

**FY 2003-04 Final Budget Hearing  
ATTACHMENT A**

**SUMMARY - POSITION CHANGES**

DEPARTMENT	DESCRIPTION	CLASSIFICATION	ADD	DELETE
Assessor-County Clerk-Recorder	Add/Delete	Community Program Spec II-U	1	
	Add/Delete	Program Services Manager II-U		(1)
Information Services Department	Add/Delete	Project Manager-U	1	
	Add/Delete	Asst Director Information Services		(1)
Dept of Child Support Services	CASES Automated System	Fiscal Office Specialist	1	
	CASES Automated System	Child Support Supervisor-E		(1)
	CASES Automated System	Fiscal Office Assistant II		(1)
Sheriff's Office	East Palo Alto Contract	Deputy Sheriff		(1)
	SamTRANS/Caltrain Security	Deputy Sheriff	2	
	EPA Street Crime Unit	Sergeant	1	
	Convert 1 full-time to 2 part-time positions	Storekeeper II	1	
Probation Department	Add/Delete Financial Services	Deputy Director Probation Services		(1)
	Add/Delete Financial Services	Financial Services Manager II	1	
	JJCPA (CPA 2000) Grant	Deputy Probation Officer I-U	1	
	Add/Delete Training Unit	Management Analyst I		(1)
	Add/Delete Training Unit	Administrative Secretary II	1	
County Library	Raising a Reader Program	Community Program Specialist I	1	
Planning and Building	C/CAG support position	Planner I-U	1	
Health Services Administration	Transfer to Environmental Health	Community Worker II-U		(1)
Environmental Health Services	Transfer/Reclass from Health Adm	Environmental Health Spec I	1	
	Industrial Hygiene fully-funded	Haz Mat Specialist IV-U	1	
Food and Nutrition Services	Transfer to Medical Center	Clinical Services Manager-Nutrition		(1)
	Transfer to Medical Center	Chef Manager		(1)
	Transfer to Medical Center	Food Service Worker II		(14)
	Transfer to Medical Center	Food Service Supervisor-E		(2)
	Transfer to Medical Center	Cook II		(5)
	Transfer to Medical Center	Dietetic Tech		(1)
	Transfer to Medical Center	Dietitian		(3)
Mental Health Services	Transfer from Correctional Health and converted to Comm Wkr II-U	Community Worker II-U	1	
Correctional Health Services	Transfer to Mental Health	Nurse Practitioner-U		(1)
Public Health Services	Delete/Duties assumed by HSA Alcohol and Other Drug Svcs	Community Program Spec III-U		(1)
Public Works Facilities Maint	Burlingame Health Center	Stationary Engineer II	1	
	Burlingame Health Center	Utility Worker II	1	
San Mateo Medical Center	Burlingame Health Center	Dep Director Inpatient Services	1	
	Burlingame Health Center	Clinical Services Mgr I-Nursing	8	
	Burlingame Health Center	Clinical Services Mgr II-Nursing	1	
	Burlingame Health Center	Admin Secretary III-C	1	
	Burlingame Health Center	Medical Records Tech II	2	
	Burlingame Health Center	Office Assistant I	1	

DEPARTMENT	DESCRIPTION	CLASSIFICATION	ADD	DELETE
San Mateo Medical Center cont.	Burlingame Health Center	Office Specialist	3	
	Burlingame Health Center	Fiscal Office Assistant II	1	
	Burlingame Health Center	Fiscal Office Specialist	1	
	Burlingame Health Center	Public Services Specialist	3	
	Burlingame Health Center	Payroll/Personnel Services Spec	1	
	Burlingame Health Center	Patient Services Assistant II	1	
	Burlingame Health Center	Patient Services Specialist	3	
	Burlingame Health Center	Patient Services Supervisor-E	1	
	Burlingame Health Center	Medical Office Assistant II	2	
	Burlingame Health Center	Hospital Unit Coordinator	3	
	Burlingame Health Center	Speech Pathologist	1	
	Burlingame Health Center	Nurse Practitioner	1	
	Burlingame Health Center	Charge Nurse-E	4	
	Burlingame Health Center	Staff Nurse	27	
	Burlingame Health Center	Licensed Vocational Nurse	37	
	Burlingame Health Center	Creative Arts Therapist	3	
	Burlingame Health Center	Therapy Aide	2	
	Burlingame Health Center	Medical Services Assistant II	112	
	Burlingame Health Center	Staff Physician	1	
	Burlingame Health Center	Physical Therapist Assistant	2	
	Burlingame Health Center	Supervising Creative Arts Ther-E	1	
	Burlingame Health Center	Social Worker III	2	
	Burlingame Health Center	Community Worker II	3	
	Burlingame Health Center	Supervising Cook-E	2	
	Burlingame Health Center	Dietitian	2	
	Burlingame Health Center	Cook II	2	
	Burlingame Health Center	Food Service Worker II	12	
	Burlingame Health Center	Dietetic Tech	2	
	Burlingame Health Center	Food Services Supervisor-E	1	
	Burlingame Health Center	Supervising Custodian-E	1	
	Burlingame Health Center	Utility Worker II	1	
	Burlingame Health Center	Custodian	18	
	Transfer from Food and Nutrition	Clinical Services Manager-Nutrition	1	
	Transfer from Food and Nutrition	Chef Manager	1	
	Transfer from Food and Nutrition	Food Service Worker II	14	
	Transfer from Food and Nutrition	Food Service Supervisor-E	2	
	Transfer from Food and Nutrition	Cook II	5	
	Transfer from Food and Nutrition	Dietetic Tech	1	
	Transfer from Food and Nutrition	Dietitian	3	
	Food/Nutrition support position	Clinical Specialist	1	
	Restore with offsetting revenue	Respiratory Therapist	1	
	Restore with offsetting revenue	Social Worker III	1	
	Convert 6 part-time to 3 full-time positions	Staff Nurse		(3)
	Cleanup-reconcile with Master Salary Ordinance	Occupational Therapist II		(1)
	Cleanup-reconcile with Master Salary Ordinance	Community Program Specialist III	1	
Community Health Clinics	Cleanup-reconcile with Master Salary Ordinance	Medical Services Assistant		(2)
Human Services Agency	Medi-Cal TeleCenter	Office Assistant II	9	
	Medi-Cal TeleCenter	Benefits Analyst II	10	
	Medi-Cal TeleCenter	Human Services Supervisor-E	2	
	Medi-Cal TeleCenter	Benefits Analyst III		(1)

DEPARTMENT	DESCRIPTION	CLASSIFICATION	ADD	DELETE
Human Services Agency cont.	Housing Auth support position	Information Tech Analyst	1	
	Add/Delete - Admin Services	Office Specialist	1	
	Add/Delete - Admin Services	Office Assistant II		(1)
	Add/Del - Children and Fam Svcs	Social Work Supervisor-E	2	
	Add/Del - Children and Fam Svcs	Benefits Analyst II		(2)
	Add/Del - Indep Living Skills Prgm	Employment Services Specialist		(1)
	Add/Del - Indep Living Skills Prgm	Social Worker II	1	
	Add/Del - CalWIN Program	Information Tech Technician	1	
	Add/Del - CalWIN Program	Office Specialist		(1)
		TOTAL POSITION CHANGES	345	(49)
		<b>Net Position Changes</b>	<b>296</b>	

**FY 2003-04 Final Budget Hearing  
ATTACHMENT B**

**REPORT-BACK ITEMS**

# COUNTY OF SAN MATEO

## County Manager's Office

September 23, 2003

**TO:** Honorable Members of the Board  
**FROM:** John L. Maltbie, County Manager  
**SUBJECT:** Report on the Risk Prevention Program

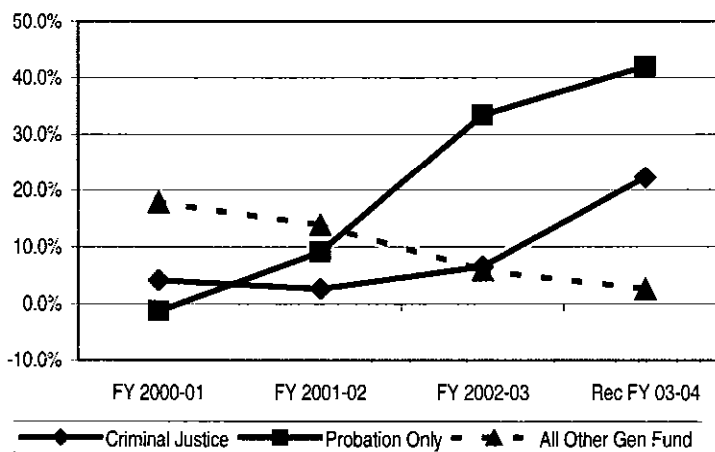
**Recommendation:** Accept this report and direct the County Manager's Office to lead a study on the efficacy of the Risk Prevention Program.

At a preliminary budget meeting in February, the Probation Department initiated a discussion about funding levels in the Institutions Division. Staffing expenditures for the Juvenile Hall in FY 2002-03 were expected to exceed the budget by \$1.4 million, and as a result, the Probation Department requested a transfer of County Reserves that would "make them whole." In past years, the Probation Department had been able to make up shortages in Salaries and Benefits in the Hall by using savings in other areas. Due to prior year budget cuts and a lower overall FY 2002-03 vacancy rate, fewer savings were available to offset the higher costs in Institutions. I granted the one-time credit on the condition that the Probation Department would present a plan to fund the Hall at a level that would prevent future shortfalls, while still meeting the budget target established for the department. Probation reviewed alternatives within the department and submitted a budget plan that added 26 positions to the Institutions Division. That plan included a reduction of 15 of 21 positions in the Risk Prevention Program.

Following the Probation Department's June budget presentation, the Board of Supervisors requested a report that highlights priority areas for the services provided by the Risk Prevention Program along with a breakdown of cost reimbursement by city or school district. Probation prepared and has submitted the attached report for your consideration.

By way of background, it should also be noted that overall expenditures for Criminal Justice departments continue to rise due to increased Salaries and Benefits costs. Offsetting revenue has remained essentially flat, resulting in a rising Net County Cost.

**% Increase in Net County Cost  
Criminal Justice/Probation vs. Other General Fund  
Agencies**



The trend has been steeper for the Probation Department than for Criminal Justice as a whole. The increase in Net County Cost for Criminal Justice departments comes at a time when other General Fund departments have seen an overall decline. The rising costs, the sluggish economy, planning for new costs like the debt service for the new Youth Services Center and the unknowns remaining at the state and federal levels account for the need to remain fiscally conservative as we look forward.

Positions in the Probation Department have increased by 21 since FY 1999-2000. This is in part the result of grant funding (Juvenile Justice Crime Prevention Act), which increased the department position count by 17 in FY 2001-02. Fifteen positions in the Risk Prevention Program were eliminated as a part of the trade-off to increase the funding for staffing levels in the Institutions Division. If those positions are added back to the department, the total increase in positions since FY 1999-2000 will be 36. This compares with Environmental Services, which has seen a reduction of 13 positions over the same timeframe, including a total of nine positions in the current Recommended Budget.

### **Discussion**

The Probation Department prepared the attached report on the Risk Prevention Program (RPP). The report provides an overview of the program and includes cost information broken out by “non-TANF funded” and “TANF funded.”<sup>1</sup> The costs associated with the former group (RPP I) are partially covered by user agencies and receive a nominal amount of TANF funding. The second group (RPP II) is almost entirely funded by TANF funds and receives only nominal funding by user agencies. The Probation report does not include a breakdown of cost by agency.

In June, the Board asked for information that would help determine levels of community need for the program to allow for thoughtful decision making should additional funding be made available in the final budget. While not included in the attached report, the Probation Department has since provided data on supervision caseloads by city. The caseload data can be used as an identifier for areas most at risk for delinquent behavior when analyzed as a percentage of juvenile population. Unfortunately, juvenile population data is not available by city at the time of this report. Lacking that information, an attachment showing supervision caseload as a percentage of overall city population has been included.

Missing from the report is a review of program impact on juvenile arrests and truancy. Program performance data would have been useful in determining the value of the program and the extent to which the County should fund it. Attempting to compare juvenile arrest and truancy data for South San Francisco and Redwood City, my office contacted the police departments of South San Francisco and Redwood City, along with the school districts and high schools located within those jurisdictions. Both high schools in South San Francisco (El Camino and South San Francisco High) have the program on campus while only Woodside High in Redwood City has the program. Sequoia High does not.

