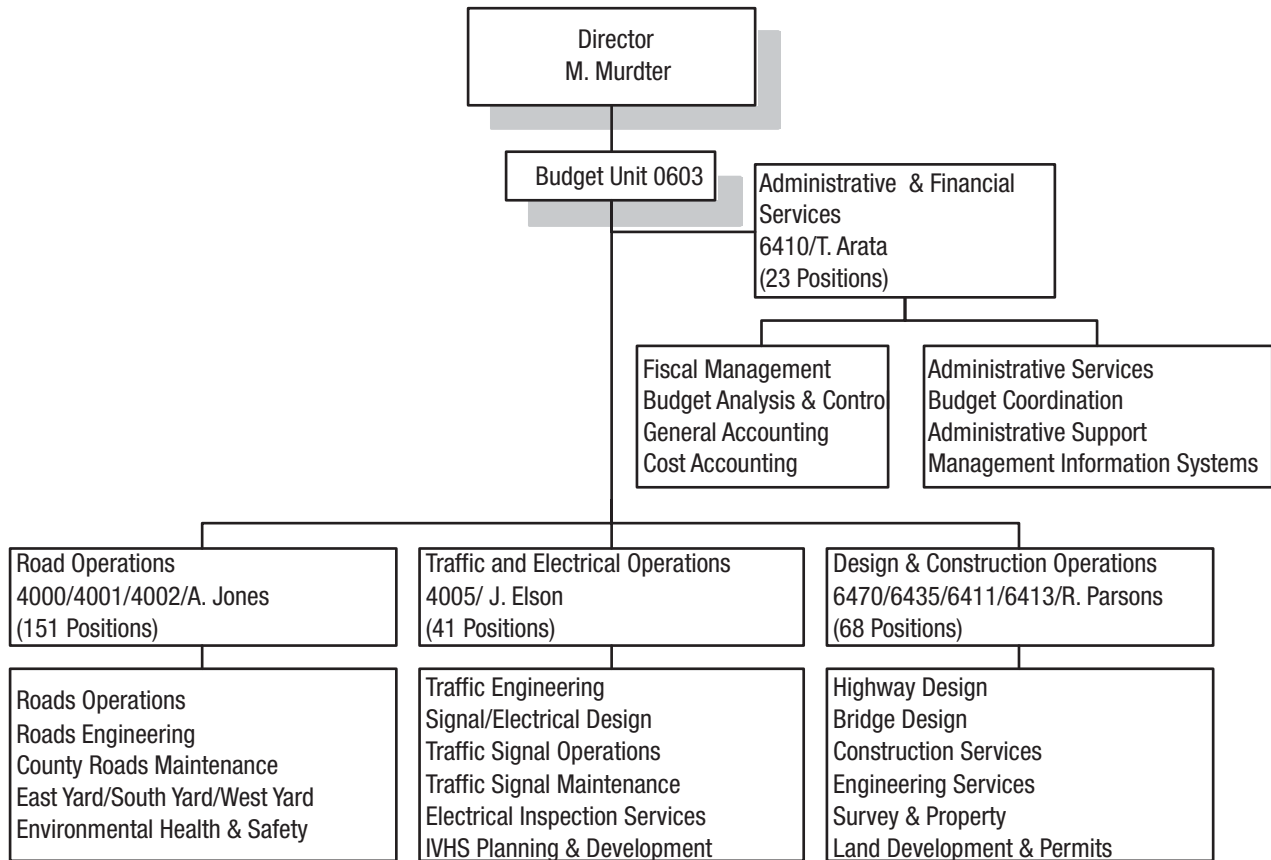


**County Parks And Recreation — Budget Unit 0710**  
**Revenue by Fund (Continued)**

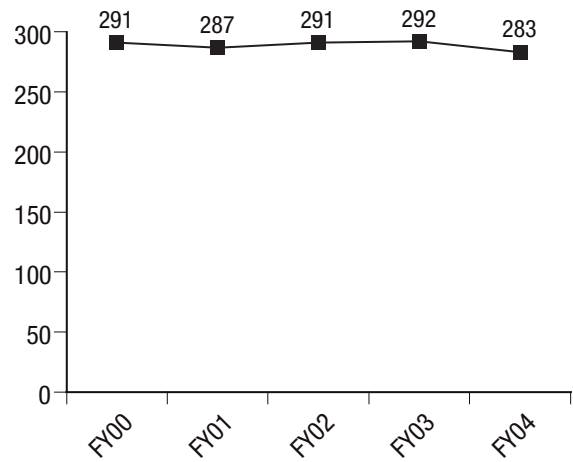
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	0	0	4,575	0	0	-
Revenue From Use Of Money/Property	750,000	750,000	873,748	550,000	550,000	-27
Transfers	1,175,000	1,175,000	1,175,000	0	0	-100
<b>Fund Sub Total Revenues</b>	<b>1,925,000</b>	<b>1,925,000</b>	<b>2,053,323</b>	<b>550,000</b>	<b>550,000</b>	<b>-71</b>
<b>All Funds Total Revenues</b>	<b>51,638,575</b>	<b>61,403,527</b>	<b>50,517,743</b>	<b>51,868,272</b>	<b>51,868,272</b>	<b>0</b>



# Roads Department



**Appropriation Trend**



**Staffing Trend**

Section 5: Housing, Land Use, Environment & Transportation



## Public Purpose

- ➔ **Promote the economic vitality and quality of life of the County by ensuring the safety of the traveling public and accommodating road travelers**



## Desired Result

**Road and Expressway Infrastructure is Improved and Preserved** by maintaining, repairing, and replacing paved surfaces, bridges, traffic signals, road signage, striping & markings, guardrails, street lights, and other road features to ensure the safety of the traveling public and minimize life-cycle costs.

## County Executive's Recommendation

### Staff Reductions

- Delete nine positions, including 3.0 FTE Road Maintenance Worker II, 2.0 FTE Electrical Electronic Assistant, 2.0 FTE Field Survey Technician, 1.0 Assistant Civil Engineer, and 1.0 FTE Sr. Construction Inspector.

**Total Ongoing Savings: (\$624,879)**

### Appropriations for Materials and Equipment

- Increase funding for chipseal materials
- Total Ongoing Cost: \$130,000**
- Provide one-time funding for light and heavy vehicles and equipment

**Total One-time Cost: \$749,500**

### Contingency Reserves

- Establish a consolidated contingency fund account for all Roads Fund activities

**Total One-time Cost: \$302,000**

### Increase Reimbursements

- Provide for the reimbursement of labor for the cost of Traffic and Electrical Design, Survey Crew, Highway and Bridge Design, Roads Engineering Design, and Construction Inspection associated with Capital Projects.

**Total One-time Cost: \$5,000,000**

## FY 2004 Capital Projects

Traffic and Electrical Capital Projects.

Highways and Bridges Capital Projects

**Total One-time Cost: \$650,000**

**Total One-time Cost: \$9,899,000**

Maintenance Capital Projects

**Total One-time Cost: \$1,635,000**

## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

### Roads Operations — Budget Unit 0603 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4000	Roads Operations	2,525,911	3,084,052	2,199,819	2,014,096	2,014,096	-20
4001	Road Maintenance	12,286,924	12,526,924	11,452,849	12,477,781	12,477,781	2
4002	Road Engineering	209,049	1,453,421	1,552,099	223,051	223,051	7
4005	Road Traffic And Electrical	3,067,913	3,358,380	4,245,226	4,406,239	4,406,239	44
4101	Road Fleet	2,712,480	2,902,480	3,088,590	2,615,928	2,615,928	-4
6410	Roads And Airports Administration	8,484,880	7,908,893	4,218,163	4,521,596	4,511,909	-47
6411	Land Development	1,832,166	2,012,509	2,186,050	1,960,600	1,960,600	7
6413	Survey and Property	930,542	930,542	701,114	590,485	590,485	-37
6435	Highway And Bridge Design	974,844	974,844	215,394	293,716	293,716	-70
6470	Roads Construction	(546,488)	(546,488)	366,566	215,417	215,417	-139
6472	Roads And Airports Fiscal						
6474	Roads Capital Projects- Traffic and Electrical	18,322,000	30,228,114	8,054,694	650,000	650,000	-96
6475	Roads Capital Projects- Maintenance	1,375,000	3,089,757	843,708	1,635,000	1,635,000	19
6476	Roads Capital Projects- Highways & Bridges	14,684,937	44,865,413	12,811,239	9,899,000	9,899,000	-33
	<b>Total Expenditures</b>	<b>66,860,158</b>	<b>112,788,841</b>	<b>51,935,511</b>	<b>41,502,909</b>	<b>41,493,222</b>	<b>-38%</b>



### Roads Operations — Budget Unit 0603 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 22,719,520	\$ 22,719,520	\$ 22,338,841	\$ 23,727,633	\$ 23,727,633	4
Services And Supplies	49,345,234	94,883,917	33,481,039	9,841,776	9,832,089	-80
Fixed Assets	1,119,054	1,509,054	1,508,013	12,933,500	12,933,500	1,056
Expenditure Transfers	(6,323,650)	(6,323,650)	(5,392,382)	(5,000,000)	(5,000,000)	-21
<b>Total Expenditures</b>	<b>66,860,158</b>	<b>112,788,841</b>	<b>51,935,511</b>	<b>41,502,909</b>	<b>41,493,222</b>	<b>-38</b>

