

**ATTACHMENT IV:**

**EXPLANATION OF  
GENERAL FUND UNENCUMBERED**

# GENERAL FUND UNENCUMBERED CARRYOVER

ATTACHMENT IV

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A total of \$8,102,987 for General Fund unencumbered items is required as part of the *FY 2003 Carryover Review*. These items have been carefully reviewed to ensure that they have been previously approved and are mission essential and cannot be absorbed within the FY 2004 funding level. Details are included in the write-ups which follow:

## LEGISLATIVE EXECUTIVE

### **Agency 17, Office of the County Attorney**

**\$16,230**

Char. 30: \$16,230

Funding of \$16,230 is required for the Office of the County Attorney to replace four LaserJet printers for which FY 2003 funds could not be encumbered prior to year end. The printers have begun to fail as a result of heavy usage and particularly high printing volume of court filings and legal documents by the Office of the County Attorney. At the end of FY 2003, maintenance calls were being made on a weekly and, in some cases, a daily basis to service the printers in an attempt to prolong the useful life. However, it has been determined that this maintenance is not effective. Based on the timing of the failures, it was not possible to encumber funds in FY 2003 and funding of \$16,230 is necessary in FY 2004.

## JUDICIAL ADMINISTRATION

### **Agency 85, General District Court**

**\$4,525**

Char. 30: \$4,525

Funding of \$4,525 is required for the reconfiguration of systems furniture in the traffic section of the General District Court to enable more efficient operations. This work was completed late in FY 2003 and staff was unable to implement the necessary payment processing documents.

## PUBLIC SAFETY

### **Agency 90, Police Department**

**\$3,192,169**

Char. 30: \$3,192,169

Funding of \$3,192,169 is required for the unexpended balance of local cash match necessary to meet the Police Department's existing commitments for the Community-Oriented Policing (COPS) Universal Hiring Program and the COPS In School grant programs. The local cash match requirements are tied to grant program years which cross the County's fiscal years. Unencumbered carryover of local cash match is required for grants awarded during or prior to FY 2003 and continuing into FY 2004.

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Agency 91, Office of the Sheriff

\$996,848

Char. 20: \$996,848

Funding of \$996,848 is required to support FY 2004 overtime requirements related to a large number of vacancies that occurred in FY 2003 as well as delays in hiring and training additional deputies to staff guard posts at the Adult Detention Center. Delays resulted from the timing of Academy classes, requiring identified candidates to wait for training, the loss of some hired recruits to the war in Iraq, and continuing competition for qualified candidates among all public safety agencies in the metropolitan region, limiting the number of candidates recruited. Guard posts not staffed by sworn merit staff must be covered 24-7 by positions working overtime. There are a large number of recruit positions still needing to be trained in FY 2004 who will not be available to cover guard posts, necessitating overtime coverage. A portion of the FY 2003 agency balance of \$1,351,680, primarily resulting from high turnover and hiring delays, is available to support this overtime adjustment in the FY 2004 budget.

The high level of turnover in sworn positions experienced in FY 2003 was due to retirements and other separations. In addition, new FY 2003 positions were created for 16/16.0 SYE deputies as part of the Board of Supervisors' *FY 2002 Carryover Review* authorization, allowing for a three-year position augmentation plan totaling 37/37.0 SYE positions, to provide additional merit staff resources for the Adult Detention Center and for the Booking/Lockup operations. The position augmentation was based on required staffing needs of the Adult Detention Center and Booking/Lockup operations which were determined by a comprehensive analysis of the number of essential posts and the number of regular staff needed to staff those posts round the clock. There is an additional authorized phase-in of 11/11.0 SYE of the 37 positions budgeted for FY 2004. The agency is planning two extra large FY 2004 Academy classes to keep pace with turnover and new position phase-ins, so overtime reductions should be realized beginning in FY 2005.

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## COMMUNITY DEVELOPMENT

### Agency 40, Department of Transportation

**\$889,000**

Char. 30: \$889,000

Funding of \$889,000 is required for the Department of Transportation to support items which were previously approved, are mission essential, and cannot be absorbed within the FY 2004 funding level. Of this total, an amount of \$175,000 budgeted in FY 2003 for transportation consultant services in conjunction with the Area Plan Review, is required to carry over into FY 2004. The timing of the Area Plan Review has been adjusted and is now scheduled to begin in the fall of 2003 and the majority of this work will occur in FY 2004 and FY 2005. An additional \$630,000 is required for work related to the pedestrian bus stop safety study approved by the Board of Supervisors on July 22, 2002. These funds will supplement those already approved for the bus stop safety review by allowing additional work in support of the study and also provides funding for emergency fixes identified by the study. Specifically, these funds will allow for the purchase and installation of automatic passenger counting equipment on CONNECTOR buses for the purpose of counting passengers at each bus stop location; allow for quick fixes of bus stop locations due to ADA requirements, striping needs and other emergency situations; allow for the purchase of countdown pedestrian signals; participation in the COG Streetsmart Campaign; and provide community outreach on pedestrian safety. The remaining \$84,000 is required to support proposed County Code changes pertaining to the signage requirements of the Restricted Permit Parking Program – which is being renamed the *Community Parking District Program*. An August 4, 2003 Board Item proposes a new code amendment that will require the current signs to be re-done with new language. These funds will be set aside for this purpose pending Board approval of the item.

## NON-DEPARTMENTAL

### Agency 87, Unclassified Administrative Expenses - Nondepartmental

**\$3,004,215**

Char. 30: \$3,004,215

Funding of \$3,004,215 is required for the unexpended balance of local cash match awards necessary to meet the County's existing local cash match commitments. The County's local cash match requirements are tied to grant program years which cross the County's fiscal years. This amount is required for grants awarded during or prior to FY 2003 and continuing into FY 2004. For details regarding these awards, please refer to Attachment VI, Federal/State Grants.