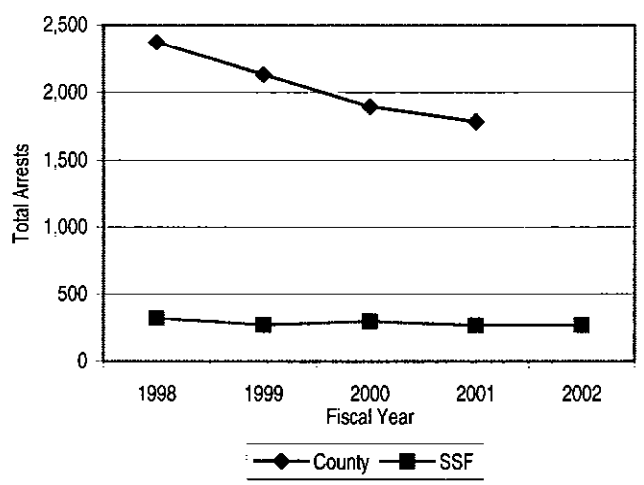
Information on Juvenile arrests proved difficult to capture. Juvenile Officers in Redwood City and South San Francisco were contacted, but only limited information was available. South San Francisco tracks juvenile arrest data and provided it to our office. Similar arrest data was not available from Redwood City. Redwood City sends all juvenile incident reports, which include more than just arrests, to Probation, where all minors are adjudicated. They have no internal tracking mechanism for reporting

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<sup>1</sup> TANF is federal funding that stands for “Temporary Aid to Needy Families.” Distribution of the countywide allocation is determined and approved annually by the TANF council.

this information. To achieve an apples to apples comparison, all referrals based on juvenile incident reports (rather than arrest data) would need to be reviewed by agency.

**Juvenile Arrest Rate Trend**



The graph to the left shows the South San Francisco arrest rate as compared to the countywide rate. As can be seen, the South San Francisco arrest rate has remained flat while the rate countywide has declined. Factors such as population have not been included, but it should be noted that countywide the juvenile population has trended downward. Distribution of the juvenile population may impact the arrest rate trend. As indicated, further study would be required to analyze more inclusive comparisons.

Truancy is the another outcome that can be used to demonstrate program effectiveness. The Probation Department included a roll up graph of truancy rates before and after the

intensive phase. To supplement what was provided, data that compares schools that utilize the program with those that do not is being collected. Truancy is defined as any non-excused absence. School districts and individual schools are responsible for attendance, but as we have learned, they track and report school population and attendance by those kids who are in school, as opposed to those who are not. Both Redwood City high schools (Woodside and Sequoia) as well as those in South San Francisco (El Camino and South San Francisco) are still working to pull together truancy data.

If the Risk Prevention Program continues at full capacity, a study further reviewing its effect on juvenile referrals to Probation and truancy rates in the schools would be useful. Such a study would require precise definitions and a collaboration between stakeholder agencies.

The City of Redwood City does not formally participate in the Risk Prevention Program. The city does, however, have one dedicated officer assigned to Sequoia High School. The city and the school district split the cost of the position 50/50. While the Redwood City police department commended the work being done by the Probation Officer assigned to Woodside High, the city is not willing to pay the cost for a Probation Officer at Sequoia. The Probation Officer assigned to Woodside is included in the TANF funded/RPPII group.

RPP I was established in FY 1995-96 based on mutual perceived need by the county and respective cities and school districts. It includes the central San Mateo County schools of Aragon, Hillsdale, Borel, San Mateo, Bayside, Abbott, Bowditch, Capuchino, Peninsula, Burlingame and Mills. The program requires that cities and schools pay a portion of the cost of the service. That portion had steadily increased in past years and hovered around 40% until FY 2002-03. In FY 2002-03 the cities/schools contribution was down 8% over the prior year, bringing it to just 27% of the program cost. This was the result of a lower than anticipated contribution by San Mateo Union High School



District. The District was expected to pay \$116,743, but remitted only \$37,000. Services were not reduced, so the County's portion increased.

The question of funding for the RPP remains. Given the fiscal outlook of the County and the reductions other departments have contributed to achieve a balanced budget, I do not recommend adding new funds to the Probation Department. It would not be prudent nor equitable.

During the FY 2002-03 Recommended Budget hearings, a similar situation was before the Board. As with the current budget, departments were directed to make reductions to help offset anticipated higher salaries and benefits costs as well as reduced revenue given the state of the economy. The Sheriff's Office had included the closure of the Men's Honor Camp in La Honda to meet their reduced budget target. Ultimately, the Sheriff did not meet his budget target by closing the Honor Camp in FY 2002-03. He did, however, meet his budget target. The Sheriff elected to use all of his reserves to buy some time and keep the Camp open for an additional year. While this decision did not prevent the closure from occurring in the current year's budget, it did afford him time to prepare for the closure and further weigh alternatives. And it bought him an additional year of the Honor Camp he values.

This precedent applies to the Probation Department with the budget before you. As with all of us, Probation leadership values intervention and diversion and would like to hold onto the RPP for another year. The department achieved a Fund Balance in FY 2002-03 in the amount of \$884,154. If desired, a portion could be used to offset the FY 2003-04 cost of providing the RPP not funded by TANF.

Buying back the RPP with Fund Balance would afford the department the opportunity to continue the program for an additional year. During that time, the department can seek ongoing alternative funding sources and/or develop a plan in conjunction with the cities or schools to help share in the cost of the program in future years. Additionally, a thorough review of the impact of the program can be studied and a determination of priorities can be better made.

The Probation Department submitted a plan to achieve its budget target for FY 2003-04. In it the department included a reduction to the Risk Prevention Program, by all accounts a popular program that strives to divert youth from the juvenile justice system. The program has the support of the judges, the school districts and police departments and helps to meet a need in the community.

Following the example of the Sheriff, the Probation Department could continue the RPP for another year by using its Fund Balance. The balance was largely the result of a transfer of County Reserves in the amount of \$1.4 million to cover shortages in the Institutions Division. In receiving these funds, the Probation Department agreed to develop a plan that would balance the budget while providing sufficient funding for Hall staffing. The commitment remains the same – 26 positions were added to the Institutions Division and offsetting reductions must be included to meet the budget target.

# PROBATION DEPARTMENT

Loren Buddress, Chief Probation Officer



# COUNTY OF SAN MATEO

Juvenile Services

**DATE:** September 8, 2003  
**TO:** John L. Maltbie, County Manager  
**FROM:** Loren Buddress, Chief Probation Officer  
**SUBJECT:** Requested Report on Risk Prevention Program

## **BACKGROUND**

The Risk Prevention Program (RPP), formerly known as the Community Outreach Program, provides prevention and early intervention services to middle school and high school age youth who are referred to the Probation Department by local police jurisdictions for law violations, or by the schools for unacceptable behavior on school grounds and or truancy. Started in 1994, the program is a partnership between the Probation Department, the school districts, the police departments, and the local youth service bureaus and is designed to prevent and abate juvenile delinquency (see attachment #1). The program was developed to provide services to divert youth from the juvenile justice system, thereby reducing the Juvenile Hall population and saving fiscal resources for the County. Prior to implementation of the RPP, youth who were referred to the Probation Department received little community supervision and interventions, and were handled by 5 probation officers in the Intake Unit. The level of intervention was often limited to these youth receiving letters of warning, noting that future problems would result in more formal action. In order to add prevention and supervision services, the RPP was first implemented in the San Mateo Union High School District and the San Mateo-Foster City School District due to the collaborative support from both the schools and the police departments in that area. Then, based on its proven success, it was expanded to rest of the County using TANF funding.

RPP consists of probation officers and group supervisors assigned to high schools and middle schools in various geographic areas. These Probation staff are stationed on the school campuses so that they can meet with and monitor minors in their normal campus environment. They provide a high level of support and structure using a variety of prevention services including: 1) being a consistent presence on campuses, thereby, deterring delinquent conduct from occurring; 2) providing immediate responses when fights, gang activity, and/or criminal activity occurs on campus; 3) providing informal interventions and referrals for counseling to troubled youth whose behavior could escalate; 4) reducing truancy; and 5) providing structured diversion for youth who have committed misdemeanor offenses.

It is important to note that many districts that have been identified as having large numbers of “at-risk” youth do not participate in the program due to what they express as an inability to fund their portion of the program, and/or due to philosophical issues regarding who should fund the program. For example, the majority of the southern region of the County, known to have many “at-risk” youth, does not receive services because of these issues. East Palo Alto welcomed services for the first two years until they were asked by the County to provide partial reimbursement for services. At that time, they indicated that they did not have the available funding for the program. Menlo/Atherton and Sequoia high schools wished to participate and had funding, however, the police departments in Redwood City, Atherton and Menlo Park thought the County should pay for officer services, not the police departments and therefore, chose not to participate. TANF reviews have noted that the Southern region would benefit from these services; however, this suggestion does account for the financial and philosophical issues that have resulted in reductions of service in those areas. In the North, which is identified as having a higher percentage of at-risk youth, the schools and police are able and/or willing to provide partial funding of the program on their campuses. In summary, the RPP is a successful program provided to many geographic areas of the County where the schools and police departments are both supportive of program and able to pay a portion of the cost.

## **DISCUSSION**

The collaborative relationship between the RPP and its stakeholders has never been stronger. RPP staff is in the community, in police cars and at school functions. This tight bond with our partner agencies strengthens communication, expedites effective decisions, making and creating a safer campus and community.

The term “at-risk” is defined using several areas of criteria including family issues (lack of supervision and control, criminal family influence, family violence), substance abuse issues (alcohol and/or drug use), pre-delinquent behaviors (gang identification, stealing and theft pattern, runaway pattern, criminal peers), school issues (attendance problems, academic problems, behavior problems), and past criminal conduct. Based on these criteria, the highest level of at-risk youth resides in the North, South and Coastal areas of the County. The term “at-risk” does not only apply to the economically or socially disadvantaged. After RPP’s 10 years on campus, it has been determined that “at-risk” also includes parental neglect, social isolation and deprivation, low self-esteem, hyperactivity, and mental health issues. Therefore, there are many “at-risk” youth throughout the entire County.

The RPP’s 11 Probation Officers and 2 Group Supervisors service a total of 23,272 students, half of these in RPP I and half in RPP II (see attachment #2). While it would seem most beneficial to provide services in the highest risk areas, the program criteria of requiring financial support has greatly limited the Probation Department’s ability to assign officers to many high need areas.

Although there are many reasons that the RPP is uniquely successful, and represents a wise investment of taxpayer dollars, police departments and school districts have found that throughout San Mateo County, when Probation staff is on campuses, the following positive outcomes occur:

- Gang activity on campuses and in our community drops

- Violence on campuses declines dramatically
- Possession and/or sale of drugs on campus decreases
- Weapons are seldom found on campus
- Truancy decreases between 66% and 72%
- As truancy declines, local burglaries, sex crimes, rape and drug offenses decline

Police departments and school administrators also agree that the most powerful influence on campus, *beyond that of teachers and police officers*, is the Probation Officer. This is due to their ability to conduct searches, arrest if necessary, and to use the leverage of the juvenile justice system to influence the future behavior of the youth/probationer.

Additionally, criminal justice research by the National Center for Juvenile Justice (NCJJ) and the Juvenile Sanctions Center (JSC) shows that when Probation Officers are on campuses, the following improvements are seen:

- Juveniles on Probation and Diversion improve their grades
- Detentions and suspensions decrease
- Juveniles with Probation Officers commit fewer serious offenses, resulting in significant cost savings for government which include arrest bookings and Juvenile Hall Court fees
- Research shows that truancy and failure in school are significant risk factors for future criminality

Dr. Katherine Newman of the Harvard University, School of Law, reports that without probation officers and police community workers on campus, the likelihood of having an incident of “lethal violence,” such as the tragedies at Columbine and other schools, increases.