### Roads Operations — Budget Unit 0603 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Road CIP</b>						
Fixed Assets	0	0	0	12,184,000	12,184,000	-
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,184,000</b>	<b>12,184,000</b>	<b>-</b>
<b>Road Fund</b>						
Salaries And Employee Benefits	\$ 22,719,520	\$ 22,719,520	\$ 22,338,841	\$ 23,727,633	\$ 23,727,633	4
Services And Supplies	48,830,055	94,328,738	33,120,503	9,364,776	9,355,089	-81
Fixed Assets	1,119,054	1,509,054	1,508,013	749,500	749,500	-33
Expenditure Transfers	(6,323,650)	(6,323,650)	(5,392,382)	(5,000,000)	(5,000,000)	-21
<b>Fund Sub Total Expenditures</b>	<b>66,344,979</b>	<b>112,233,662</b>	<b>51,574,975</b>	<b>28,841,909</b>	<b>28,832,222</b>	<b>-57</b>
<b>Motor Pool Internal Service Fund</b>						
<b>County Lighting Service District Fund</b>						
Services And Supplies	399,179	399,179	313,612	345,000	345,000	-14
<b>Fund Sub Total Expenditures</b>	<b>399,179</b>	<b>399,179</b>	<b>313,612</b>	<b>345,000</b>	<b>345,000</b>	<b>-14</b>
<b>Overlook Road District Fund</b>						
Services And Supplies	61,000	61,000	5,554	61,000	61,000	0
<b>Fund Sub Total Expenditures</b>	<b>61,000</b>	<b>61,000</b>	<b>5,554</b>	<b>61,000</b>	<b>61,000</b>	<b>0</b>
<b>El Matador Drive Maintenance Fund</b>						
Services And Supplies	25,000	25,000	0	45,000	45,000	80
<b>Fund Sub Total Expenditures</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>45,000</b>	<b>45,000</b>	<b>80</b>
<b>Case Loma/Case Chiquita</b>						
Services And Supplies	30,000	70,000	41,370	26,000	26,000	-13
<b>Fund Sub Total Expenditures</b>	<b>30,000</b>	<b>70,000</b>	<b>41,370</b>	<b>26,000</b>	<b>26,000</b>	<b>-13</b>
<b>All Funds Total Expenditures</b>	<b>66,860,158</b>	<b>112,788,841</b>	<b>51,935,511</b>	<b>41,502,909</b>	<b>41,493,222</b>	<b>-38</b>





### Roads Operations — Budget Unit 0603 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
4000	Roads Operations	185,000	262,747	363,223	108,000	108,000	-42
4001	Road Maintenance	235,700	235,700	302,913	291,700	291,700	24
4002	Road Engineering	75,000	1,119,382	693,821	75,000	75,000	0
4005	Road Traffic And Electrical	50,000	55,000	713	112,900	112,900	126
4101	Road Fleet	30,000	30,000		230,000	230,000	667
6410	Roads And Airports Administration	41,539,517	50,024,321	33,908,547	28,378,356	28,378,356	-32
6411	Land Development	824,000	940,490	1,121,478	1,120,720	1,120,720	36
6413	Survey and Property	40,500	40,500	77,342	30,000	30,000	-26
6435	Highway And Bridge Design						0
6470	Roads Construction	50,000	50,000	92,033	50,000	50,000	0
6474	Roads Capital Projects- Traffic and Electrical	16,779,700	27,401,664	6,100,976	500,000	500,000	-97
6475	Roads Capital Projects- Maintenance			(52,904)	1,560,000	1,560,000	0
6476	Roads Capital Projects- Highways & Bridges	5,579,000	30,190,923	8,695,464	9,808,000	9,808,000	76
<b>Total Revenues</b>		<b>65,388,417</b>	<b>110,350,727</b>	<b>51,303,606</b>	<b>42,264,676</b>	<b>42,264,676</b>	<b>-35%</b>

### Roads Operations — Budget Unit 0603 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Other Than Current Property	368,200	368,200	363,432	378,920	378,920	3
Licenses, Permits, Franchises	500,000	500,000	691,705	750,000	750,000	50
Fines, Forfeitures, Penalties	0	0	18	0	0	-
Revenue From Use Of Money/Property	650,000	650,000	614,848	772,872	772,872	19
Aid From Govt Agencies-State	35,225,000	44,116,002	26,683,702	27,883,000	27,883,000	-21
Aid From Govt Agencies-Federal	2,524,000	4,587,225	1,728,195	759,346	759,346	-70
Charges For Current Services	646,500	724,247	2,614,949	872,038	872,038	35
Transfers	20,639,717	50,014,242	18,058,860	9,170,000	9,170,000	-56
Other Revenues	4,835,000	9,390,811	547,897	1,678,500	1,678,500	-65
<b>Total Revenues</b>	<b>65,388,417</b>	<b>110,350,727</b>	<b>51,303,606</b>	<b>42,264,676</b>	<b>42,264,676</b>	<b>-35</b>



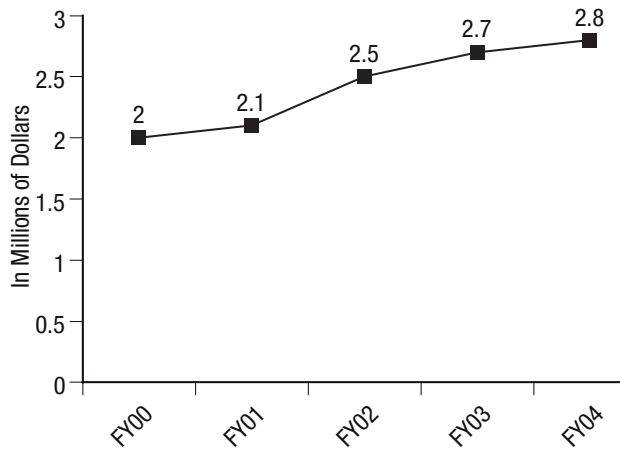
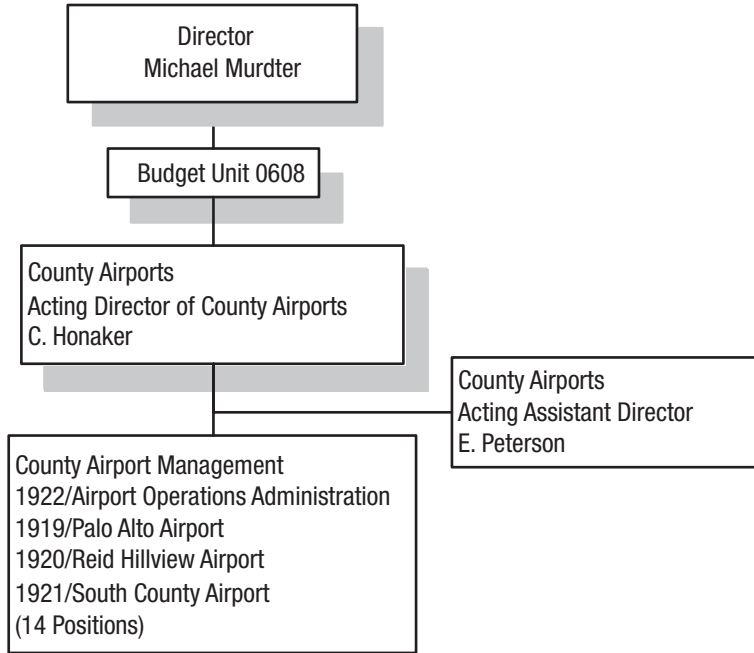
## Roads Operations — Budget Unit 0603

### Revenue by Fund

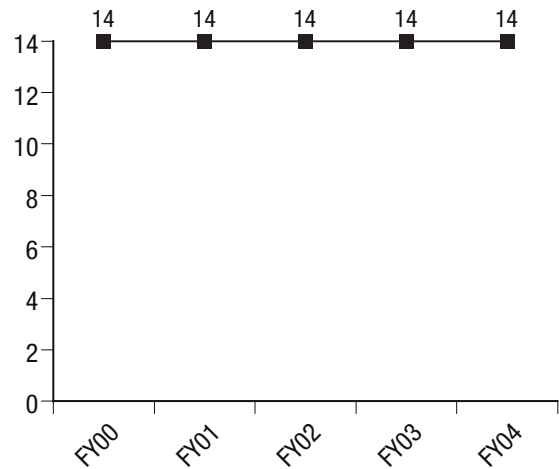
Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Road CIP</b>						
Aid From Govt Agencies- State	0	0	0	2,083,000	2,083,000	—
Aid From Govt Agencies- Federal	0	0	0	480,000	480,000	—
Transfers	0	0	0	9,205,000	9,205,000	—
Other Revenues	0	0	0	100,000	100,000	—
<b>Fund Sub Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,868,000</b>	<b>11,868,000</b>	<b>—</b>
<b>Road Fund</b>						
Licenses, Permits, Franchises	500,000	500,000	691,705	750,000	750,000	50
Fines, Forfeitures, Penalties	0	0	18	0	0	—
Revenue From Use Of Money/Property	642,500	642,500	609,413	765,372	765,372	19
Aid From Govt Agencies- State	35,225,000	44,116,002	26,683,702	25,800,000	25,800,000	-27
Aid From Govt Agencies- Federal	2,524,000	4,587,225	1,728,195	279,346	279,346	-89
Charges For Current Services	646,500	724,247	2,614,949	872,038	872,038	35
Transfers	20,639,717	50,014,242	18,058,860	(35,000)	(35,000)	-100
Other Revenues	4,835,000	9,390,811	547,897	1,578,500	1,578,500	-67
<b>Fund Sub Total Revenues</b>	<b>65,012,717</b>	<b>109,975,027</b>	<b>50,934,739</b>	<b>30,010,256</b>	<b>30,010,256</b>	<b>-54</b>
<b>County Lighting Service District Fund</b>						
Taxes - Other Than Current Property	321,000	321,000	320,602	331,720	331,720	3
Revenue From Use Of Money/Property	3,000	3,000	2,057	3,000	3,000	0
<b>Fund Sub Total Revenues</b>	<b>324,000</b>	<b>324,000</b>	<b>322,659</b>	<b>334,720</b>	<b>334,720</b>	<b>3</b>
<b>Overlook Road District Fund</b>						
Taxes - Other Than Current Property	22,200	22,200	20,060	22,200	22,200	0
Revenue From Use Of Money/Property	1,500	1,500	1,472	1,500	1,500	0
<b>Fund Sub Total Revenues</b>	<b>23,700</b>	<b>23,700</b>	<b>21,532</b>	<b>23,700</b>	<b>23,700</b>	<b>0</b>
<b>El Matador Drive Maintenance Fund</b>						
Revenue From Use Of Money/Property	2,000	2,000	1,082	2,000	2,000	0
<b>Fund Sub Total Revenues</b>	<b>2,000</b>	<b>2,000</b>	<b>1,082</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>Case Loma/Case Chiquita</b>						
Taxes - Other Than Current Property	25,000	25,000	22,770	25,000	25,000	0
Revenue From Use Of Money/Property	1,000	1,000	824	1,000	1,000	0
<b>Fund Sub Total Revenues</b>	<b>26,000</b>	<b>26,000</b>	<b>23,594</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>65,388,417</b>	<b>110,350,727</b>	<b>51,303,606</b>	<b>42,264,676</b>	<b>42,264,676</b>	<b>-35</b>



# Airports Department



Appropriation Trend



Staffing Trend

Section 5: Housing, Land Use, Environment & Transportation



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## Public Purpose

- ➔ **Promote the economic and social vitality of the County by meeting the needs of the General Aviation (GA) community and the traveling public**




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## Desired Results

**Airport Safety Maintained** by assuring the proper maintenance of the airports' facilities and the design and implementation of appropriate improvement projects.