### **FISCAL IMPACT**

Without the RPP operating as the “gatekeeper” of the Juvenile Justice System in San Mateo County, the following will occur, with associated adverse fiscal impact:

- Approximately 500 Diversion cases per year will be brought to the Assessment Center or Intake Unit. Two deputy probation officers at a cost of \$99,134 each, plus 2 group supervisors at \$72,144 each, for a total cost of \$342,556, would have to be hired to handle the cases referred to the Probation Department.
- Because of diminished supervision, police referrals to Court will increase, resulting in increased cost and time spent adjudicating misdemeanor matters.
- Juvenile Hall population will likely increase. The more minors on formal probation, the more technical violations will occur with a percentage of those violations resulting in confinement in Juvenile Hall, thus increasing staffing, resulting in additional costs
- Truancy in schools will likely increase, resulting in more daytime problems for police to handle, i.e.; burglaries, petty thefts, disturbing the peace.
- Crime on campus will likely increase. Having a peace officer with trained group supervisor skills often stops critical situations before they fully develop into crisis situations.

## **THE THREE MAJOR COMPONENTS OF THE RISK PREVENTION PROGRAM**

### **INTERVENTION**

An RPP probation officer can interact with a student at the request of the school, police, or parents, in order to address instances of negative behavior and prevent future occurrences. The student does not have to be on probation for this to occur. These interventions can range for 5 minutes to an hour, and can include ongoing and/or follow up counseling/discussions. By far, this is how RPP staff spends most of their day.

### **DIVERSION**

The probation officer can place a student on a maximum six-month informal contract in lieu of referring a police arrest report to the District Attorney's office. Conditions can include: public service work, drug and alcohol counseling, chemical testing for drugs and alcohol, school attendance, etc. The probation officer will have weekly contact with the student and family during this intensive period of supervision.

### **TRUANCY**

Once a student is referred by school, police or a parent, a 60 day "Truancy Contract" is signed. Officers work with the youth to explore reasons for truancy and they provide daily monitoring of attendance. RPP staff count unexcused absences before and during the contract. Recent statistics show a 70% improvement in truancy post-probation involvement. (See attachment #3)

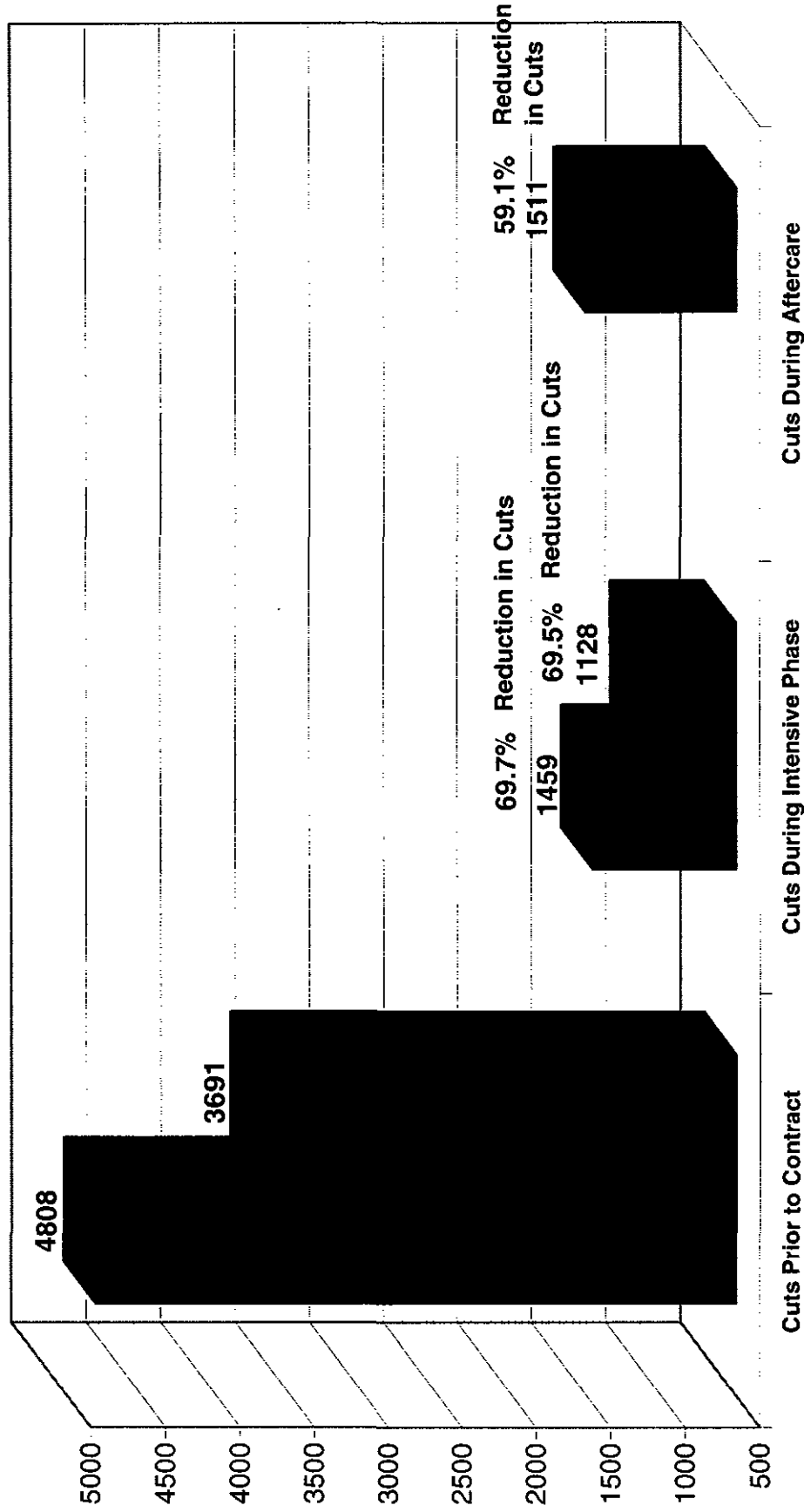
### **Attachment 1**

2002 – 2003

City	Population	RPP Service Frequency	Population	Population	Population	Population
Aragon	1,665	3 x wk	2,933	46	54	3,033
Hillsdale	1,207	3 x wk				
Borel	841	2 x wk				
San Mateo	1,375	3 x wk	1,037	54	31	1,122
Bayside	781	3 x wk				
Abbott	820	1 x wk				
Bowditch	974	1 x wk				
Capuchino Peninsula	1,122 179	3 x wk 1 x wk	821	36	23	...
Burlingame	1,364	2 x wk	1,061	25	26	1,112
Mills	1,425	2 x wk				
<b>Total RPP I</b>	<b>11,753</b>		<b>5,852</b>	<b>161</b>	<b>134</b>	<b>6,147</b>
Westmoor	1,771	4 x wk	309	28	12	349
Half Moon Bay	1,158	2 x wk	1,148	41	0	1,189
Baden	106	2 x wk				
El Camino	1,356	4 x wk	708	16	0	724
Woodside	1,935	3 x wk	617	26	14	657
Pescadero	62	1 x wk				
South San Francisco	1,527	4 x wk	951	12	5	968
Jefferson	1,292	3 x wk	1,134	24	14	1,172
Thornton	222	1 x wk				
Terra Nova	1,473	2 x wk	275	5	0	280
Oceana	617	2 x wk				
<b>Total RPP II</b>	<b>11,519</b>		<b>5,142</b>	<b>152</b>	<b>45</b>	<b>5,339</b>
<b>Total RPP</b>	<b>23,272</b>		<b>10,994</b>	<b>313*</b>	<b>179</b>	<b>11,486</b>

\*It should be noted that there is always an existing "diversion caseload" of approximately 120 cases at the beginning of RPP's annual count.

# Year End Truancy Totals



■ 2001 - 2002 ■ 2002 - 2003

**RPP (COPS) Contributions, Revenue Reimbursement and Net County Cost - Historical**

J:\City\RPP\Report Back Sites-Participants-Cost (FINAL)

	FY 95-96	%	FY 96-97	%	FY 97-98	%	FY 98-99	%	FY 99-00	%	FY 00-01	%	FY 01-02	%	FY 02-03	%
<b>RPP I</b>																
Program Staffing Cost	454,000		454,000		526,501		549,090		561,482		594,769		566,206		581,744	
Contributions (Schools)	60,000	13%	136,000	30%	86,000	16%	120,263	22%	122,788	22%	130,032	22%	130,155	23%	99,191	17%
Contributions (Cities)	54,000	12%	91,000	20%	78,769	15%	80,309	15%	93,866	17%	99,405	17%	103,471	18%	56,620	10%
Total Contribution	114,000	25%	227,000	50%	164,769	31%	200,572	37%	216,654	39%	229,437	39%	233,626	41%	155,811	27%
Probation Cost	340,000	76%	227,000	50%	361,732	69%	348,518	63%	344,828	61%	365,332	61%	332,580	59%	425,933	73%
TITLE IV-E Reimbursement	75,818	17%	75,818	17%	87,926	17%	97,701	18%	148,378	26%	83,726	14%	-	0%	189,963	33%
TOTAL NCC after contrib. & reimb.	264,182	58%	151,182	33%	273,806	52%	250,817	46%	196,450	35%	281,606	47%	332,580	59%	235,970	41%

**Comment:**  
Re: SMUHSD contribution, see footnote below.

	FY 99-00	%	FY 00-01	%	FY 01-02	%	FY 02-03	%
<b>RPP II (TANF)</b>								
Program Staffing Cost	716,981		716,981		630,202		633,202	
Contributions (Schools)	-	0%	62,732	8%	73,469	12%	74,182	12%
Contributions (Cities)	-	0%	41,896	6%	41,362	7%	41,469	7%
Total Contribution	-	0%	104,628	14%	114,831	18%	115,651	18%
Probation Cost	696,098	100%	650,992	88%	518,371	82%	519,203	82%
TANF Reimbursement (RPP II only)	124,346	18%	106,561	14%	633,202	100%	633,202	100%
TOTAL NCC after contrib. & reimb.	571,752	82%	544,431	74%	(114,831)	-10%	(113,999)	-18%

**RPP I notes:**

For FY 02-03 due to fiscal constraints SMUHSD remitted 37,000 of their \$116,743 share. Had SMUHSD been able to make a full contribution the NCC for 02-03 would have been 23% (\$136,363) instead of 41% (\$235,970). They continue to explore funding options to increase payment for 02-03.

**RPP II notes:**

For the first three years of RPP II, IV-E revenue only was claimed. TANF revenue was claimed starting in FY 01-02.



**SAN MATEO COUNTY HEALTH SERVICES**  
**Inter-Departmental Memorandum**

August 29, 2003

**To:** Honorable Board of Supervisors  
**From:** Margaret Taylor, Director, Health Services  
**Subject:** Mental Health Report-Back *MT*

**Recommendation**

1. Accept the following report on additional State/Federal funding available for Mental Health Services in 2003-04.
2. Restore funding for Mental Health contract activities in FY 2003-04.

**Background and Discussion**

During the FY 2003-04 budget hearings, your Board requested a report-back on additional funding that might be available from the Federal and State governments. In addition, there was a request for a recommendation about which Mental Health budget reductions should be restored if additional funding became available.

The two updated projections for State and Federal revenue for Mental Health are:

- ❑ Partial Restoration of Mental Health Managed Care Reduction--The final State budget contained a 5% (\$130,000) reduction to the Mental Health Managed Care allocation to San Mateo, not the anticipated 10% (\$260,000) reduction that had been incorporated in Mental Health's 2003-04 approved budget.
- ❑ Change in Federal Financial Participation (FFP) for Medicaid Programs--In addition, Federal fiscal relief legislation increased FFP for the Medicaid program for the period 4/1/03 through 6/30/04. This will result in approximately \$500,000 in increased Medical reimbursement for mental health services in FY 03-04.

These projected increases in revenue are more than sufficient to support the following recommended restorations to Mental Health contracts for FY 03-04:

- ❑ \$56,250 for Caminar, Inc. to restore case management and housing support services for seriously mentally ill adult clients (Recommended Budget Book pages 5-89). The initial proposed reduction was \$75,000 and the Board approved an initial add-back of \$18,750 to this organization in June.

- ❑ \$37,500 to Mental Health Association for client wrap-around funding (Recommended Budget Book p. 5-88). The initial proposed reduction was \$50,000 and the Board approved an initial add-back of \$12,500 to this organization in June.
- ❑ \$15,000 for Daly City Youth for early intervention services for uninsured youth (Recommended Budget Book p.5-82). The initial proposed reduction was \$20,000 and the Board approved an initial add-back of \$5,000 in June.
- ❑ \$100,000 of \$265,000 initially reduced from the funds for skilled nursing/institution for mental disease (IMD) beds and other placements of seriously mentally ill adult and older adult clients out of psychiatric acute services at San Mateo Medical Center (Recommended Budget Book p. 5-89).

Your Board added back three-month funding for the first three contractors in June, pending adoption of the State budget and receipt of more information about federal funding. The recommended add-backs will fund these organizations at the prior year level through June 2004. The partial restoration of funding for skilled nursing / IMD beds will ensure sufficient capacity to discharge clients in the psychiatric unit at SMMC to more appropriate levels of care. While Burlingame Health Center (BHC) may provide this additional capacity in the long-term, during this start-up year for BHC it is critical to maintain access to other non-acute beds for patients ready to be discharged from SMMC's psychiatric unit.

### **Fiscal Impact**

A total of \$630,000 in additional Mental Health funding beyond that originally budgeted for FY 2003-04 is estimated for the current year, \$130,000 from a smaller than anticipated reduction in State Mental Health managed care funding and approximately \$500,000 in increased Medicaid federal financial participation (FFP). The recommended contract restorations listed above total \$208,750, and will be covered by the managed care savings and, to some extent, by increased FFP. There are no position add-backs included and there is no impact on Net County Cost. Additional Mental Health revenue adjustments may be made once there are firmer estimates for FFP, the impact of the adopted State budget on SB 3632 services funding for special education students, and the impact of several pending audit issues.



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

Environmental Services Agency

**DATE:** September 9, 2003

**BOARD MEETING DATE:** September 23, 2003

**TO:** Honorable Board of Supervisors

**FROM:** Marcia Raines, Environmental Services Agency Director *MR*

**SUBJECT:** UC Cooperative Extension Memorandum of Understanding (MOU)

**Recommendation**

Restore funding of \$67,121 to the UC Cooperative Extension upon University acceptance and signature of revised MOU and reduce Parks and Recreation expenditures by a corresponding amount.

**Background**

The UC Cooperative Extension is the county-based education and research branch of the University of California Division of Agriculture and Natural Resources. The Cooperative Extension exists in most counties throughout the country and is funded jointly by federal, state and county governments through a three way relationship between the USDA, the state's land grant university, and the local county government. The Cooperative Extension provides educational programs in the areas of Agriculture, 4-H Youth Development, Nutrition Education, Marine Science and Landscape Horticulture/Urban Forestry.

In the 1950's the County entered into an MOU with the Cooperative Extension for County support of Cooperative Extension educational programs. Support for Cooperative Extension programs continued under this MOU to the present day and consisted of funding for clerical support, office rent, office supplies, and transportation expenses.

Due to requested budget reductions, the Environmental Services Agency

recommended elimination of financial support to this program in FY 2003-04. At Recommended Budget Hearings, the Board of Supervisors restored three months of funding at FY 2002-03 levels and directed the County Manager to initiate negotiations with the University to reexamine the relationship between the County and the Cooperative Extension and explore opportunities to increase other sources of funding for the program.

### **Discussion**

Environmental Services Agency staff entered into negotiations with University of California and Cooperative Extension staff following budget hearings. A proposed MOU for the period of October 1, 2003 through June 30, 2004 has been forwarded to Cooperative Extension staff for signature. The discussions regarding the proposed MOU centered around the following major points:

#### **Possible duplication of County services**

The primary distinction between County programs and Cooperative Extension programs is that the Cooperative Extension provides an educational link to research produced by the University, whereas the County provides more of a regulatory or programmatic role. Upon analysis of Cooperative Extension programs, there are several areas which are partially duplicative with other County funded programs, particularly within Agricultural and Nutrition programs. For instance, there is some overlap between services provided by the Cooperative Extension and the County Agricultural Commissioner/Sealer of Weights and Measures, such as helping growers select safer pesticides, working with growers to identify insects, diseases and weeds, providing bilingual farm worker training about safe working conditions with pesticides, providing pest identification and safe pesticide handling training for home owners, and initiating public education efforts such as answering resident questions through visits, calls, emails, and distribution of literature. In other ways, the Cooperative Extension provides supportive services that are in addition to services provided by the County. There has been minimal communication between the Cooperative Extension and County departments throughout the years in terms of streamlining services.

County staff suggested that the County would not be interested in funding services which are already performed and funded by the County's other departments. Cooperative Extension staff are not willing to enter into an agreement whereby the County would target its funding to specific needs.

The proposed MOU contains language requiring the Cooperative Extension to communicate with the appropriate County divisions to streamline services and eliminate areas of duplication.

#### **Increase 4-H and Elkus Ranch fees**

One suggestion the County put forward to reduce the financial strain on the

Cooperative Extension was to increase user fees, particularly for the 4-H program. Current 4-H fees are \$10 per year per participant. Six dollars of this fee funds insurance (to the University), and four dollars covers the cost of 4-H publications. The fee increase issue is being addressed by University leaders at the state level. A committee has been formed and will report back with suggestions for other ways to increase fees by late fall. Until this happens, Cooperative Extension staff feel they are unable to increase fees due to federal mandates.

The proposed MOU contains language requiring the Cooperative Extension to report back to the County with an analysis of the possibility of raising 4-H fees following the state committee discoveries. Staff have requested this occur as soon as possible, though the University timeline is uncertain.

#### Unclear financial support for San Francisco UC programs

Upon entering negotiations, the County posed several questions regarding the programs Cooperative Extension provides to San Francisco residents. There was some concern that County funds or resources might be subsidizing programs to San Francisco (which does not fund the Cooperative Extension at all) through Cooperative Extension's Pencrest (San Bruno) office. Cooperative Extension staff have presented information which explains the source of funding for the Pencrest office. The University and Federal government provide most funding, and further funding is provided through an assortment of grants. In past years, the Cooperative Extension's County budget was charged for a minimal amount of office supplies, and the University reimbursed the County for any charges.

The proposed MOU formalizes this relationship and states that any charges to the County Cooperative Extension budget for any services other than those performed for San Mateo County must be fully reimbursed by other sources, and documentation provided to County staff.

#### Change in format of MOU

Traditionally, the University enters into a MOU with each participating county whereby the county provides clerical support, a facility, office supplies, and transportation. The current County/Cooperative Extension MOU from 1957 follows this format. The result of this system has been a confusion between County and UC budgets, and confusion over which programs the County funds. This MOU format is not mandated by any entity.

The proposed MOU is restructured compared to the original. The MOU contains standard required County language such as non-discrimination and hold harmless provisions. The MOU contains specific performance measures and detail as to which programs the County expects delivered. County staff suggested moving away from the current format of the County funding clerical staff, facility rental and office supplies. The County proposed transferring an annual amount to the Cooperative

Extension for support of services, and the Cooperative Extension would use these funds as necessary for the performance of said services, including full management of clerical staff, facility rental and office supplies. Under this arrangement, clerical staff would no longer be employed by the County, and the County would no longer enter into a lease for the Cooperative Extension's office space.

Cooperative Extension staff are not prepared to transition to this arrangement at this time. In the proposed MOU the County will continue to fund these expenditures at a reduced level, employ clerical staff and enter into a facility rental agreement. The MOU also calls for a review of this arrangement in FY 2004-05, with the intent to move away from this arrangement at that time.

The MOU also requires the Cooperative Extension to submit an annual report detailing prior year accomplishments and providing detailed budgetary actuals for the Cooperative Extension budget which explain how County funds were expended and how County funds fit into the Cooperative Extension's overall budget, which includes state, federal and grant funding.

Upon receipt of the signed MOU from the Cooperative Extension, the MOU will be brought to the Board for approval. Staff have set a deadline for Cooperative Extension response such that the MOU will be brought to the Board in October.

#### **Fiscal Impact**

The FY 2002-03 Cooperative Extension Net County Cost was \$183,876. The proposed MOU contains a \$50,000 reduction for FY 2003-04 totaling \$133,876. For the period of July 1, 2003 through September 30, 2003, a total of \$53,124 was appropriated by the Board at the Recommended Budget Hearings until a new MOU could be developed. An additional \$13,631 has been appropriated due to a final Fund Balance adjustment.

Should the Cooperative Extension accept and sign the proposed MOU, a total of \$67,121 will need to be appropriated for the period of October 1, 2003 through June 30, 2004. In order to meet the Environmental Services Agency's 20% reduction target, the Parks and Recreation Division's budget will be reduced by \$67,121. This will be achieved through various reductions in Services and Supplies and park aide staffing. This recommendation is not currently reflected in the Recommended Budget before the Board at this time.

# COUNTY OF SAN MATEO

## County Manager's Office

Date Prepared: September 15, 2003  
Board Date: September 23, 2003

TO: Honorable Board of Supervisors  
FROM: John L. Maltbie, County Manager  
SUBJECT: Final Budget Report-Back Item: Homework Centers Comparative Analysis

**RECOMMENDATION**

Accept this report on Homework Centers operated by the County Office of Education and seven participating cities with grant funding from the County.

**Background and Discussion**

During June Budget Hearings, your Board requested information on the Homework Centers funded by the County in partnership with the County Office of Education (COE) and seven participating cities. In the FY 2003-04 Recommended Budget, funding to COE was reduced by 25% for a new base amount of \$300,000. Funding to the cities was reduced by 50% down to \$107,000. The table below provides general information on each of the participating agencies for the 2002-03 school year. There were 7,501 students served, of whom two-thirds received assistance at least two days per week.

GENERAL INFORMATION	2002-03	Number	Number	% Served at	% Students	% Students	Avg Cost
2002-03 Homework Centers	County	of	Students	least 2 days	At Risk of	English	per Student
Participating Agencies	Grant	Sites	Served	per week	Retention	Learners	Served **
County Office of Education (COE) - 68 schools *	\$ 535,290	68	5,870	63%	33%	27%	\$860
<i>Participating Cities:</i>							
Daly City	\$ 40,000	4	187	83%	32%	16%	\$636
East Palo Alto	23,040	1	191	74%	99%	98%	\$2,045
Menlo Park	26,980	1	80	88%	19%	13%	\$719
Pacifica	13,920	1	93	32%	11%	30%	\$1,420
San Carlos	45,260	1	240	77%	27%	1%	\$2,299
San Mateo	42,333	4	672	88%	14%	14%	\$1,165
South San Francisco	<u>22,600</u>	<u>1</u>	<u>168</u>	<u>92%</u>	<u>10%</u>	<u>90%</u>	<u>\$4,048</u>
<i>Total/Average Cities</i>	\$ 214,133	13	1,631	81%	28%	31%	\$1,762
<b>Total/Average COE and Cities</b>	<b><u>\$ 749,423</u></b>	<b><u>81</u></b>	<b><u>7,501</u></b>	<b><u>67%</u></b>	<b><u>32%</u></b>	<b><u>28%</u></b>	<b><u>\$1,311</u></b>

\* base grant amount to County Office of Education was \$400,000; School Year 2002-03 includes carryover from the prior year.

\*\* Average cost based on total budget from all funding sources as well as non-recurring items (computers and other one-time costs) divided by average daily attendance at each Homework Center.

Honorable Board of Supervisors  
 Final Budget Hearings Report-Back Item  
 Homework Centers Comparative Analysis  
 September 23, 2003

General Information

The Homework Centers are designed to provide K-8 students with academic assistance in a safe learning environment after they get out of school in the afternoons, typically between the hours of 3:00pm to 6:00pm. Individual centers are structured to address the needs of students served, so some target higher grade levels where there are more issues with homework completion or attendance. Some serve only students at risk of retention and English language learners, while others are accessible on a drop-in basis to all students who need assistance with homework after school. The homework centers operated by the County Office of Education/school districts are conducted in individual schools. School districts are currently required to match County funds at 40%, and the high-wealth districts of Las Lomas, Woodside, Portola Valley and Hillsborough are not eligible for County funds. The centers operated by the cities are in local libraries, community/youth centers and church halls. Cities are currently required to match County funds at 100%. Academic assistance is available during hours of operation, and enrichment and sports/recreation activities are also available when the students have completed their homework. Staffing consists of at least one adult supervisor/coordinator and a number of tutors including high school tutors. Average cost per student for 2002-03 varied primarily due to the mix of labor used, as well as the inclusion of one-time items in the total cost.

Use of High School Tutors

A core requirement to obtain County funding is the use of high school tutors as mentors for elementary school students. The table below provides information on the use of tutors by each participating agency. There were 240 high school students trained to tutor, of whom 58% or 140 were paid an average hourly wage of \$8.37 per hour. It is important to note that many high school tutors, particularly in the centers operated by school districts where 53% of tutors are not paid, obtain community service credits or work study credits, or volunteer their time (no pay). The cities of San Carlos, San Mateo and South San Francisco also have tutors who do not receive monetary payment. In a handful of centers, middle school students are used to tutor/mentor younger students for credits or volunteer work. Some of the centers also noted that a number of their tutors who graduated this year received college scholarships.