**Community Relations Enhanced** by continued outreach through the ongoing efforts to design an Airport Master Plan and Business Plan for each of the three County Airports.

**Financial Self-Sufficiency Maintained** by ensuring the proper fiscal management of airport property.

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## County Executive's Recommendation

- Add funding for 1.0 FTE Airports Noise Manager (job classification to be determined), to be funded for one-half year.

**Total Cost: \$60,000**

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## Changes Approved by the Board

The Board of Supervisors approved the budget as recommended.

## Airports Operations — Budget Unit 0608 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1919	Palo Alto Airport	366,594	375,194	390,152	396,167	396,167	8
1920	Reid Hillview Airport	1,142,125	2,591,566	1,760,480	892,149	892,149	-22
1921	South County Airport	284,357	6,318,358	1,009,196	529,945	529,945	86
1922	Airports Operations Administration	877,797	877,797	867,714	988,186	987,739	13
<b>Total Expenditures</b>		<b>2,670,873</b>	<b>10,162,915</b>	<b>4,027,542</b>	<b>2,806,447</b>	<b>2,806,000</b>	<b>5%</b>

## Airports Operations — Budget Unit 0608 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 1,012,127	\$ 1,012,127	\$ 1,010,384	\$ 1,142,777	\$ 1,142,777	13
Services And Supplies	1,034,861	1,383,461	1,158,709	1,081,435	1,080,988	4
Other Charges	368,976	559,609	1,029,587	582,235	582,235	58
Fixed Assets	282,402	7,235,211	828,862	0	0	-100
Expenditure Transfers	(27,493)	(27,493)	0	0	0	-100
<b>Total Expenditures</b>	<b>2,670,873</b>	<b>10,162,915</b>	<b>4,027,542</b>	<b>2,806,447</b>	<b>2,806,000</b>	<b>5</b>

## Airports Operations — Budget Unit 0608 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Reid Hillview Special Aviation Fund</b>						
Services And Supplies	0	21,000	49,004	0	0	—
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>21,000</b>	<b>49,004</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>Palo Alto Special Aviation Fund</b>						
Services And Supplies	0	8,600	11,810	0	0	—
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>8,600</b>	<b>11,810</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>South County Special Aviation Fund</b>						
Services And Supplies	0	20,000	45,681	0	0	—
<b>Fund Sub Total Expenditures</b>	<b>0</b>	<b>20,000</b>	<b>45,681</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>Airport Enterprise Fund</b>						
Salaries And Employee Benefits	\$ 1,012,127	\$ 1,012,127	\$ 1,010,384	\$ 1,142,777	\$ 1,142,777	13
Services And Supplies	1,034,861	1,333,861	1,052,214	1,081,435	1,080,988	4
Other Charges	368,976	559,609	1,029,587	582,235	582,235	58
Fixed Assets	282,402	7,235,211	828,862	0	0	-100
Expenditure Transfers	(27,493)	(27,493)	0	0	0	-100
<b>Fund Sub Total Expenditures</b>	<b>2,670,873</b>	<b>10,113,315</b>	<b>3,921,047</b>	<b>2,806,447</b>	<b>2,806,000</b>	<b>5</b>
<b>All Funds Total Expenditures</b>	<b>2,670,873</b>	<b>10,162,915</b>	<b>4,027,542</b>	<b>2,806,447</b>	<b>2,806,000</b>	<b>5</b>



### Airports Operations — Budget Unit 0608 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
1919	Palo Alto Airport	654,694	654,694	738,817	666,476	666,476	2
1920	Reid Hillview Airport	1,783,796	2,090,246	1,752,782	1,820,299	1,820,299	2
1921	South County Airport	372,322	7,008,105	194,366	516,834	516,834	39
1922	Airports Operations Administration			60,618			0
<b>Total Revenues</b>		2,810,812	9,753,045	2,746,583	3,003,609	3,003,609	7%

### Airports Operations — Budget Unit 0608 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Revenue From Use Of Money/Property	462,410	6,898,193	208,805	464,539	464,539	0
Aid From Govt Agencies-State	0	0	4,284	0	0	-
Aid From Govt Agencies-Federal	0	306,450	157,077	0	0	-
Charges For Current Services	344,364	344,364	401,285	345,218	345,218	0
Transfers	0	0	9,505	0	0	-
Other Revenues	2,004,038	2,204,038	1,965,627	2,193,852	2,193,852	9
<b>Total Revenues</b>	2,810,812	9,753,045	2,746,583	3,003,609	3,003,609	7

### Airports Operations — Budget Unit 0608 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Reid Hillview Special Aviation Fund</b>						
Aid From Govt Agencies- State	0	0	1,698	0	0	-
Aid From Govt Agencies- Federal	0	0	33,958	0	0	-
<b>Fund Sub Total Revenues</b>	0	0	35,656	0	0	-
<b>Palo Alto Special Aviation Fund</b>						
Aid From Govt Agencies- State	0	0	531	0	0	-
Aid From Govt Agencies- Federal	0	0	10,630	0	0	-
<b>Fund Sub Total Revenues</b>	0	0	11,161	0	0	-
<b>South County Special Aviation Fund</b>						
Aid From Govt Agencies- State	0	0	2,055	0	0	-
Aid From Govt Agencies- Federal	0	0	41,113	0	0	-
<b>Fund Sub Total Revenues</b>	0	0	43,168	0	0	-



**Airports Operations — Budget Unit 0608**  
**Revenue by Fund (Continued)**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Airport Enterprise Fund</b>						—
Revenue From Use Of Money/Property	462,410	6,898,193	208,805	464,539	464,539	0
Aid From Govt Agencies- Federal	0	306,450	71,376	0	0	—
Charges For Current Services	344,364	344,364	401,285	345,218	345,218	0
Transfers	0	0	9,505	0	0	—
Other Revenues	2,004,038	2,204,038	1,965,627	2,193,852	2,193,852	9
<b>Fund Sub Total Revenues</b>	<b>2,810,812</b>	<b>9,753,045</b>	<b>2,656,598</b>	<b>3,003,609</b>	<b>3,003,609</b>	<b>7</b>
<b>All Funds Total Revenues</b>	<b>2,810,812</b>	<b>9,753,045</b>	<b>2,746,583</b>	<b>3,003,609</b>	<b>3,003,609</b>	<b>7</b>



## County Fire Districts

### Public Purpose

- ➔ Protect life and property



### County Executive's Recommendation

The County Executive recommended that the Office of Budget & Analysis adjust the revenues and expenditures for Santa Clara County Fire Department, Los Altos Hills County Fire District, South Santa Clara

County Fire District, and Saratoga Fire District in the FY 2004 Final Budget based on the District-approved budget submittals.

### Changes Approved by the Board

The Board of Supervisors approved the budget as recommended. The Office of Budget & Analysis has adjusted the revenues and expenditures for Santa Clara County Fire Department, Los Altos Hills County Fire

District, South Santa Clara County Fire District, and Saratoga Fire District in the FY 2004 Final Budget based on the District-approved budget submittals.



### Santa Clara County Fire Department — Budget Unit 0904 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9104	Santa Clara County Fire Department	58,299,759	59,699,759	51,475,388	63,001,014	62,998,159	8
<b>Total Expenditures</b>		58,299,759	59,699,759	51,475,388	63,001,014	62,998,159	8%

### Santa Clara County Fire Department — Budget Unit 0904 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 41,006,000	\$ 41,611,000	\$ 39,523,344	\$ 44,289,793	\$ 44,289,793	8
Services And Supplies	3,805,876	4,000,876	3,997,579	3,894,232	3,891,377	2
Other Charges	4,734,550	5,334,550	5,314,925	5,059,000	5,059,000	7
Fixed Assets	3,400,000	3,400,000	3,286,207	1,043,000	1,043,000	-69
Reserves	6,000,000	6,000,000	0	9,400,000	9,400,000	57
Expenditure Transfers	(646,667)	(646,667)	(646,667)	(685,011)	(685,011)	6
<b>Total Expenditures</b>	58,299,759	59,699,759	51,475,388	63,001,014	62,998,159	8

### Santa Clara County Fire Department — Budget Unit 0904 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Central Fire District Fund</b>						
Salaries And Employee Benefits	\$ 41,006,000	\$ 41,611,000	\$ 39,523,344	\$ 44,289,793	\$ 44,289,793	8
Services And Supplies	3,805,876	4,000,876	3,997,579	3,894,232	3,891,377	2
Other Charges	4,734,550	5,334,550	5,314,925	5,059,000	5,059,000	7
Fixed Assets	3,400,000	3,400,000	3,286,207	1,043,000	1,043,000	-69
Reserves	6,000,000	6,000,000	0	9,400,000	9,400,000	57
Expenditure Transfers	(646,667)	(646,667)	(646,667)	(685,011)	(685,011)	6
<b>Fund Sub Total Expenditures</b>	58,299,759	59,699,759	51,475,388	63,001,014	62,998,159	8
<b>All Funds Total Expenditures</b>	58,299,759	59,699,759	51,475,388	63,001,014	62,998,159	8

### Santa Clara County Fire Department — Budget Unit 0904 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9104	Santa Clara County Fire Department	53,117,960	53,117,960	50,653,363	53,979,326	53,979,326	2
<b>Total Revenues</b>		53,117,960	53,117,960	50,653,363	53,979,326	53,979,326	2%



### Santa Clara County Fire Department — Budget Unit 0904 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 39,405,000	\$ 39,405,000	\$ 35,271,756	\$ 39,736,864	\$ 39,736,864	1
Taxes - Other Than Current Property	0	0	96,359	0	0	-
Licenses, Permits, Franchises	47,950	47,950	276,003	450,000	450,000	838
Fines, Forfeitures, Penalties	850	850	200	0	0	-100
Revenue From Use Of Money/Property	250,000	250,000	280,423	170,000	170,000	-32
Aid From Govt Agencies-State	375,800	375,800	336,364	350,000	350,000	-7
Aid From Govt Agencies-Federal	1,200	1,200	4,143,929	0	0	-100
Charges For Current Services	12,428,425	12,428,425	373,683	0	0	-100
Other Revenues	608,735	608,735	9,874,646	13,272,462	13,272,462	2,080
<b>Total Revenues</b>	<b>53,117,960</b>	<b>53,117,960</b>	<b>50,653,363</b>	<b>53,979,326</b>	<b>53,979,326</b>	<b>2</b>