<b>TUTOR INFORMATION</b>	Number	Number	# High School	# of	% of	Avg Daily #	Average
2002-03 Homework Centers	of	Students	Tutors	Tutors	Tutors	Tutors	Hourly
Participating Agencies	Sites	Served	Trained	Paid	Paid	per Site	Wage
<i>County Office of Education (COE)</i> - 68 schools	68	5,870	141	66	47%	2.1	\$ 8.17
<i>Participating Cities:</i>							
Daly City	4	187	18	18	100%	2	\$ 7.24
East Palo Alto	1	191	5	5	100%	5	\$ 9.00
Menlo Park	1	80	8	8	100%	7	\$ 7.84
Pacifica	1	93	4	4	100%	3	\$ 10.00
San Carlos	1	240	6	1	17%	6	\$ 9.50
San Mateo	4	672	44	31	70%	7	\$ 8.00
South San Francisco	<u>1</u>	<u>168</u>	<u>14</u>	<u>7</u>	<u>50%</u>	<u>3</u>	<u>\$ 8.46</u>
<i>Total/Average Cities</i>	13	1,631	99	74	75%	33	\$ 8.58
<b>Total/Average COE and Cities</b>	<b><u>81</u></b>	<b><u>7,501</u></b>	<b><u>240</u></b>	<b><u>140</u></b>	<b><u>58%</u></b>	<b><u>35</u></b>	<b><u>\$ 8.37</u></b>



Student Performance – Data Reliability Issues

All Homework Centers are required to provide data on student performance at the end of each school year to monitor effectiveness. According to the data provided, 89% of all students at risk of being retained in their current grade were promoted to the next grade level. About two-thirds showed improvement in grades, and 60% showed improvement in attendance. It was evident that cities that operate centers in a non-school setting experienced some difficulty in obtaining data on student performance. While schools readily have access to grade and attendance information, city-run centers had to rely on survey responses from teachers or on students bringing in their report cards for the information. There were also differences in defining "students at risk of retention" within individual schools, and cities had to rely on responses provided by parents or on information provided by teachers. Quantifying improvement in grades was labor intensive according to some centers, as some students improved in one or more subjects but showed no improvement or maintained the same grade in others, so further calculation was required to determine if there was overall improvement. Staff from one center noted that, for students who received regular homework assistance over the last three or four years, significant improvement most likely occurred in the first or second year, so this year reflects no improvement from the prior year.

As a result of the issues identified above, the accuracy and comparability of the data in the table below are questionable without further analysis. The reliability of this information at this point in time is not adequate to make any decisions on program modification or resource allocation. We will take steps to work with the County Office of Education and cities to define these measures and ensure that the data is being collected and reported in the same manner.

<b>STUDENT PERFORMANCE</b>	<b># At Risk</b>	<b>% At Risk of</b>	<b>% Showing</b>	<b>% Showing</b>
2002-03 Homework Centers	Promoted to	Retention Promoted	Improvement in	Improvement in
Participating Agencies	Next Grade	to Next Grade	Grades	Attendance
<i>County Office of Education (COE)</i> - 68 schools	1,551	81%	59% *	59% *
<i>Participating Cities:</i>				
Daly City	55	92%	75%	90%
East Palo Alto	189	100%	34%	11%
Menlo Park	14	93%	N/A	N/A
Pacifica	10	100%	54%	N/A
San Carlos	65	100%	85%	85%
San Mateo	93	99%	92%	92%
South San Francisco	16	94%	85%	25%
<i>Total/Average Cities</i>	442	97%	71%	60%
<b>Total/Average COE and Cities</b>	<b>1,993</b>	<b>89%</b>	<b>65%</b>	<b>60%</b>

\* Data for County Office of Education reflects improvement in both grades and attendance (not reported separately).

**Survey Results**

Each center is asked to survey parents and teachers on whether they believe the center provides a safe learning environment for their children/students after school, whether the center provides the necessary academic assistance for the academic achievement of their children/students, and whether they believe their children/students who are English language learners are being provided with adequate support. The results are summarized in the table below. In general, parents and teachers believe that the Homework Centers are meeting the purpose of providing a safe learning environment after school where students can receive assistance with completing their homework.

<b>SURVEY RESULTS</b>	<b>% Survey Respondents</b>	<b>% Survey Respondents</b>	<b>% Survey Respondents</b>
2002-03 Homework Centers Participating Agencies	strongly agree/agree Safe Learning Environment	Strongly agree/agree Academic Assistance	strongly agree/agree 2nd Language Support
County Office of Education (COE) - 68 schools	96%	97%	82%
<i>Participating Cities:</i>			
Daly City	87%	81%	100%
East Palo Alto	100%	100%	100%
Menlo Park	100%	60%	N/A
Pacifica	100%	98%	100%
San Carlos	100%	100%	N/A
San Mateo	99%	100%	99%
South San Francisco	<u>100%</u>	<u>100%</u>	<u>97%</u>
<i>Average Cities</i>	98%	91%	99%
<b>Total/Average COE and Cities</b>	<b><u>97%</u></b>	<b><u>94%</u></b>	<b><u>91%</u></b>

**Conclusion**

Based on the data submitted by the County Office of Education and individual cities, it appears that the Homework Centers are meeting the original purpose of providing a safe learning environment after school where students can receive assistance with completing their homework, with assistance being provided by high school tutors who also serve as mentors for younger students. While the basis for allocation of funding has already been set for the 2003-04 school year, the following are recommended for consideration in the following school year should County funds continue at the current or reduced level:

- Conduct a competitive grant process so funding is allocated based on cost and performance targets
- Provide funding only for the following student populations: at-risk-of-retention and English language learners
- Provide funding only for grades with no reduced class size requirements (Grades 4-8)
- Charge a minimal fee for use of the centers (eligibility-based)

**FY 2003-04 Final Budget Hearing  
ATTACHMENT C**

**SEPTEMBER REVISIONS  
(Final Budget Changes)**

**September Revisions:****FY 2003-04 Recommended Budget****1. Burlingame Health Center Lease**

The Real Property Division will assume responsibility for managing the Burlingame Health Center facility lease agreement beginning October 2003. Monthly reimbursements will be received from the San Mateo Medical Center to cover the cost of the facility's lease charges as well as Real Property administrative costs. The addition of the Burlingame Health Center lease redistributes the Real Property administrative charges, resulting in reduced rates for departments with existing leases.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
696,029	656,782	39,247	0	0	0

**2. Assessment Appeals System**

In an effort to automate and streamline the Assessment Appeals process, the Clerk of the Board's Office will purchase a new Assessment Appeals System that will allow County property owners wishing to submit an assessment appeal to do so online. The system will include the applicant's information (name and address), property ID and value, type of assessment and facts, written findings of fact and other information relating to the parcel. Appropriations are included for the one-time purchase of system hardware and software as well as ongoing maintenance costs. Reimbursement from the Assessor's Office will be used to offset these costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	25,000	(25,000)	0	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
696,029	681,782	14,247	0	0	0

**FY 2004-05 Recommended Budget****3. Elimination of One-time Assessment Appeals System Costs**

The Assessment Appeals System hardware costs have been eliminated. However, the Assessor's Office will continue to reimburse the County Manager's Office for system maintenance costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(21,000)	21,000	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Delete Vacant Program Services Manager/Add Community Program -**

One vacant Program Services Manager position will be eliminated and one Community Program Specialist position will be added. This change brings the new classification in line with duties performed by the position including Elections outreach efforts. Savings will be used to partially offset Recall Election costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
80,862	(37,868)	0	0	(118,730)	0

**2. Recall Election**

Salary and benefit savings will be used to partially offset costs associated with the October Recall Election. Additional offsets will be made through Departmental Fund Balance/Reserves and Intrafund Transfer from the General Fund (Non-Departmental Budget).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	118,730	0	0	118,730	0

**3. Recording System Upgrade**

Revenues received from the Clerk-Recorder Modernization Trust Fund will be used to cover the Recorder's System upgrade. The contract for this project was approved by the Board in July 2003.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
59,200	59,200	0	0	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
140,062	140,062	0	0	0	0

**FY 2004-05 Recommended Budget****4. Elimination of One-time Election Cost**

Appropriations used to cover the Recall Election has been set aside in Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(118,730)	0	118,730	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Property Tax System**

The Controller's Office will reimburse the Tax Collector's Office for its portion of the Property System Upgrade Project and AS/400 maintenance costs. Corresponding amount is included in the Controller's Office Budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	130,000	(130,000)	0	0	0

**FY 2004-05 Recommended Budget****2. Elimination of One-time Projects**

Reimbursement from the Controller's Office for the Property System Upgrade is not included in the second year.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(130,000)	130,000	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Increase Probate Estate Legal Fees**

One-time revenue received from probate estate legal fees will partially restore Departmental Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
54,550	0	0	54,550	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Reappropriation of Non-Departmental Projects**

This adjustment reflects the reappropriation of Non-Departmental projects including: Linux R&D, Radio Upgrade Project, Payroll System Upgrade, IT Strategic Plan and HIPAA implementation. Appropriations are also included for three new projects: I-Directory, Centralized Update Server and Site 60 mitigation.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	647,108	(647,108)	0	0	0

**2. Burlingame Health Center IT Costs**

The Information Services Department will be responsible for IT related activities at the Burlingame Health Center beginning October 2003. Reimbursement from the San Mateo Medical Center will cover IT support costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
351,721	351,721	0	0	0	0

**3. Delete Vacant Assistant Director Position/Add Project Manager Position**

One vacant Assistant Director position has been eliminated and one unclassified Project Manager position has been added. This position will support IT strategic needs at the San Mateo Medical Center. As a result of salary and benefit savings, Intrafund Transfers will be reduced.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(46,451)	46,451	0	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
351,721	952,378	(600,657)	0	0	0

**FY 2004-05 Recommended Budget****4. Elimination of One-time Non-Departmental Projects**

One-time Non-Departmental projects have been backed out.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(647,108)	647,108	0	0	0



**September Revisions:****FY 2003-04 Recommended Budget****1. Adjust Grant and State Funding**

One-time grant funding will be received from the Packard Foundation for AmeriCorps and Preschool Demand/Supply analysis as well as a grant from the Civic Engagement Project which will be used to conduct civic engagement activities. State funding for CARES and School Readiness programs will now be received in two payments rather than in lump sums. (First payment in FY 2003-04 and second payment in FY 2004-05.) Reductions in Reserves are mostly due to unbudgeted appropriations for the CARES retention initiatives.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
118,750	281,250	0	(162,500)	0	0

**FY 2004-05 Recommended Budget****2. Adjust Grant and State Funding**

Eliminate grant revenue from Packard Foundation and Civic Engagement Project and increase revenues from State for CARES Program for retention initiatives for early learning staff.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
23,750	23,750	0	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Labor Cost Adjustment**

This minor adjustment reflects retirement rate increase for General and Safety employees based on newly approved rates. Increase will be covered by the Retirement Trust Fund.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,000	2,000	0	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Staffing Adjustments to Meet New Automation Needs**

The Department of Child Support Services has been directed by the State DCSS to transition to a new automated case management system. The new system will provide increased efficiencies in some areas and require more work in other aspects of the program. Preparing child support accountings on the new system is more labor intensive than doing that work in the current system, while receipting payments will be more efficient. To handle this shift in workload, two vacant positions (a half-time Supervisor and a full-time Fiscal Office Assistant) will be eliminated and a Fiscal Office Specialist position will be added. The balance of the savings from the eliminated positions will be used for overtime to help the Department remain current during conversion.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	0	0	(1)

**September Revisions:****FY 2003-04 Recommended Budget****1. Countywide Homeland Security and Domestic Preparedness Funding**

The Office of Emergency Services has been notified of three grant awards for countywide emergency preparedness and security. The first award is from the State (State FY02 Domestic Preparedness Grant) and will be used for countywide equipment purchases and emergency anti-terrorist exercises. The other two awards are from the Federal Government (Homeland Security Part I and Homeland Security Part II) and will be used for countywide equipment purchases, emergency anti-terrorist exercises, and terrorist-response research and planning. For each of these grants, a special committee composed of involved agency officials makes allocation recommendations and health, fire, and law enforcement first-responder agencies receive the funds.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,739,368	2,739,368	0	0	0	0

**2. Burlingame Health Center Security**

This decision package finances the Security Budget portion of the Burlingame Health Center operating budget. Ongoing costs are pro-rated from October 1, 2003, while one-time costs are fully funded for this first year. The Sheriff's Office will be reimbursed by the Burlingame Health Center for these security costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
368,077	368,077	0	0	0	0

**3. Enhanced Patrol Services for Samtrans/CALTRAIN**

Two additional positions and associated costs have been added to the Samtrans/CALTRAIN contract for patrol services. One position is a Sheriff's Deputy for enhanced patrol and the other is a Community Services Officer (CSO) for parking lot citation services. The CSO will begin in January and is only budgeted for half the year. These additions are fully offset by revenue from Samtrans/CALTRAIN.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
152,341	152,341	0	0	0	2

**4. East Palo Alto Contract Adjustments**

Ongoing negotiations with the City of East Palo Alto resulted in an increase of \$100,000 in the annual contract for Investigative Services. This is less than was anticipated in the June Budget. To implement the reduced service level, one Detective position and other ancillary contract costs are eliminated. It is expected that the City will provide an additional trained detective to fill the workload gap left in investigations.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(164,140)	(164,140)	0	0	0	(1)

**5. State Training Programs**

Partial funding for the Peace Officer Safety Training (POST) reimbursement program has been restored to the State budget. An exact allocation for San Mateo County is not known at this time, so a conservative projection of 75% of prior year funding levels is assumed. This package reinstates the revenue along with tuition, training and backfill replacement costs to match.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
123,750	123,750	0	0	0	0

**6. CAL-ID Equipment for the Forensic Lab**

One Spectrum 9000 Forensic Light used in darklight fingerprint detection and clarification will be purchased for the Crime Lab Forensic Unit using CAL-ID funds.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
16,900	16,900	0	0	0	0

**7. Commissary Storekeeper Staffing**

With Board approval during Fiscal Year 2002-03, one full-time Storekeeper position was replaced by two part-time Storekeeper positions. This package corrects the position count in the budget and has no fiscal impact.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	0	0	1

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
3,236,296	3,236,296	0	0	0	2

**FY 2004-05 Recommended Budget****8. Back out one-time Countywide Homeland Security and Domestic Preparedness Funding**

Funding for Countywide Homeland Security and Domestic Preparedness received from the State and Federal governments will be utilized in FY 2003-04 for emergency preparedness planning, training exercises and equipment and has been removed from the FY 2004-05 budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(2,739,368)	(2,739,368)	0	0	0	0

**9. CAL-ID Equipment for the Forensic Lab**

A one-time purchase of fingerprint detection equipment has been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(16,900)	(16,900)	0	0	0	0

**TOTAL FY 2004-05 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(2,756,268)	(2,756,268)	0	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Elimination of Deputy Chief of Administration Position**

The Deputy Chief of Administration position will be eliminated, which is vacant due to retirement, and will be replaced with a less costly Financial Services Manager II position.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(6,682)	0	0	(6,682)	0

**2. Downgrading of Management Analyst Position**

A vacant Management Analyst position is being downgraded to an Administrative Assistant II and moved to the Training Unit to save money and support the training of peace officers, which remains a high priority for the department.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(7,266)	0	0	(7,266)	0

**3. Adjustments to the Allocation of State JJCPA Funds - Prevention Act (JJCPA) Funds**

Adjustments to the distribution of State JJCPA funds are being made to reflect programmatic priorities. One unclassified Deputy Probation Officer I is added for Juvenile Girls Drug Counseling and a small amount of funding is allocated to a contract with the Department of Education for summertime Extra-Help.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
70,167	70,167	0	0	0	1

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
70,167	56,219	0	0	(13,948)	1

**September Revisions:****FY 2003-04 Recommended Budget****1. Increase Revenue for Sudden Oak Death (SOD) Program**

The California Department of Food and Agriculture has increased funding for the Sudden Oak Death Regulatory Program. The Division will hire an extra help Biologist/Standards Specialist to assist in meeting the additional contract responsibilities.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
33,000	33,000	0	0	0	0

**2. Reappropriation of Weed Management Area Grant Funding**

Revenue disencumbered in FY 2002-03 for the California Department of Food and Agriculture (CDFA) Weed Management Area (WMA) grant will be reappropriated in FY 2003-04. These funds reimburse WMA participants for eradication and control of invasive weeds.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
54,453	54,453	0	0	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
87,453	87,453	0	0	0	0

**FY 2004-05 Recommended Budget****3. Elimination of Revenue for Weed Management Area Grant Funding**

Revenue in FY 2003-04 for the Weed Management Area grant funded program is eliminated in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(54,453)	(54,453)	0	0	0	0



**September Revisions:****FY 2003-04 Recommended Budget****1. Adjustment to Property Tax Revenues**

Property tax revenues are adjusted downward based on prior year actuals. A corresponding decrease is made in Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(89,783)	0	0	(89,783)	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Appropriation of Additional Fund Balance from the Structural Fire Fund**

Additional Fund Balance from the Structural Fire Fund will be appropriated in the Fire Protection budget unit to fund an additional automatic defibrillator, communication equipment, and motor vehicle maintenance costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
128,748	128,748	0	0	0	0

**FY 2004-05 Recommended Budget****2. Elimination of One-time Fund Balance from the Structural Fire Fund**

Fund Balance from the Structural Fire Fund used in FY 2003-04 to fund equipment and maintenance costs in the Fire Protection budget is eliminated in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(128,748)	(128,748)	0	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Raising a Reader Position Added**

Grant funding for the Raising a Reader early literacy program has been received and will fund a Community Services Program Specialist for 17 months.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
91,080	55,350	0	35,730	0	1

**2. Additional Funding Received from Cities**

Additional funding of \$75,000 is anticipated from the City of Pacifica for maintenance and staffing purposes for the Pacifica and Sanchez Libraries for the second half of the year when County General Fund support ends. Maintenance appropriations are increased and the remainder is put into Reserves. The City of Brisbane will reduce its annual contribution from \$20,000 to \$13,000 for additional services at the Brisbane Library.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
68,000	26,040	0	41,960	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
159,080	81,390	0	77,690	0	1

**FY 2004-05 Recommended Budget****3. Adjustment**

Adjustments have been made to reflect elimination of one-time revenue received in FY 2003-04 for the Raising a Reader position and set aside in Reserves to cover position costs in FY 2004-05. This position will be funded for eight months.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(55,350)	(6,444)	0	(48,906)	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Reappropriation of Contract Funding**

Funding received from developers and applicants for various consulting contracts is reappropriated in FY 2003-04.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
129,717	129,717	0	0	0	0

**2. CCAG Funded Planner Position Added**

An unclassified Planner position is added to work on a new land use and transportation program for a three year period and is fully funded by the City/County Association of Governments (CCAG).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
45,552	45,552	0	0	0	1

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
175,269	175,269	0	0	0	1

**FY 2004-05 Recommended Budget****3. Elimination of Reappropriated Projects**

Projects reappropriated in FY 2003-04 are eliminated in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(129,717)	(129,717)	0	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Burlingame Health Center**

Appropriation has been added for partial fiscal year operating and maintenance costs for the Burlingame Health Center.

Revenue/Sources	Appropriations	IntrafundTransfers	Reserves	Net County Cost	Positions
617,871	679,652	(61,781)	0	0	2

**FY 2004-05 Recommended Budget****2. Facilities Services (4730P)**

Appropriation has been added for full year operating and maintenance costs for the Burlingame Health Center.

Revenue/Sources	Appropriations	IntrafundTransfers	Reserves	Net County Cost	Positions
204,330	224,769	(20,439)	0	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Burlingame Health Center**

Craft work is needed at the Burlingame Health Center. Extra Help appropriation has been added and fully offset with Interfund Revenue.

Revenue/Sources	Appropriations	IntrafundTransfers	Reserves	Net County Cost	Positions
145,000	145,000	0	0	0	0

## September Revisions:

**FY 2003-04 Recommended Budget****1. Delete Vacant Community Worker Position**

A vacant Community Worker II (Unclassified) position, plus related Federal grant revenues in the Community Access Program (CAP), are deleted. This position is in effect being "traded" to create a new position in the Environmental Health Division; together, these two actions result in avoidance of a layoff situation that would otherwise have occurred with the transfer of Food and Nutrition Services positions from the Health Services Agency to the San Mateo Medical Center. (See also the corresponding Environmental Health revision package.)

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(62,191)	(62,191)	0	0	0	(1)

**September Revisions:****FY 2003-04 Recommended Budget****1. Enhance Emergency Medical Services for Children Program**

A new grant is being provided by the State of California Emergency Medical Services Authority. The funds are for a special project to update and expand the existing EMS for Children Program by establishing an ongoing evaluation mechanism, training paramedics in pediatric assessment, serving children with special needs such as nonverbal children, and reviewing the regulations and standards of three out-of county pediatric critical care centers.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
54,000	54,000	0	0	0	0



**September Revisions:****FY 2003-04 Recommended Budget****1. Add Hazardous Materials Specialist Position**

A Hazardous Materials Specialist IV (Unclassified) position is added and will provide Industrial Hygiene-related services. The position is funded in FY 2003-04 by an Intrafund Transfer from Employee and Public Services; this one-year funding will avoid a position layoff in EPS. The position will be covered by Environmental Health inspection fee revenue beginning in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	82,162	(82,162)	0	0	1

**2. Create Environmental Health Specialist Position**

An Environmental Health Specialist I position is made possible by deleting a vacant position in Health Services Administration; together, these two actions result in avoidance of a layoff situation that would otherwise have occurred with the transfer of Food and Nutrition Services positions from the Health Services Agency to the San Mateo Medical Center. This position is fully funded by a projected increase in underground tank inspection fees, based on review of recent collections, and it is expected that fee revenue will continue at a level sufficient to fully support this position. (See also the Health Services Administration package entitled "Delete Vacant Community Worker Position.")

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
56,705	56,705	0	0	0	1

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
56,705	138,867	(82,162)	0	0	2

**September Revisions:****FY 2003-04 Recommended Budget****1. Increase Dietitian Services**

Increased nutrition site monitoring services will be provided through meal service agreements with Aging and Adult Services and the Head Start program. A half-time Dietitian position is increased to full-time, funded through additional Child Care and Head Start food sales revenue generated by these services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
25,541	25,541		0	0	0

**2. Transfer Hospital Related Food Services to San Mateo Medical Center**

All budget appropriations related to Hospital food services are deleted. This includes the transfer of 27 positions and associated benefits costs, and related decreases in non-labor expenses, with an implementation date of October 1, 2003. The appropriations are for the full FY 2003-04; actual expenditures incurred in the Health Services Agency from July 1 through September 30, 2003 will be transferred to SMMC in October 2003. Positions for Sheriff and Probation food services remain in the Health Services Agency budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(2,713,426)	(2,718,426)	5,000	0	0	(27)

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(2,687,885)	(2,692,885)	5,000	0	0	(27)

**September Revisions:****FY 2003-04 Recommended Budget****1. Restoration of Funding for Community Based Organizations (CBO) and Institutions for Mental Disease (IMD)**

As indicated in the Mental Health Report-Back memo to the Board, two sources of additional revenue have now materialized: a lower than anticipated reduction in the State Mental Health Managed Care allocation, and an increase in the Federal Financial Participation (FFP) ratio for Medi-Cal reimbursement. These additional revenues enable restoration of funding that was cut in the FY 2003-04 Recommended Budget for three CBOs—\$56,250 for Caminar, \$15,000 for Daly City Youth, and \$37,500 for the Mental Health Association (MHA). The additional revenues also enable \$100,000 to be added back to the IMD budget, restoring two of the five beds that were to be eliminated; as a result, there will be greater flexibility to move patients out of psychiatric acute services at SMMC to longer term placements.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
208,750	208,750	0	0	0	0

**2. Transfer Community Worker from Correctional Health**

A Nurse Practitioner - Unclassified position transferred into Youth Mental Health Services from the Correctional Health Division is converted to a Community Worker II - Unclassified. Probation's Juvenile Justice Crime Prevention Act (JJCPA) grant provides \$54,130 of the funding for this position. An Intrafund Transfer of \$10,000 from the Children's Health Initiative covers the balance, which reflects case management activities to ensure that children follow up with necessary health services once they leave the Hillcrest facility. (See also the corresponding Correctional Health revision package.)