### Santa Clara County Fire Department — Budget Unit 0904 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Central Fire District Fund</b>						
Taxes - Current Property	\$ 39,405,000	\$ 39,405,000	\$ 35,271,756	\$ 39,736,864	\$ 39,736,864	1
Taxes - Other Than Current Property	0	0	96,359	0	0	-
Licenses, Permits, Franchises	47,950	47,950	276,003	450,000	450,000	838
Fines, Forfeitures, Penalties	850	850	200	0	0	-100
Revenue From Use Of Money/Property	250,000	250,000	280,423	170,000	170,000	-32
Aid From Govt Agencies-State	375,800	375,800	336,364	350,000	350,000	-7
Aid From Govt Agencies-Federal	1,200	1,200	4,143,929	0	0	-100
Charges For Current Services	12,428,425	12,428,425	373,683	0	0	-100
Other Revenues	608,735	608,735	9,874,646	13,272,462	13,272,462	2,080
<b>Fund Sub Total Revenues</b>	<b>53,117,960</b>	<b>53,117,960</b>	<b>50,653,363</b>	<b>53,979,326</b>	<b>53,979,326</b>	<b>2</b>
<b>All Funds Total Revenues</b>	<b>53,117,960</b>	<b>53,117,960</b>	<b>50,653,363</b>	<b>53,979,326</b>	<b>53,979,326</b>	<b>2</b>



**Los Altos Hills Fire District — Budget Unit 0979**  
**Expenditures by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9114	Los Altos Fire District	11,464,493	11,464,493	3,118,573	13,250,339	13,250,339	16
<b>Total Expenditures</b>		11,464,493	11,464,493	3,118,573	13,250,339	13,250,339	16%

**Los Altos Hills Fire District — Budget Unit 0979**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Services And Supplies	2,744,493	2,744,493	2,452,800	2,625,339	2,625,339	-4
Fixed Assets	1,220,000	1,220,000	665,773	2,125,000	2,125,000	74
Reserves	7,500,000	7,500,000	0	8,500,000	8,500,000	13
<b>Total Expenditures</b>	11,464,493	11,464,493	3,118,573	13,250,339	13,250,339	16

**Los Altos Hills Fire District — Budget Unit 0979**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Los Altos Fire District Fund</b>						
Services And Supplies	2,744,493	2,744,493	2,452,800	2,625,339	2,625,339	-4
Fixed Assets	1,220,000	1,220,000	665,773	2,125,000	2,125,000	74
Reserves	7,500,000	7,500,000	0	8,500,000	8,500,000	13
<b>Fund Sub Total Expenditures</b>	11,464,493	11,464,493	3,118,573	13,250,339	13,250,339	16
<b>Los Altos Fire District Capital Fund</b>						
<b>All Funds Total Expenditures</b>	11,464,493	11,464,493	3,118,573	13,250,339	13,250,339	16

**Los Altos Hills Fire District — Budget Unit 0979**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9114	Los Altos Fire District	4,373,971	4,373,971	4,759,450	5,123,700	5,123,700	17
<b>Total Revenues</b>		4,373,971	4,373,971	4,759,450	5,123,700	5,123,700	17%



### Los Altos Hills Fire District — Budget Unit 0979 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 4,040,000	\$ 4,040,000	\$ 4,516,872	\$ 4,648,700	\$ 4,648,700	15
Taxes - Other Than Current Property	4,000	4,000	7,578	0	0	-100
Revenue From Use Of Money/Property	300,000	300,000	191,373	280,000	280,000	-7
Aid From Govt Agencies-State	29,971	29,971	42,578	45,000	45,000	50
Other Revenues	0	0	1,049	150,000	150,000	-
<b>Total Revenues</b>	<b>4,373,971</b>	<b>4,373,971</b>	<b>4,759,450</b>	<b>5,123,700</b>	<b>5,123,700</b>	<b>17</b>

### Los Altos Hills Fire District — Budget Unit 0979 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Los Altos Fire District Fund</b>						
Taxes - Current Property	\$ 4,040,000	\$ 4,040,000	\$ 4,516,872	\$ 4,648,700	\$ 4,648,700	15
Taxes - Other Than Current Property	4,000	4,000	7,578	0	0	-100
Revenue From Use Of Money/Property	300,000	300,000	191,373	280,000	280,000	-7
Aid From Govt Agencies-State	29,971	29,971	42,578	45,000	45,000	50
Other Revenues	0	0	1,049	150,000	150,000	-
<b>Fund Sub Total Revenues</b>	<b>4,373,971</b>	<b>4,373,971</b>	<b>4,759,450</b>	<b>5,123,700</b>	<b>5,123,700</b>	<b>17</b>
<b>All Funds Total Revenues</b>	<b>4,373,971</b>	<b>4,373,971</b>	<b>4,759,450</b>	<b>5,123,700</b>	<b>5,123,700</b>	<b>17</b>

### So. Santa Clara Co. Fire District — Budget Unit 0980 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9118	South Santa Clara County Fire District	2,689,655	2,729,655	2,736,760	2,911,683	2,911,683	8
9120	ALS Subcontract	120,000	120,000	34,773	120,000	120,000	
	<b>Total Expenditures</b>	<b>2,809,655</b>	<b>2,849,655</b>	<b>2,771,533</b>	<b>3,031,683</b>	<b>3,031,683</b>	<b>8%</b>



**So. Santa Clara Co. Fire District — Budget Unit 0980**  
**Expenditures by Object**

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 20,000	\$ 20,000	\$ 17,268	\$ 20,000	\$ 20,000	0
Services And Supplies	465,140	465,140	328,719	426,649	426,649	-8
Other Charges	2,289,515	2,289,515	2,356,637	2,480,034	2,480,034	8
Fixed Assets	35,000	75,000	68,909	105,000	105,000	200
<b>Total Expenditures</b>	<b>2,809,655</b>	<b>2,849,655</b>	<b>2,771,533</b>	<b>3,031,683</b>	<b>3,031,683</b>	<b>8</b>

**So. Santa Clara Co. Fire District — Budget Unit 0980**  
**Expenditures by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>South County Fire District Fund</b>						
Salaries And Employee Benefits	\$ 20,000	\$ 20,000	\$ 17,268	\$ 20,000	\$ 20,000	0
Services And Supplies	465,140	465,140	328,719	426,649	426,649	-8
Other Charges	2,289,515	2,289,515	2,356,637	2,480,034	2,480,034	8
Fixed Assets	35,000	75,000	68,909	105,000	105,000	200
<b>Fund Sub Total Expenditures</b>	<b>2,809,655</b>	<b>2,849,655</b>	<b>2,771,533</b>	<b>3,031,683</b>	<b>3,031,683</b>	<b>8</b>
<b>All Funds Total Expenditures</b>	<b>2,809,655</b>	<b>2,849,655</b>	<b>2,771,533</b>	<b>3,031,683</b>	<b>3,031,683</b>	<b>8</b>

**So. Santa Clara Co. Fire District — Budget Unit 0980**  
**Revenues by Cost Center**

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9118	South Santa Clara County Fire District	2,441,261	2,441,261	2,926,238	2,441,261	2,441,261	0
9120	ALS Subcontract	120,000	120,000	108,177	120,000	120,000	0
	<b>Total Revenues</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>3,034,415</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>0%</b>



### So. Santa Clara Co. Fire District — Budget Unit 0980 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 2,362,514	\$ 2,362,514	\$ 2,819,220	\$ 2,362,514	\$ 2,362,514	0
Taxes - Other Than Current Property	0	0	4,600	0	0	-
Licenses, Permits, Franchises	120,000	120,000	108,177	120,000	120,000	0
Revenue From Use Of Money/Property	45,000	45,000	33,721	45,000	45,000	0
Aid From Govt Agencies-State	26,747	26,747	26,445	26,747	26,747	0
Other Revenues	7,000	7,000	42,252	7,000	7,000	0
<b>Total Revenues</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>3,034,415</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>0</b>

### So. Santa Clara Co. Fire District — Budget Unit 0980 Revenue by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>South County Fire District Fund</b>						
Taxes - Current Property	\$ 2,362,514	\$ 2,362,514	\$ 2,819,220	\$ 2,362,514	\$ 2,362,514	0
Taxes - Other Than Current Property	0	0	4,600	0	0	-
Licenses, Permits, Franchises	120,000	120,000	108,177	120,000	120,000	0
Revenue From Use Of Money/Property	45,000	45,000	33,721	45,000	45,000	0
Aid From Govt Agencies-State	26,747	26,747	26,445	26,747	26,747	0
Other Revenues	7,000	7,000	42,252	7,000	7,000	0
<b>Fund Sub Total Revenues</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>3,034,415</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>0</b>
<b>All Funds Total Revenues</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>3,034,415</b>	<b>2,561,261</b>	<b>2,561,261</b>	<b>0</b>

### Saratoga Fire District — Budget Unit 0981 Expenditures by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9250	Saratoga Fire District	3,877,728	3,877,728	4,025,133	3,847,335	3,847,335	-1
	<b>Total Expenditures</b>	<b>3,877,728</b>	<b>3,877,728</b>	<b>4,025,133</b>	<b>3,847,335</b>	<b>3,847,335</b>	<b>-1 %</b>



### Saratoga Fire District — Budget Unit 0981 Expenditures by Object

Object	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Salaries And Employee Benefits	\$ 3,329,680	\$ 3,329,680	\$ 3,114,439	\$ 3,469,289	\$ 3,469,289	4
Services And Supplies	394,325	394,325	718,922	341,971	341,971	-13
Other Charges	36,075	36,075	0	36,075	36,075	0
Fixed Assets	117,648	117,648	191,772	0	0	-100
<b>Total Expenditures</b>	<b>3,877,728</b>	<b>3,877,728</b>	<b>4,025,133</b>	<b>3,847,335</b>	<b>3,847,335</b>	<b>-1</b>