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
54,130	64,130	(10,000)	0	0	1

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
262,880	272,880	(10,000)	0	0	1

**September Revisions:****FY 2003-04 Recommended Budget****1. Transfer Community Program Specialist Function to Human Services Agency (HSA)**

A Community Program Specialist III (Unclassified) position is deleted. This position, which was responsible for coordinating the Center for Substance Abuse (CSAT) program in Public Health, is felt to be more properly located within the Alcohol and Drug program of HSA. Contract services and other operating expenses within this program have been increased accordingly; there is no change in Net County Cost associated with this revision. In conjunction with this action, a half-time position is upgraded to full time in the Human Services Agency (HSA).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	0	0	(1)

**2. Additional Immunization Grant Funding**

The State Department of Health Services is providing additional funding for a subcontract with the Ravenswood Family Health Center to support and enhance the County immunization effort.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
44,000	44,000	0	0	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
44,000	44,000	0	0	0	(1)

**September Revisions:****FY 2003-04 Recommended Budget****1. Transfer Community Worker to Mental Health**

A Nurse Practitioner II - Unclassified position is transferred to the Youth Mental Health Services program and converted to Community Worker II - Unclassified, along with related revenue from the Probation Juvenile Justice Crime Prevention Act (JJCPA) grant and an Intrafund Transfer of \$10,000 from the Children's Health Initiative which reflects case management activities to ensure that children follow up with necessary health services once they leave the Hillcrest facility. (See also the corresponding September Revision package for Mental Health.)

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(54,130)	(64,130)	10,000	0	0	(1)

**September Revisions:****FY 2003-04 Recommended Budget****1. Burlingame Health Center**

Funding is added for County operation of the Burlingame Health Center, a 281-bed skilled nursing facility. This includes appropriations for 270 full and part-time positions for eleven months in FY 2003-04, which are phased in to reflect projected increases in patient census levels—from the current 140 to 210 in February 2004 and 260 in June 2004.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
20,550,236	20,534,224	0	16,012	0	270

**2. Transfer of Hospital Related F**

The FY 2003-04 Recommended Budget contained appropriations for the transfer of hospital related food services to SMMC, but positions were not included at that time pending resolution of potential layoff situations. Now that these issues have been resolved with no layoffs to occur, 28 positions are added to the budget to provide food services at SMMC. This includes 27 positions transferred from Health Services, plus a half-time Office Specialist to provide clerical support, for a total cost of \$1,714,776. The previously appropriated funds are adjusted by a like amount, with a net result of no additional cost for this revision.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	0	0	28

**3. Additional Long Term Care (LTC) Revenue and Methadone Operating Expense Reductions**

An increase of \$57,750 in State LTC supplemental funding is projected based upon recent receipts. In addition, a new contract for methadone services has been entered into with the Veterans Administration, which is closing their program, in conjunction with reductions in the expenditure budget indicated by a recent review of operations. Together, these addition available funds enable several budget revisions. A Social Worker III position that was eliminated in the FY 2003-04 Recommended Budget is being restored, to provide assistance in managing outside referrals and related costs in the Case Management Unit. Also, an accounting adjustment is being made to add depreciation for anticipated capital equipment purchases. Finally, a Respiratory Therapist III that was eliminated in the FY 2003-04 Recommended Budget is restored to assist with increasing patient volume and provide additional supervision..

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
164,456	164,456	0	0	0	2

**4. Additional Grant Funding**

The Emergency Room has received an ongoing new \$5,000 grant to assist with the costs of obtaining statistical data pertaining to visits related to alcohol or drug abuse. In addition, the Trials and Research Unit has received two new one-time grants: a \$22,500 grant from OraSure Technologies will be used to conduct a one-time study of a medical device that will allow patients to receive test results more quickly; and SciClone Pharmaceuticals is providing \$101,500 for a study regarding the safety and/or efficiency of a drug used for patients diagnosed with Hepatitis C, which has been previously approved by the Board of Supervisors.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
129,000	129,000	0	0	0	0

**5. Increase Long Term Care Wage Pass Through Revenue**

Salary expenses for employees who work in long term care facilities is increased, based upon additional anticipated State revenue due to increased patient days.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
171,997	171,997	0	0	0	0

**6. Transfer of Revenue**

An accounting adjustment is made, transferring \$800,000 from Intergovernmental Revenue at the SB 855 cost center to Charges for Services at the Medicare Traditional Inpatient Contractual allowance organization Unit, to budget this funding in a more appropriate organization and revenue code class. This has no impact on Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	0	0	0

**7. Position Changes - to Reconcile with Master Salary Ordinance**

Three adjustments are made to reconcile the FY 2003-04 Recommended Budget with the Master Salary Ordinance (MSO). Six part-time Staff Nurse positions are converted to three full-time positions pursuant to SOA 04164, dated March 11, 2003 for a net decrease of three positions. An Occupational Therapist II position is deleted and a Community Program Specialist III is added to align the classifications in the budget with the Master Salary Ordinance. Finally, a data entry error is corrected resulting in a decrease of two Medical Service Assistant II positions. There is no impact on Gross Appropriations as a result of these adjustments.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	0	0	(5)

**8. Capital Expenses**

Fixed Assets appropriations are increased to reflect the projected capital budget including remodeling at the Geriatric Assessment Center; projected capital expense for the Medical Center, including renovations and document imaging equipment for the Patient Finance Unit and ultrasound and mammography equipment for Radiology; and other capital equipment purchases throughout the Hospital and Clinics facilities. These expenses are covered by the Medical Center Capital Reserves Fund.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,700,000	2,700,000	0	0	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
23,715,689	23,699,677	0	16,012	0	295

**FY 2004-05 Recommended Budget****9. Deletion of One-Time Trials and Research Grants**

The two one-time grants mentioned above are deleted from FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(124,000)	(124,000)	0	0	0	0

**10. Full Year Funding Adjustment for Burlingame Health Center**

Revenues and appropriations for the Burlingame Health Center are increased to reflect annualization of operations, anticipated inflationary adjustments, and projected growth in patient census during FY 2004-05. Appropriations are increased for staffing growth but the position numbers will not be adjusted until there has been more experience with patient growth patterns. A reserve of \$1.4 million is projected for the year, based upon current estimates for revenues, expenditures, and census growth.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
10,176,472	8,694,780	0	1,481,692	0	0

**TOTAL FY 2004-05 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
10,052,472	8,570,780	0	1,481,692	0	0



**September Revisions:****FY 2003-04 Recommended Budget****1. Add Health Insurance TeleCenter Staffing and Automation Costs**

Funding for staffing and one-time automation costs associated with the Medi-Cal Program are added. A call center environment (the Health Insurance TeleCenter) has been designed to streamline Medi-Cal service delivery, disseminate information and maintain cases. A total of 20 positions including nine Office Assistants IIs, 10 Benefit Analysts IIs, one Benefit Analyst III, and one Human Services Supervisor are added totaling \$1,083,137. One-time automation costs totaling \$1,196,000 are added and include ISD charges for project support, contractual services, software expenses, and training. Funding is provided through the Medi-Cal allocation.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,279,137	2,279,137	0	0	0	20

**2. Use of Reserves for the DAISY Database**

One-time use of Agency Reserves will be used for the completion of the Alcohol and Other Drug Services database system known as DAISY (Drug and Alcohol Information System for You).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	129,655	0	(129,655)	0	0

**3. Use of Reserves for a Replacement Generator**

One-time use of Agency Reserves will be used to fund the replacement of an emergency generator that is the back-up power supply to the Agency's central automation systems in the event of a power outage.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	150,000	0	(150,000)	0	0

**4. Increase in Tobacco Prevention Funding**

Additional Tobacco Prevention funding from the state will be used to provide ongoing funding (\$149,893) for the Young Adult Action Project addressing the reduction of second hand smoke and counter pro-tobacco influences, and one-time funding (\$46,784) to address compliance with sales of tobacco to minors, compliance with smoke-free bars, and enforcement banning tobacco litter in public places.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
196,677	196,677	0	0	0	0

**5. Reduce State Treatment Funding**

A reduction in the state general fund discretionary allocation is partially offset by an increase in the federal block grant resulting in a net loss impacting drug and alcohol treatment services to 117 residential clients, 49 non-residential clients, and 29 day treatment clients.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(233,931)	(233,931)	0	0	0	0

**6. Ryan White Funding Transfer**

Ryan White funds from Health Services are transferred to Alcohol and Other Drug Services to be used for clients who are HIV positive needing alcohol and drug assessments, and treatment services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	192,000	(192,000)	0	0	0

**7. Increase Funding for Employment Services**

Federal Workforce Investment Act (WIA) program funding will be applied to the Bay Area Bioscience Careers project (\$840,000) to place 80 clients into training and 100 clients into internships in the biotech industry, to the Regional Technologies Employment Consortium project (\$112,500) to place 80 clients into training, to Youth Employment programs (\$250,000) to serve 75 clients, and to the Dislocated Worker program (\$200,000) to place 60 clients into training.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,402,500	1,402,500	0	0	0	0

**8. Position Changes**

To better meet program and service needs, the following position changes have been made. One Employment Services Specialist II is deleted and one Social Worker II is added within the Independent Living Skills Program to provide services to foster youth graduating from the system. Two Benefit Analyst IIs are deleted and two Social Work Supervisors are added to improve the ratio of supervisors to unit staff and provide quality assurance, in-service training and supervisory consultation. One Office Assistant II is deleted and one Office Specialist is added to provide administrative, technical and clerical support to the Administrative Services Team in the Agency's Planning and Development unit. One Office Specialist is deleted and one Information Technology Technician is added to provide technical support to the Help Desk. The increased cost for this position is funded by CalWIN revenue.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
28,491	28,491	0	0	0	0

**9. Add an IT Analyst to the Business Systems Group**

A position currently located within the Housing Authority will be eliminated and moved to the Business Systems Group (BSG). Supervision of this position will be provided by BSG and help make certain that Agency standards are met and that suitable technical oversight is maintained. The Housing Authority will fully fund services provided by this position.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
84,299	84,299	0	0	0	1

**10. Upgrade Alcohol and Other Drug Services Position to Full-time**

A Case Management/Assessment Specialist II position within Alcohol and Other Drug Services (AODS) will be upgraded from part-time to full-time. Funding for this upgrade is available from Public Health. This position coordinates the Center for Substance Abuse Treatment Program under the Brief Physician Intervention Grant and provides alcohol and drug assessment services to clients who are in the Public Health System. It was determined that it would be more effective to have the position and supervision located within AODS. A corresponding revision is made within the Public Health Services budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	41,565	(41,565)	0	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
3,757,173	4,270,393	(233,565)	(279,655)	0	21

**FY 2004-05 Recommended Budget****11. Eliminate Health Insurance TeleCenter Automation Costs**

One-time automation costs and associated Medi-Cal funding budgeted in FY 2003-04 for the Health Insurance TeleCenter are eliminated in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(1,196,000)	(1,196,000)	0	0	0	0

**12. Eliminate One-Time Costs for the Completion of the DAISY Database**

One-time costs budgeted in FY 2003-04 for the completion of the DAISY database within Alcohol and Other Drug Services are eliminated in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(129,000)	(129,000)	0	0	0	0

**13. Eliminate One-Time Costs for a Replacement Generator**

One-time costs budgeted in FY 2003-04 to replace an emergency generator are eliminated in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(150,000)	(150,000)	0	0	0	0

**14. Eliminate One-Time Costs for Tobacco Prevention Programs**

One-time Tobacco Prevention revenue budgeted in FY 2003-04 to address compliance with sales of tobacco to minors, compliance with smoke-free bars, and enforcement banning tobacco litter in public places is eliminated in FY 2004-05.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(46,784)	(46,784)	0	0	0	0

**TOTAL FY 2004-05 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(1,521,784)	(1,521,784)	0	0	0	0

## September Revisions:

**FY 2003-04 Recommended Budget****1. Child Support Penalty/Reserves**

Reserves generated from prior year indirect cost reimbursements are transferred from Department of Child Support Services to this budget unit to pay for the County's portion of the penalty for delayed Statewide implementation of child support automated systems. Remaining funds are budgeted for payment of unclaimable costs and set aside for future penalties/funding reductions.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,173,876	993,000	0	1,180,876	0	0

**2. Unfunded Workers' Compensation Liability**

Additional amounts will be transferred to the Workers' Compensation Trust Fund to cover 85% of unfunded liability.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	2,828,485	0	(2,828,485)	0	0

**3. Designation of Reserves for Accrued Sick Leave/Retiree Health Costs**

Reserves have been designated for unfunded accrued sick leave/retiree health liability related to management employees, to be adjusted pending completion of an actuarial study.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	(5,000,000)	0	0
0	0	0	5,000,000	0	0

**TOTAL FY 2003-04 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,173,876	3,821,485	0	(1,647,609)	0	0

**September Revisions:****FY 2003-04 Recommended Budget****1. Reduce Re-Appropriations**

Re-appropriations are reduced to reflect projects near completion or completed by the end of the prior fiscal year for Health (\$3,477), Criminal Justice (\$1,163,650), Parks (\$228,424) and other miscellaneous County projects (\$207,557).