### Saratoga Fire District — Budget Unit 0981 Expenditures by Fund

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Saratoga Fire District Fund</b>						
Salaries And Employee Benefits	\$ 3,329,680	\$ 3,329,680	\$ 3,114,439	\$ 3,469,289	\$ 3,469,289	4
Services And Supplies	394,325	394,325	718,922	341,971	341,971	-13
Other Charges	36,075	36,075	0	36,075	36,075	0
Fixed Assets	117,648	117,648	191,772	0	0	-100
<b>Fund Sub Total Expenditures</b>	<b>3,877,728</b>	<b>3,877,728</b>	<b>4,025,133</b>	<b>3,847,335</b>	<b>3,847,335</b>	<b>-1</b>
<b>All Funds Total Expenditures</b>	<b>3,877,728</b>	<b>3,877,728</b>	<b>4,025,133</b>	<b>3,847,335</b>	<b>3,847,335</b>	<b>-1</b>

### Saratoga Fire District — Budget Unit 0981 Revenues by Cost Center

CC	Cost Center Name	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
		Approved	Adjusted	Actual			
9250	Saratoga Fire District	3,630,000	3,630,000	3,483,284	3,780,000	3,780,000	4
	<b>Total Revenues</b>	<b>3,630,000</b>	<b>3,630,000</b>	<b>3,483,284</b>	<b>3,780,000</b>	<b>3,780,000</b>	<b>4%</b>

### Saratoga Fire District — Budget Unit 0981 Revenue by Type

Type	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
Taxes - Current Property	\$ 3,580,000	\$ 3,580,000	\$ 3,443,912	\$ 3,740,000	\$ 3,740,000	4
Taxes - Other Than Current Property	0	0	1,999	0	0	-
Revenue From Use Of Money/Property	20,000	20,000	5,071	10,000	10,000	-50
Aid From Govt Agencies-State	30,000	30,000	32,302	30,000	30,000	0
<b>Total Revenues</b>	<b>3,630,000</b>	<b>3,630,000</b>	<b>3,483,284</b>	<b>3,780,000</b>	<b>3,780,000</b>	<b>4</b>



**Saratoga Fire District — Budget Unit 0981**  
**Revenue by Fund**

Fund	FY 2003 Appropriations			FY 2004 Recommended	FY 2004 Approved	% Chg From FY 2003 Approved
	Approved	Adjusted	Actual			
<b>Saratoga Fire District Fund</b>						
Taxes - Current Property	\$ 3,580,000	\$ 3,580,000	\$ 3,443,912	\$ 3,740,000	\$ 3,740,000	4
Taxes - Other Than Current Property	0	0	1,999	0	0	-
Revenue From Use Of Money/Property	20,000	20,000	5,071	10,000	10,000	-50
Aid From Govt Agencies- State	30,000	30,000	32,302	30,000	30,000	0
<b>Fund Sub Total Revenues</b>	<b>3,630,000</b>	<b>3,630,000</b>	<b>3,483,284</b>	<b>3,780,000</b>	<b>3,780,000</b>	<b>4</b>
<b>All Funds Total Revenues</b>	<b>3,630,000</b>	<b>3,630,000</b>	<b>3,483,284</b>	<b>3,780,000</b>	<b>3,780,000</b>	<b>4</b>





# Appendix





## Internal Service Fund (ISF) Overview

**Purpose of ISF Funds:**When several County departments require the same type of support services, such as printing or data processing it is often advantageous to establish a department, or index code, to provide such service. The accounting for this index is maintained through a special internal service fund (ISF). As contrasted with decentralized procurement, this centralization affords an opportunity for efficiency and economy. Some of the advantages are as follows:

- Accurate and lower costs;
- Assurance of proper maintenance and use of equipment;
- Accurate charging of equipment costs against the activities where it is used;
- Economies through quantity buying;
- Prevention of excessive inventory.

**Special Features:**The unique feature of an ISF is that its operation is financed by charges made for the services it provides to other departments. Therefore, it must account accurately for all of the costs associated with providing the services. To achieve this goal, the methods of commercial accounting are employed. Ideally, the annual revenue of an ISF should equal its expenses. If there is an excess or deficit, rates would be adjusted in the following year to keep the fund at an appropriate operating level.

- Results of operation are analyzed in a combined profit and loss statement, called an operating plan, as contrasted with separate revenue and expenditure statements used in governmental fund accounting.
- There are two primary differences between the accounting for a Fund and an ISF:
  - The ISF charges depreciation as an expense in order to reflect in the cost of operations the annual wear and tear on equipment. Only the annual amount of depreciation (same fraction of the total price of the fixed assets) is included in the rate charged to the users.

- The ISF uses the full accrual method of accounting i.e., costs are charged in the period in which resources are used and the revenues are recognized when they are earned, regardless of when the cash is paid or received. The general fund is on modified accrual basis, accruing only selected costs and revenues.

**The Operating Plan:** An ISF submits an operating plan which represents the revenues and expenses expected during the budget year. The operating plan reflects the needs of the buying department and the efficiency of the ISF operations. The appropriate level of expenditures and revenues in each ISF is therefore a function of these factors. Operating Plans for each County ISF follow this overview.

### Budget Approval And Control Of Internal Service Funds

**Departmental Demand for Services:**The ISF provides its services on the basis of what the departments are able to buy. Therefore, cutting back on ISF expenditures is inappropriate if the departments have a need for those services and have funds available to pay for them.

**The Efficiency of ISF Operations:**The ISF is responsible for providing the level of service demanded in an efficient and effective manner to reduce the costs to the users. In addition, the price for the services charged by an ISF should convey information to the buyers that helps them to determine how to economize on their consumption of that service.

- The budget of an ISF is presented as an operating plan in the format of a profit and loss statement.
- According to the *State Standards and Procedures Manual for Counties*, "Control of ISF is not to be primarily managerial....If the demand for services falls below that anticipated in the operating plan, expenses should be scaled down accordingly. An increase in the operating level requires authorization by Supervisor".



## GSA Printing Internal Service Fund (Fund 0077)

	Actual FY 2002 <sup>a</sup>	Actual FY 2003 <sup>b</sup>	Projected FY 2004 <sup>c</sup>
1. Operating Revenues:			
Charges For Services	2,171,247	1,945,167	1,930,930
2. Operating Expenses:			
Salaries And Employee Benefits	867,426	951,513	1,034,360
Services And Supplies	1,162,450	1,029,431	1,225,587
Depreciation	75,285	188,483	162,840
Total Operating Expenses	2,105,160	2,169,427	2,422,787
3. Operating Income (Loss): (#1 Minus #2)	66,087	(224,260)	(491,857)
4. Nonoperating Revenues/(Expenses):			
Interest Income (Expense)	73,107	26,000	20,000
Miscellaneous Income (Expense)			
Gain (Loss) On Disposition	(50,000)		
Total Nonoperating Revenues (Expenses)	23,107	26,000	20,000
5. Net Income (Loss):(#3 Plus #4)	89,194	(198,260)	(471,857)
6. Accumulated Results Of Operations As of July 1	2,034,426	2,123,620	1,925,360
6a. Beginning Balance Adjustments	0	0	0
6b. Restatement For Beginning Balances	2,034,426	2,123,620	1,925,360
7. Accumulated Results Of Operations As Of June 30 (Sum Of #5 And #6b)	2,123,620	1,925,360	1,453,503
Contributed Capital <sup>d</sup>	199,666	199,666	199,666
Working Capital Reserve <sup>e</sup>	138,647	130,487	177,000
Operating Contingencies Reserve <sup>f</sup>	219,903	214,597	244,900
Reserve For Asset Replacement/upgrade <sup>g</sup>	700,000	538,000	553,375
Reserve For Operating /equity Transfer To GF <sup>h</sup>		60,315	
	1,258,216	1,082,751	1,235,255
Excess (Deficit) In Retained Earnings	865,404	842,610	218,248

a. FY 2002 Is Based On Actual Financial Statements Submitted To The Controller's Office.

b. FY 2003 Is Based On Ap 14 Reports Dated 7/26/03.

c. FY 2004 Projection Is Based On Recommended Budget Dated 7/16/03.

d. Contributed Capital - Fund 0001 (\$174,090.54) and Federal Capital Grant (\$25,575.25).

e. In compliance with newly adopted Board ISF policy dated 03/25/03, working capital is based on 60 days of Salaries/Benefits and Services/Supplies, less Contributed Capital.

f. As recommended by Harvey Rose and OBA, an additional 30 days + 10% of 90 days Working Capital is held in reserve for fluctuations in material cost.

g. This reserve is for the upgrade and/or replacement of equipment used by Printing Services. Due to the County's current economic status, funds will be used from this reserve to offset depreciation cost normally recovered through billing rate charges to customers for printing services.

h. As detailed in the FY 2004 budget reduction plan, one-time bridge funding of \$60,315 will be used to cover General Fund cost of a Storekeeper (G81) assigned to GSA Records Retention.

## Fleet Management Internal Service Fund (Fund 0073)

	Actual FY 2002 <sup>a</sup>	Projected FY 2003 <sup>b</sup>	Approved FY 2004 <sup>c</sup>
1. Operating Revenues:			
Charges For Services	13,716,260	13,643,713	14,141,774
2. Operating Expenses:			
Salaries And Employee Benefits	3,503,988	3,770,840	4,037,452
Services And Supplies	4,927,311	5,243,953	5,573,284
Depreciation	4,654,112	4,614,381	4,178,664



## Fleet Management Internal Service Fund (Fund 0073)

	Total Operating Expenses	13,085,411	13,629,174	13,789,400
3. Operating Income(Loss): (#1 - #2)		630,849	14,539	352,374
4. Nonoperating Revenues/(Expenses):				
Interest Income (Expense)	(423,656)	(388,351)	(372,047)	
Miscellaneous Income (Expense)	89,803	60,123	65,000	
Gain (Loss) On Disposition	(52,735)	(346,294)	(200,000)	
Total Nonoperating Revenues (Expenses)	(386,589)	(674,521)	(507,047)	
5. Net Income (Loss): (#3 Plus #4)	244,260	(659,982)	(154,673)	
6. Accumulated Results Of Operations As Of July 1	3,858,744	4,103,004	3,443,021	
6a. Beginning Balance Adjustments	0	0	0	
6b. Restatement For Beginning Balances (#6a Plus #6b)	3,858,744	4,103,004	3,443,021	
7. Accumulated Results Of Operations As Of June 30 (Sum Of #5 And #6b)	4,103,004	3,443,021	3,288,348	
Contributed Capital <sup>d</sup>	565,237	565,237	565,237	
Working Capital Reserve <sup>e</sup>	1,405,217	1,502,466	1,601,789	
Capital Reserve For Vehicle Purchases <sup>f</sup>	1,632,550	1,355,318	921,322	
Fuel Fluctuation Reserve (Est) <sup>g</sup>	0	20,000	200,000	
	4,103,004	3,443,021	3,288,348	
Excess (Deficit) In Retained Earnings	0	0	0	

a. FY 2002 Is Based On Actual Financial Statement From The Controller's Office.

b. Estimated On Actual Information Through Ap13 Ending 6/30/03.

c. Based on FY04 Approved Budget dated 7-29-03.

d. Capital contributed by General Fund (\$501,160) and Federal grant (\$64,077).

e. In compliance with newly adopted Board ISF policy, working capital is based on 60 days of Salaries/ Benefits and Services/Supplies.

f. Vehicle reserve provides funds to purchase vehicles. Based on Harvey Rose audit in FY03 and resulting Board ISF policy, vehicle reserves should be 3.5M. The FY04 expected reserve reflects current budgetary conditions and begins an extended process to build a vehicle purchase reserve within a multi-year framework.

g. Reserve provides for fluctuation in gas prices outside of set fuel rates. See Board approved ISF policy.

## Information Services Internal Service Fund (Fund 0074)

	Actual FY 2002*	Actual FY 2003*	Operating Plan FY 2004
1. Operating Revenues			
Charges for Services	26,161,827	29,814,042	31,536,137
2. Operating Expenditures			
Salaries and Benefits	17,944,796	20,310,341	22,300,939
Services and Supplies	9,744,654	10,654,414	10,916,625
Depreciation	436,901	523,637	537,949
Total Operating Expenditures	28,126,351	31,488,392	33,755,513
3. Operating Income / (Loss)	(1,964,524)	(1,674,350)	(2,219,376)
4. Non Operating Revenues / Expenditures			
Interest Income / (Expense)	218,921	35,642	100,000
Miscellaneous Income / (Expense)	576	2,568	0
Net Income / (Loss)	(1,745,027)	(1,636,140)	(2,119,376)
6. Retained Earnings - Beginning Fiscal Year	5,510,317	3,765,290	2,129,150
Prior Period Adjustment	0		0
7. Retained Earnings - Ending Fiscal Year	3,765,290	2,129,150	9,774

\*Note: Based on Unaudited Financial Statements.



## Insurance Internal Service Fund (0075)

	Actual FY 2002	Estimated FY 2003	Estimated FY 2004
1. Operating Revenues:			
Charges for Services	11,869,374	15,276,068	8,795,962
2. Operating Expenses:			
Salaries & Employee Benefits	843,394	998,371	1,025,704
Services & Supplies	1,279,054	1,612,989	1,573,998
Insurance Expense	12,844,683	18,177,933	18,858,147
Depreciation	6,752	6,106	5,937
Total Operating Expense	14,973,883	20,795,399	21,463,786
3. Operating Income (Loss) (1 minus 2)	(3,104,509)	(5,519,331)	(12,667,824)
4. Non-Operating Revenues (Expenses):			
Interest Income (Expense)	3,303,812	2,143,376	950,000
Misc Expense--Superior Court Trsf	0	0	0
5. Net Income (Loss) (3 plus 4)	199,303	(3,375,955)	(11,717,824)
6. Accumulated Results of Operations as of July 1	24,513,126	24,712,429	21,336,474
Cumulative Effect of Change in Accounting for Investments			
7. Accumulated Results of Operations as of June 30 (sum of 5 and 6)	24,712,429	21,336,474	9,618,650
Auto Liability	898,881	754,780	395,811
General Liability	14,504,830	12,348,518	5,333,286
Prop/Fire/Earthquake/Misc Liab	2,302,431	2,004,678	1,744,645
Malpractice Liability	7,006,287	6,228,498	2,144,907
Total	24,712,429	21,336,474	9,618,649

## Unemployment Insurance Internal Service Fund Operating Plan (Fund 0076)

	Actual FY 2002	Actual FY2003	Projected FY 2004
1. Operating Revenues:			
Charges for Services	379,373	1,897,950	1,956,982
2. Operating Expenses:			
Salaries & Employee Benefits	50,637	67,699	74,038
Unemployment Compensation Expense	1,024,680	2,262,033	1,796,171
General and Administrative Expenses	40,175	65,068	101,842
Services and Supplies	20,150	33,928	40,536
Depreciation	0	0	
Total Operating Expense	1,135,642	2,428,728	2,012,587
3. Operating Income (Loss)	(756,269)	(530,778)	(55,605)
4. Non-Operating Revenues (Expense)			
Interest Income (Expense)	26,598	13,192	17,819
Other Income (Expense)	0	0	
Total Non-Operating Revenues (Expense)	26,598	13,192	17,819
5. Net Income (Loss)	(729,671)	(517,586)	(37,786)
6. Accumulated Results of Operations as of July 1	646,640	(83,031)	(600,617)
Less: Return of Equity to Transit Due to Separation			
7. Accumulated Results of Operation as of June 30 (sum of 5 and 6)	(83,031)	(600,617)	(638,403)



## Basic Life Insurance Internal Service Fund (Fund 0280)

	Actual FY 2002	Actual FY 2003	Estimated FY 2004
1. Operating Revenue:			
Charges for Services	1,002,023	(565,764)	171,175
2. Operating Expenses:			
Claim Payments	607,000	514,500	700,000
Services and Supplies	56,704	54,309	80,266
General and Administrative	40,590	44,462	47,831
Total Operating Services	704,294	613,271	828,097
3. Operating Income(Loss) ((1 minus 2)	297,729	(1,179,035)	(656,922)
4. Non-operating Revenue (Expenses)			
Interest Income (Expenses)	156,793	(26,483)	10,537
Miscellaneous Expenses			
5. Net Income(Loss) (3 plus 4)	454,522	(1,205,518)	(646,385)
6. Accumulated Results of Operations as of July 1			
Cumulative Effect of Change in Accounting for Investments	1,733,086	2,187,608	982,090
7. Accumulated Results of Operations as of June 30 (5 plus 6)	2,187,608	982,090	335,705

## Delta Dental Plan Internal Service Fund (Fund 0282)

	Actual FY 2002	Actual FY 2003	Estimated FY 2004
1. Operating Revenue:			
Charges for Services	15,542,747	16,111,735	19,166,711
2. Operating Expenses:			
Claim Payments	14,122,471	16,140,114	18,502,433
Services and Supplies	818,541	890,339	985,911
General and Administrative	76,986	77,327	85,739
Total Operating Services	15,017,998	17,107,780	19,574,083
3. Operating Income(Loss) (1 minus 2)	524,749	(996,045)	(407,372)
4. Non-operating Revenue (Expenses)			
Interest Income (Expenses)	163,986	95,885	69,515
Miscellaneous Expenses			
5. Net Income(Loss) (3 plus 4)	688,735	(900,160)	(337,857)
6. Accumulated Results of Operations as of July 1			
Cumulative Effect of Change in Accounting for Investments	1,216,162	1,904,897	1,004,737
7. Accumulated Results of Operations as of June 30 (5 plus 6)	1,904,897	1,004,737	666,880



## Workers's Compensation Internal Service Fund (Fund 0078)

	Actual FY 2002	Estimated FY 2003	Projected FY 2004
1. Operating Revenues:			
Charges for Services	23,593,949	21,464,782	27,343,000
2. Operating Expenses:			
Salaries & Employee Benefits	2,734,681	2,781,910	2,833,098
Medical and Disability Claims	29,984,041	21,703,864	22,185,596
General and Administrative Expenses	830,577	1,021,357	1,282,328
Services and Supplies	2,138,400	2,641,442	3,081,463
Depreciation	18,037	16,792	95,317
Total Operating Expense	35,705,736	28,165,365	29,477,802
3. Operating Income (Loss)	(12,111,787)	(6,700,583)	(2,134,802)
4. Non-Operating Revenues (Expense)			
Interest Income (Expense)	3,172,262	1,790,358	1,475,000
Other Income (Expense)	183,138	56,473	50,500
Total Non-Operating Revenues (Expense)	3,355,400	1,846,830	1,525,500
5. Net Income (Loss)	(8,756,387)	(4,853,753)	(609,302)
6. Accumulated Results of Operations As Of July 1	(1,922,454)	(10,678,841)	(15,532,594)
7. Accumulated Results of Operations as of June 30 (sum of 5 and 6)	(10,678,841)	(15,532,594)	(16,141,896)

**Note:**

Estimated FY 03 Medical and Disability claims not adjusted by actuary study. Actuary Report is due in Sept 2003.

Projected FY 04 is based on budgeted appropriation





## Community-Based Organizations

This list of Community-Based Organizations (CBOs) is comprised of those contracts between the County of Santa Clara and CBOs which are *solely funded by General Fund monies*. The County does business with many CBOs which are funded with a combination of General Fund and outside sources of funding, such as Federal and State MediCare and MediCal. Contracts funded with General Funds which are fully reimbursed are not listed here. In addition, contracts with CBOs which are not part of the departmental process whereby recommendations are made to fund specific agencies are not included, since they are not part of the

annual negotiation process. Examples of these would include CBOs which have contracts with the Social Services Agency as a result of a budget allocation approved by the Board of Supervisors on the Inventory List.

The FY 2004 Approved amount may or may not include a 3.5% COLA, depending on departmental negotiations.