Revenue/Sources	Appropriations	IntrafundTransfers	Reserves	Net County Cost	Positions
(1,603,108)	(1,603,108)	0	0	0	0

**FY 2004-05 Recommended Budget****2. Reduce Re-Appropriations**

Appropriations have been reduced for projects estimated to be completed in the prior year.

Revenue/Sources	Appropriations	IntrafundTransfers	Reserves	Net County Cost	Positions
(385,035)	(385,035)	0	0	0	0

**FY 2003-04 Final Budget Hearing  
ATTACHMENT D**

**FINAL FUND BALANCE ADJUSTMENTS**

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
1100B	Board of Supervisors	(1,263)	Reduce Reserves
1200B	County Manager's Office	120,515	Increase Services and Supplies and Other Charges by \$33,714 for County Memberships and Contributions to cover County Office of Education Service Learning Project and CSAC dues; increase Services and Supplies by \$66,621 to cover Board/County Manager requested Real Property projects (\$38,351), Boards and Commissions system and software maintenance (\$15,000) and general office expenses (\$13,270); set aside remaining \$20,000 in Reserves
1300B	Assessor-Clerk-Recorder	908,176	Increase various Salaries and Benefits and Services and Supplies accounts by \$604,497 to partially cover costs associated with the October 2003 Recall Election; the total cost of the special election is \$1,294,205 of which the Non-Departmental budget will cover about \$600,000; reappropriate \$303,679 in AB 1036 Property Administration Grant Program funding in Services and Supplies for assessment automation contracts and legal costs
1400B	Controller's Office	165,577	Increase Salaries and Benefits by \$100,000 to cover extra help costs in the General Accounting Division; increase Services and Supplies by \$48,499 for professional contracts; set aside remaining \$17,078 in Reserves
1500B	Tax Collector/Treasurer	232,037	Increase Salaries and Benefits by \$20,000 to cover extra help costs; increase Services and Supplies by \$145,000 to reappropriate Property Administration Grant Program funding in professional contracts account to cover property system upgrades as well as additional appropriations for security equipment and microfilming/imaging supplies; and set aside remaining \$67,037 in Reserves
1600B	County Counsel	(188,644)	Reduce Reserves (\$146,550) and Services and Supplies (42,094). A September Revision will partially restore various general office supply accounts
1700B	Employee and Public Services	138,265	Increase Services and Supplies for 1) training of Child Support staff (\$10,029), 2) reimbursement to Environmental Health for the cost of one Hygiene Program Coordinator position (\$82,162), 3) Animal Licensing transfer to Environmental Services Agency (\$9,783) and 4) other special departmental expense (\$36,291)
1800B	Information Services Department	661,706	Increase Reserves by \$267,870 for Admin Microwave financing; reduce Reserves by \$3,000 to cover cost of upgrade of the County's GIS System; and increase Services and Supplies by \$396,836 to reappropriate information technology projects including Firenet expansion, Public Works Corporate Yard Project, Telephone upgrade projects, printer maintenance and Courts JBSIS Project
1920B	Grand Jury	21,543	Increase Services and Supplies for general office expenses and auditor costs
1940B	Message Switch	8,384	Increase Services and Supplies for LawNet hardware
2510B	District Attorney/Public Administrator	652,352	Increase Salaries and Benefits by \$263,740 for Child Support Investigations overtime; increase Other Charges by \$29,290 for a technology project not completed in the prior year; set aside remaining \$359,322 in Reserves and Contingencies

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
3000B	Sheriff's Office	1,224,186	Increase Services and Supplies and Other Charges by \$758,060 for the following: RMS Project hardware contract (\$549,670) and related automation/conversion contracts (\$64,926), 25 portable radios for the new Radio System (\$58,754), space remodeling for the HOJ offices (\$46,580), and SWP conversion project (\$38,130); increase Salaries and Benefits by \$145,296 for one-year-only transition funding for a EPA Street Crime Task Force Sergeant position; set aside remaining \$320,830 in Reserves
3200B	Probation Department	884,154	Increase Services and Supplies and Other Charges by \$473,880 for the following: one-time contract for automation (\$189,555); guns/ammunition (\$80,000); restoration of funds for training (\$80,000); restoration of funding to miscellaneous Service and Supplies accounts (\$115,045) and Other Charges (\$9,280); Increase Reserves by \$297,755 and an additional \$112,519 to set aside funds for Youth Services Center furniture and automation
3300B	Coroner's Office	(553)	Reduce Reserves
3500B	Environmental Services Administration	3,538	Increase Services and Supplies for Arts Commission expenses
3520B	Agricultural Commissioner/Sealer	139,135	Increase Services and Supplies by \$184,930 and Other Charges by \$79,470 for various one-time expenditures such as vehicle replacement costs, computer equipment and other automation expenses; increase Intrafund Transfers by \$135,235 to reflect reimbursement for costs applied to direct programs; excess Fund Balance will also be used to cover \$9,970 in retirement costs
3530B	Animal Control Services	11,875	Excess Fund Balance from animal control and animal licensing will result in a reduction of \$20,159 in Intergovernmental Revenue from the contributing cities, an increase in Intrafund Transfers of \$9,783 and a decrease of \$1,499 in County General Fund support/Net County Cost
3540B	U.C. Cooperative Extension	13,631	Increase Salaries and Benefits budget and Other Charges (property lease payments) in anticipation of partial restoration of County contribution and executed agreement with University of California
3570B	Local Agency Formation Commission (LAFCo)	7,844	Increase Reserves
3800B	Planning and Building	425,504	Increase Services and Supplies by \$343,046 and Other Charges by \$10,000 for various one-time costs and to cover remaining Groundwater Study and GIS system development; set aside remaining \$72,458 in Reserves
3900B	Parks and Recreation	428,515	Increase Fixed Assets by \$338,476 to cover projects not completed in the prior year; increase Services and Supplies by \$88,321 to cover various one-time costs and set aside remaining \$1,718 in Reserves
4510B	Public Works Administrative Services	92,797	Excess Fund Balance was generated through the Facilities Maintenance Rebate as well as savings in the agreement with Redwood City and the Fair Oaks Community Center, and will be used to cover the negative Fund Balance adjustment in Facilities Services
4730B	Public Works Facilities Services	(223,869)	Defer vehicle replacement and reduce Services and Supplies and Other Charges by \$123,072 for training, maintenance and other miscellaneous expenditures; increase Interfund Revenue by \$8,000; remainder will be covered by Fund Balance in Administrative Services



Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
5500B	Health Services Administration	(15,145)	Reduce Reserves and allocate Fund Balance to other Health Divisions
5700B	Aging and Adult Services	(2,421)	Reduce Reserves
5900B	Environmental Health Services	20,388	Increase Reserves
6000B	Food and Nutrition Services	43,048	Increase Fixed Assets for kitchen equipment replacement at Maguire and Camp Glenwood
6100B	Mental Health Services	1,358,568	Increase Reserves by \$1,347,204 for anticipated audit disallowances and information technology acquisition, and reappropriate \$11,364 for Canyon Oaks capital projects
6200B	Public Health Services	46,570	Increase Reserves for facility improvements to accommodate space requirements in the California Children Services (CCS) program
6300B	Correctional Health	117,472	Increase Reserves
7000B	Human Services Agency	(668,390)	Reduce Reserves
8000B	Non-Departmental Services	13,442,841	Increase Services and Supplies by \$2.6 million for the following: October 2003 Recall Election (\$600,000), reappropriation of technology and other projects in progress (\$1M) and replacement of Realignment revenue that was originally budgeted for contribution to Medical Center (\$1M); increase Other Financing Uses by \$2.8 million to return a portion of FY 2002-03 loan repayment to Med Center to cover negative Fund Balance; increase appropriation for General Fund contingencies by \$895,083 to meet County Reserves Policy requirement; transfer remaining \$7.1 million to Workers' Compensation Trust Fund to reduce unfunded liability
	<b>Subtotal General Fund</b>	<b>\$ 20,068,336</b>	
1950B	First 5 Commission	604,132	Increase Reserves
3550B	Structural Fire Protection	128,748	Increase Services and Supplies for equipment maintenance and fixed assets to be purchased from the Fire Protection budget unit
3560B	County Service Area #1	266,523	Increase Fixed Assets by \$212,000 for remaining cost of a fire engine; increase Services and Supplies by \$10,000 for various one-time costs; set aside remaining \$44,523 in Reserves
3700B	County Library	74,171	Increase Reserves
3950B	Fish and Game Fund	10,535	Increase Reserves
3960B	Off-Highway Vehicle License Fees	(1,450)	Reduce Reserves
3970B	Parks Acquisition and Development	(745,067)	Reduce Contingencies (\$500,000) and Other Financing Uses (\$245,067) due to changes in state grants
3980B	Coyote Point Marina	1,458,271	Increase Other Financing Uses (\$1,300,000) to cover dredging project, Fixed Assets increase (\$30,000) to cover equipment costs and Non-General Fund Reserves increase (\$128,271)
4520B	Road Construction	(255,409)	Reserves in the Roadway Improvement Fund are decreased by \$249,004 and revenue in the Road Fund is increased by \$6,405
4740B	Construction Services	254,655	Increase Services and Supplies for renovation projects and related construction contracts initiated in FY 2002-03 that will be completed in FY 2003-04 (Human Services Agency-92nd Street improvements, Hoover Clinic exam rooms and North County Clinic improvements)
4760B	Vehicle and Equipment Services	1,246,226	Increase Fixed Assets by \$333,472 to reappropriate planned purchases not made in the prior fiscal year; set aside remainder in Reserves

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
4820B	Waste Management and Environmental Services	1,338,850	Increase Other Charges by \$10,000 for miscellaneous operating costs and set aside remainder in Reserves
4830B	Transportation Services	631,507	Increase Reserves for future transportation improvement projects
4850B	Airports	447,650	Increase Services and Supplies for engineering services by \$45,000 for Airport project contingencies and set aside remainder in Reserves for future capital projects
4840B	Utilities and Special Districts	(1,699,996)	Reduce Fixed Assets by \$1,503,503 for structural improvements; reduce Reserves by \$213,055 and increase miscellaneous operating costs in Services and Supplies by \$43,562
5630B	Emergency Medical Services Fund	(110,549)	Reduce Reserves
5800B	IHSS Public Authority	494,434	Increase Reserves for future payments of Contractor and Independent Provider services
6600B	San Mateo Medical Center	(2,813,509)	Increase Other Financing Sources to cover negative balance; a portion of loan repayment made to the General Fund in FY02-03 will be transferred back to the Medical Center
8050B	Deputy Sheriff/Sergeants Retiree Health Trust Fund	92,755	Increase Salaries and Benefits for retiree health premium expense by \$66,000 and set aside remainder in Reserves pending further negotiations
8200B	Accumulative Capital Outlay Fund	(13,335)	Reduce Other Financing Uses for capital improvement projects
8300B	Courthouse Construction Fund	278,521	Increase Capital Reserves
8400B	Criminal Justice Construction Fund (8400B)	245,089	Increase Capital Reserves
8500B	Capital Projects	306,843	Increase Fixed Assets for Countywide Energy Retrofit projects and miscellaneous projects not completed by the end of the prior fiscal year
8900B	Debt Service	1,500,879	Increase General Reserves for future debt service payments
<b>Subtotal Non-General Fund</b>		<b>\$ 3,740,474</b>	
<b>TOTAL ALL FUNDS</b>		<b>\$ 23,808,810</b>	