### List of General-Funded Community-Based Organizations

Contract Name	Responsible Department	FY 2001 Approved	FY 2002 Approved	FY 2003 Approved	FY 2004 Approved
Alcohol Recovery Homes	Alcohol/Drug	3,036,971	3,209,473	3,402,041	3,972,973
Asian Amer Community Involvement	Alcohol/Drug	82,617	87,560	92,813	91,939
Asian American Recovery Services	Alcohol/Drug	355,089	369,348	391,508	622,078
Bill Wilson Center	Alcohol/Drug	28,687	28,687	30,408	66,012
Catholic Charities	Alcohol/Drug	254,758	265,026	280,927	461,369
Combined Addicts & Prof. Svcs. (CAPS)	Alcohol/Drug	279,230	273,759	290,184	477,824
Community Hlth Awareness Cncl (CHAC)	Alcohol/Drug	127,118	127,118	134,745	55,160
Community Solutions	Alcohol/Drug	440,894	458,182	485,672	535,162
Countywide Alcohol and Drug Services, Inc.	Alcohol/Drug	155,750	211,750	224,455	218,530
Crossroads	Alcohol/Drug	187,576	187,576	198,830	244,495
Eastfield Ming Quong	Alcohol/Drug	149,171	161,211	170,883	
Economic and Social Opportunities (ESO)	Alcohol/Drug	330,273	342,768	363,334	414,840
Family & Children Services (FCS)	Alcohol/Drug	344,241	357,677	379,137	524,576
Gardner Family Care Corporation	Alcohol/Drug	1,047,511	1,030,176	1,091,986	917,746
Horizon Services Inc.	Alcohol/Drug	672,290	687,859	729,130	935,033
InnVision	Alcohol/Drug	108,175	108,175	114,665	90,002
National Council on Alcohol and Drug Dependence	Alcohol/Drug	304,654	304,654	322,933	175,800
Pate House	Alcohol/Drug	46,725	49,725	52,708	
Pathway Society	Alcohol/Drug	998,270	1,000,269	1,060,285	1,325,553
Rainbow Recovery	Alcohol/Drug	542,880	542,880	575,452	705,087
Ujima	Alcohol/Drug	57,807	78,687	83,408	
National Guard	Clerk of the Board	2,140	2,557	2,710	2,805
Santa Clara Arts Council	Clerk of the Board	312,140	425,000	425,000	375,653
United Veterans Parade	Clerk of the Board	10,608	20,538	21,770	10,608
Emergency Housing Consortium	County Executive	323,519	339,695	360,077	369,777
NCCJ (Spousal Abuse)	District Attorney		65,000	70,400	72,864
NCCJ (Victim Witness)	District Attorney	52,747	65,000	70,400	72,864
Center for Training and Careers (CTC)	DOC	485,680	527,864	518,000	
Hands On Services	Employee Service Agency	8,632	9,064	9,607	3,485



## List of General-Funded Community-Based Organizations (Continued)

Contract Name	Responsible Department	FY 2001 Approved	FY 2002 Approved	FY 2003 Approved	FY 2004 Approved
Silicon Valley Independent Living Center	Employee Service Agency	296,336	388,752	412,077	344,798
Clara-Mateo Alliance	Housing and Community Development	25,907	27,202		
Achieve	Mental Health	854,575	897,304	928,709	834,511
Ali Baba Riviera / Oasis Care	Mental Health	397,028	324,872	336,242	1,533,739
Alliance for Community Care	Mental Health	10,512,976	11,415,522	11,815,065	10,413,766
Alum Rock Counseling Center	Mental Health	89,438	67,660	70,028	
Asian Amer Community Involvement	Mental Health	1,256,354	1,163,682	1,204,410	1,081,357
Catholic Charities	Mental Health	398,167	628,422	650,416	335,231
Chamberlain's Mental Health Services	Mental Health	450,286	394,050	407,841	363,437
Children's Health Council	Mental Health	220,057	231,060	239,147	213,822
City of San Jose/Grace Baptist	Mental Health	216,320	227,136	235,085	208,913
Community Solutions	Mental Health	1,244,530	1,306,751	1,352,487	1,216,684
Eastern European Services Agency	Mental Health		155,490	160,932	146,532
Eastfield Ming Quong	Mental Health	4,442,860	4,665,004	4,828,279	4,298,659
Emergency Housing Consortium	Mental Health	167,100	169,986	175,935	172,385
Family and Children's Services	Mental Health	506,365	531,682	550,290	512,940
Gardner Family Care Corp.	Mental Health	2,664,349	2,771,316	2,868,312	2,647,740
HOPE Rehabilitation Services	Mental Health	444,094	466,299	448,464	447,142
Indian Health Center	Mental Health	227,556	222,484	230,270	209,634
InnVision	Mental Health	493,966	553,450	572,820	476,299
Mekong Community Center	Mental Health	236,114	247,920	256,597	233,436
MH Advocacy Project - SC Co Bar Assoc	Mental Health	302,503	380,737	394,062	359,300
Rebekah Children's Services	Mental Health	565,542	593,819	614,602	546,179
Seneca Center	Mental Health	63,742	66,929	69,271	
Ujima Adult & Family Services	Mental Health	444,040	409,893	424,239	376,980
Alum Rock Counseling Center - APA	Probation		77,400	78,000	
Alum Rock Counseling Center - RJP	Probation			360,000	342,000
Asian American Recovery Services - RJP	Probation	185,000	140,000	420,000	390,814
Asian American Recovery Services, Inc.	Probation			71,000	71,000
Bill Wilson Center	Probation			12,500	12,500
Bill Wilson Center - RJP	Probation		330,000	330,000	307,145
Breakout Prison Outreach (CYO)	Probation			12,500	12,500
Breakout Prison Outreach (CYO) - APA	Probation	140,000	115,000	100,000	
Breakout Prison Outreach (CYO) - RJP	Probation		330,000	330,000	307,145
California Youth Outreach	Probation			42,000	35,700
Catholic Charities - Behavioral Health Services	Probation			29,167	29,750
Catholic Charities - RJP	Probation	145,000	355,000	330,000	306,422
Catholic Charities (Foster Grandparents)	Probation	7,660	7,660	9,500	9,240
Center for Human Development (2 separate contracts)	Probation	9,500	37,000	78,160	28,150
Challenge Learning Center	Probation				2,840
CIC Ministries	Probation			18,000	18,000
Combined Addicts & Professional Services	Probation			35,000	35,000
Combined Addicts & Professionals Services	Probation			50,000	



## List of General-Funded Community-Based Organizations (Continued)

Contract Name	Responsible Department	FY 2001 Approved	FY 2002 Approved	FY 2003 Approved	FY 2004 Approved
Community Health Awareness Council - RJP	Probation	110,418	165,000	165,000	153,573
Community Solutions	Probation			30,000	15,000
Community Solutions - RJP	Probation		280,000	430,000	400,351
Eastfield Ming Quong	Probation	37,320	98,408	98,407	
Fresh Lifelines for Youth - APA	Probation			20,000	20,000
Friends Outside	Probation			30,000	30,000
Gardner Family Care Corporation	Probation		205,000		99,000
Law Foundation of Silicon Valley	Probation			108,000	54,000
MACSA	Probation			12,500	12,500
MACSA - JJCPA	Probation			508,333	482,916
MACSA - RJP	Probation	140,000	330,000	330,000	307,145
Morrissey/Compton Educational Center	Probation	30,060	30,360		40,000
Parents Helping Parents	Probation	80,010	80,010	54,000	54,000
Pathway Society (3 separate contracts)	Probation	229,672	363,672	370,819	348,570
Sentencing Alternatives Program, Inc.	Probation	190,983	199,879	159,153	190,983
YWCA in Santa Clara Valley (2 separate contracts)	Probation			25,000	25,000
Aris	Public Health	376,904	441,786	457,248	
Asian Amer Community Involvement	Public Health	150,000			65,000
Billy deFrank	Public Health				179,750
Gardner Family Health Network	Public Health	971,301	1,019,866	1,055,561	1,055,561
Gardner Family Health Network (Tobacco Settlement Funding)	Public Health	440,000			440,000
Indian Health Center	Public Health	150,000			150,000
May View Community Health Center	Public Health	572,314	600,930	621,962	663,054
Planned Parenthood Mar Monte	Public Health	580,421	609,442	630,772	671,864
Women's Health Alliance	Public Health	67,000		67,000	67,000
African American Community Service Agency - At Risk Children	Social Svcs Gen Fund Contracts	20,000			
AIDS Resources Information & Svcs (ARIS) Housing Program	Social Svcs Gen Fund Contracts	21,632	22,714		
AIDS Resources Information Svcs (ARIS) Food and Nutrition	Social Svcs Gen Fund Contracts	67,258	70,621		
Asian Americans for Community Involvement - All Stars (Children)	Social Svcs Gen Fund Contracts	45,000	47,250		
Asian Americans for Community Involvement - Domestic Violence Prgm	Social Svcs Gen Fund Contracts	18,536	19,463	25,000	21,000
Avenidas	Social Svcs Gen Fund Contracts	60,290	63,305	64,340	54,046
Bay Area Legal Aid	Social Svcs Gen Fund Contracts			55,754	46,833
Bill Wilson Drop-in Center (Children)	Social Svcs Gen Fund Contracts	40,000	42,000	38,767	32,564
Billy De Frank Lesbian and Gay Community Center (Adult Services)	Social Svcs Gen Fund Contracts	60,000	63,000	64,640	54,298
Billy De Frank Lesbian and Gay Community Center (Youth Services)	Social Svcs Gen Fund Contracts	20,000	21,000	19,384	16,283



## List of General-Funded Community-Based Organizations (Continued)

Contract Name	Responsible Department	FY 2001 Approved	FY 2002 Approved	FY 2003 Approved	FY 2004 Approved
Camp Fire Boys & Girls - Teen Leadership Corps	Social Svcs Gen Fund Contracts	25,000	26,250		
Catholic Charities - Grandparent Caregiver Program	Social Svcs Gen Fund Contracts	30,000	31,500	29,075	24,423
Catholic Charities - Immigration Legal Services Program	Social Svcs Gen Fund Contracts	151,424	158,995	159,000	133,560
Catholic Charities - Shared Housing Program	Social Svcs Gen Fund Contracts	31,533	33,110		
Catholic Charities - YES (LEAP Project)	Social Svcs Gen Fund Contracts	75,000	78,750	72,689	61,059
Catholic Charities - YES (Truancy Outreach & Support Project)	Social Svcs Gen Fund Contracts	73,000	76,650		
City Year San Jose/ Silicon Valley - Project CAST (Children)	Social Svcs Gen Fund Contracts	75,000	78,750		
Community Health Awareness Council	Social Svcs Gen Fund Contracts	60,000	63,000	59,228	49,752
Community Solutions - Domestic Violence Support Services	Social Svcs Gen Fund Contracts			30,368	25,509
Community Solutions - La Isle Pacific Shelter	Social Svcs Gen Fund Contracts	29,279	30,743	36,909	31,004
Community Solutions - Senior Caregiver Support	Social Svcs Gen Fund Contracts	40,000	42,000		
Community Solutions-Domestic Violence Support Services	Social Svcs Gen Fund Contracts			30,368	25,509
Community Svcs Agency of Mtn. View & Los Altos-Alpha Omega Shelter	Social Svcs Gen Fund Contracts	15,000	15,750		
Community Svcs Agency of Mtn. View & Los Altos-Emergency Assistance	Social Svcs Gen Fund Contracts	25,070	26,324	24,298	20,410
Community Svcs Agency of Mtn. View & Los Altos-Senior Case Mgmt.	Social Svcs Gen Fund Contracts	18,210	19,121	19,064	16,014
Community Technology Alliance	Social Svcs Gen Fund Contracts	27,000	28,350	28,279	23,754
Concern for the Poor	Social Svcs Gen Fund Contracts			28,500	23,940
Court Designated Child Advocates	Social Svcs Gen Fund Contracts	61,323	64,389	62,999	52,919
Emergency Housing Consortium - Feed Project	Social Svcs Gen Fund Contracts			67,520	56,717
Emergency Housing Consortium (Reception Center)	Social Svcs Gen Fund Contracts	44,006	46,206	43,896	36,873
Emergency Housing Consortium (South County)	Social Svcs Gen Fund Contracts	54,675	57,409	55,813	46,883
Estrella Family Services	Social Svcs Gen Fund Contracts	21,632	22,714	20,966	17,611
Ethiopian Community Services	Social Svcs Gen Fund Contracts	36,155	37,963	36,824	30,932
Family and Children Services - FAST	Social Svcs Gen Fund Contracts			52,059	43,730
Fresh Lifelines for Youth (FLY)	Social Svcs Gen Fund Contracts			72,713	61,079



## List of General-Funded Community-Based Organizations (Continued)

Contract Name	Responsible Department	FY 2001 Approved	FY 2002 Approved	FY 2003 Approved	FY 2004 Approved
Friends Outside in Santa Clara County - Project Crime Stop (Children)	Social Svcs Gen Fund Contracts	63,727	66,913		
Gardner Family Care Corporation - Family Wellness Classes	Social Svcs Gen Fund Contracts	20,000	21,000		
Gilroy Citizenship/Educational Program	Social Svcs Gen Fund Contracts			20,000	16,800
Health Trust/School Health Centers	Social Svcs Gen Fund Contracts			48,785	40,979
Homeless Care Force	Social Svcs Gen Fund Contracts	25,600	26,880	20,121	16,902
HOPE Rehabilitation Services - Childcare	Social Svcs Gen Fund Contracts	25,000	26,250		
Immigrant Resettlement & Cultural Center, Inc. (IRCC)	Social Svcs Gen Fund Contracts			40,318	33,867
Incubator Program	Social Svcs Gen Fund Contracts		21,000		
Indian Health Center - Coordinating Care for Our Families	Social Svcs Gen Fund Contracts			15,000	12,600
Indochinese Resettlement & Cultural Center-Welfare Hotline Svcs	Social Svcs Gen Fund Contracts	41,600	43,680		
Inn Vision- Family Place	Social Svcs Gen Fund Contracts	24,877	26,121	25,557	21,468
Inn Vision- Montgomery Shelter	Social Svcs Gen Fund Contracts	50,000	52,500	52,250	43,890
Inn Vision-Commercial Street	Social Svcs Gen Fund Contracts	31,500	33,075	38,000	31,920
InnVision - Safe Haven II for Homeless Mentally Ill	Social Svcs Gen Fund Contracts	28,000	29,400	29,039	24,393
International Rescue Committee - Citizen and Immigration Legal Services	Social Svcs Gen Fund Contracts	15,000	15,750	26,703	22,431
Live Oak Adult Day Care	Social Svcs Gen Fund Contracts	85,360	89,628	91,961	77,247
Loaves and Fishes Family Kitchen	Social Svcs Gen Fund Contracts	46,000	48,300	44,582	37,449
MATCH - Senior In-home Work Exchange	Social Svcs Gen Fund Contracts	15,600	16,380		
Mexican American Community Services	Social Svcs Gen Fund Contracts	95,217	99,978	96,774	81,290
Next Door - Child Care Integration	Social Svcs Gen Fund Contracts	15,000	15,750		
Next Door - The Shelter Next Door	Social Svcs Gen Fund Contracts	15,000	15,750		
Outreach & Escort (Senior Program)	Social Svcs Gen Fund Contracts	203,340	213,507	206,664	173,598
Parents Helping Parents, Inc. (PHP)	Social Svcs Gen Fund Contracts			43,075	36,183
Peninsula Center for the Blind and Visually Impaired	Social Svcs Gen Fund Contracts	21,632	22,714	25,206	21,173
Planned Parenthood Mar Monte	Social Svcs Gen Fund Contracts	45,484	47,758		



## List of General-Funded Community-Based Organizations (Continued)

Contract Name	Responsible Department	FY 2001 Approved	FY 2002 Approved	FY 2003 Approved	FY 2004 Approved
Respite & Research for Alzheimer's Disease	Social Svcs Gen Fund Contracts	45,069	47,322	48,096	40,401
Sacred Heart Community Services (At-Risk Youth Education)	Social Svcs Gen Fund Contracts	25,000	26,250	24,229	20,352
Sacred Heart Community Services (Community Food Program)	Social Svcs Gen Fund Contracts	41,250	43,313	38,981	32,744
Sacred Heart Community Services (Families First Program)	Social Svcs Gen Fund Contracts	25,000	26,250	24,229	20,352
Sacred Heart Community Services (Services to Immigrants)	Social Svcs Gen Fund Contracts	46,800	49,140	49,140	41,278
Santa Clara Unified School District - Skills Plus Program	Social Svcs Gen Fund Contracts	31,450	33,023	33,883	28,462
Santa Clara University - Legal Assistance for Low-income Immigrants	Social Svcs Gen Fund Contracts	40,000	42,000	50,891	42,748
Second Start - Youth Offenders with Disabilities	Social Svcs Gen Fund Contracts	15,000	15,750		
Senior Adults Legal Assistance	Social Svcs Gen Fund Contracts	43,500	45,675	45,537	38,251
Services for Brain-Injury	Social Svcs Gen Fund Contracts	47,400	49,770	52,750	44,310
SIREN - Services, Immigrant Rights and Education Network	Social Svcs Gen Fund Contracts	63,018	66,169	70,000	58,800
St. Joseph's Family Center (Children/Youth)	Social Svcs Gen Fund Contracts	30,000	31,500	28,350	23,814
St. Joseph's Family Center (Shelter)	Social Svcs Gen Fund Contracts	15,000	15,750	25,175	21,147
St. Vincent de Paul Society - Emergency Assistance Project	Social Svcs Gen Fund Contracts	22,000	23,100	21,322	17,910
Support Network for Battered Women - Project Right Response	Social Svcs Gen Fund Contracts	23,088	24,242	23,495	19,736
The Unity Care Group, Inc. Home and Education Program	Social Svcs Gen Fund Contracts			20,307	17,058
Unity Care Group, Inc. - Transitional Housing for Foster Care Youth	Social Svcs Gen Fund Contracts	15,000	15,750	23,750	19,950
Yu-Ai Kai	Social Svcs Gen Fund Contracts	195,882	205,676	211,029	177,264
YWCA - New Options (Children)	Social Svcs Gen Fund Contracts	50,000	52,500		
YWCA - Next Step	Social Svcs Gen Fund Contracts	60,000	63,000		
YWCA - Outlet Program (Children)	Social Svcs Gen Fund Contracts	15,000	15,750	15,000	12,600
Alum Rock Counseling Center	Social Svcs SOS Network	500,019	525,020	720,821	559,630
Bill Wilson Center	Social Svcs SOS Network	340,377	368,752	486,277	451,911
Community Solutions	Social Svcs SOS Network	127,092	122,090	208,915	175,071
Contact Cares	Social Svcs SOS Network		20,000	21,200	21,174
Social Advocates for Youth	Social Svcs SOS Network	165,092	173,347	263,248	220,601
Asian Americans for Community Involvement	Social Svcs Sr Nutrition Prog Contracts	47,142	44,909	47,214	37,853
Catholic Charities	Social Svcs Sr Nutrition Prog Contracts	587,646	555,557	629,466	599,421



## List of General-Funded Community-Based Organizations (Continued)

Contract Name	Responsible Department	FY 2001 Approved	FY 2002 Approved	FY 2003 Approved	FY 2004 Approved
City of Campbell	Social Svcs Sr Nutrition Prog Contracts	90,393	40,260	54,504	55,155
City of Milpitas	Social Svcs Sr Nutrition Prog Contracts	120,885	126,326	133,897	125,838
City of San Jose	Social Svcs Sr Nutrition Prog Contracts	852,532	867,826	978,380	1,000,551
City of Santa Clara	Social Svcs Sr Nutrition Prog Contracts	75,279	73,157	74,355	79,104
Community Services Agency of Mountain View & Los Altos	Social Svcs Sr Nutrition Prog Contracts	109,584	110,549	122,361	117,538
Compass Group USA, Inc. Frozen Meals	Social Svcs Sr Nutrition Prog Contracts	1,068,954	1,124,581	1,272,805	1,348,219
First Methodist Church of Sunnyvale	Social Svcs Sr Nutrition Prog Contracts	256,432	247,721	264,275	262,692
Indo-American Community Service Center in Santa Clara	Social Svcs Sr Nutrition Prog Contracts	31,412	35,568	61,280	39,481
Indo-American Senior Program at the Northside Community Center	Social Svcs Sr Nutrition Prog Contracts	16,598	16,036	14,750	14,602
Jewish Community Center	Social Svcs Sr Nutrition Prog Contracts	64,778			
Korean American Community Services Inc.	Social Svcs Sr Nutrition Prog Contracts	70,625	71,570	76,263	73,631
La Comida de California	Social Svcs Sr Nutrition Prog Contracts	174,466	187,260	227,541	203,133
Los Gatos United Methodist Church	Social Svcs Sr Nutrition Prog Contracts	75,797	79,259	81,892	88,008
Northside	Social Svcs Sr Nutrition Prog Contracts	110,495	68,484	97,090	95,622
Portuguese Org. for Social Services	Social Svcs Sr Nutrition Prog Contracts	38,310	54,774	50,060	54,084
Salvation Army	Social Svcs Sr Nutrition Prog Contracts	151,771	162,352	149,203	146,724
Self Help for the Elderly of Santa Clara County	Social Svcs Sr Nutrition Prog Contracts	107,526	118,796	134,569	128,518
Vietnamese American Cultural & Social	Social Svcs Sr Nutrition Prog Contracts	49,393	52,549		
West Valley Presbyterian Church	Social Svcs Sr Nutrition Prog Contracts	153,352	140,332	154,341	151,566
Yu-Ai Kai	Social Svcs Sr Nutrition Prog Contracts	164,401	172,576	187,445	188,123
Mother's Milk Bank	Special Programs	43,250	45,412	48,137	49,822



