ADMINISTRATIVE AGENDA BUDGET REVISIONS

01/15/08

Requires 4/5 Votes **CONTINGENCY REVISIONS** None Requires 4/5 Votes **REVENUE REVISIONS** Transfer No: 2007027 General Services/Public Works \$50,000 Total Public Works and General Services need to appropriate \$25,000 for additional drilling in the Calle Real Fueling Facility. Transfer No: 2007062 \$317,000 Total Public Health Department (Animal Services). General Services Recognize donations for the Santa Barbara Shelter Capital Project and move remaining funds to General Services to fund a roof and kennel replacement project. (Please see attachment for details). Transfer No: 2007110 General County Programs \$285,165 Total (Libraries) This Budget Revision transfers \$285,165 from Strategic Reserve to fund the Libraries Program increased allocation per Libraries Contract Expansion approved by the Board of Supervisors on November 6, 2007. Transfer No: 2007112

This Budget Revision re-allocates funding for the Assessment Appeals Commission (\$22,000) from Services & Supplies to Salaries & Benefits due to new IRS payroll requirements.

\$22,000 Total

County Executive Office

Transfer No: 2007113

Housing & Community Development \$75,000 Total

This budget revision request releases Strategic Reserve (\$75,000) to fund the Santa Barbara Conference and Visitors Bureau's Marketing and Film Commission activities, approved by the Board of Supervisors on November 6, 2007.

Transfer No: 2007129

Public Works

(Laguna Sanitation District)

\$100,000 Total

Transfer \$100,000 from available Capital Work in Progress to Professional Services for a Feasibility Study of Wastewater Discharge Options.

Transfer No: 2007131

General County Programs

\$24,206 Total

(Geographic Information Systems)

This budget revision request releases \$24,206 from the Geographic Information Systems Designations to pay for unbudgeted current year technical support services.

Transfer No: 2007139

General County Programs (Information Technology)

\$16,024 Total

This budget revision request moves \$16,024 from Services and Supplies to the Fixed Assets account to fund the purchase of two computer servers.

(COPIES OF ACTUAL BUDGET REVISION FORMS ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUDITOR-CONTROLLER'S OFFICE)

CONTINGENCY FUND DETAIL

1/15/2008

Beginning Balance (FIN), 7/31/07	\$800,000.00
General Fund Contingency Transfers:	*
8/14/07 2006984 - Sheriff's Department Type II Facility - Board Letter Approve Budget Revision for costs related to operation of Santa Maria Jail	(\$134,360.00)
9/25/07 2007038 County Executive Office/Planning and Development UCSB LRDP Fiscal Impact Analysis - Board Letter	(\$85,000)
Imprest Cash	(\$125.00)
11/20/07 2007051 - Probation Department Transfer funds from General Fund Contingency for the unanticipated replacement of three copiers.	(\$33,909.00)
Ending Balance (FIN), 12/11/07	\$546,606.00

Gov. Code Sec. 29125 & 29130

BJE 2007027

Budget Journal Entry #

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Related Journal Entry #

Subject / Title: Provide a **short description** for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

General Services: Public Works and General Services need to appropriate another \$25,000 for additional drilling at the Calle Real Fueling Facility

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

At the beginning of this year the County Fire Prevention District mandated some additional site assessment at the Calle Real Fueling Facility. Since this would require additional and unbudgeted drilling costs, an extension of time to submit a workplan, was requested and granted. The workplan was submitted and accepted, with minor modifications, prior to the June 30th year end close. The work has begun and the additional total funding of \$25,000 is now needed to pay the vendors for the additional drilling and testing, in a timely manner.

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Department Head Date	Entry <i>if applicable</i> Approve Accounting Form.	d as to	Disapprove Transfer/Revision in	Date Accordance with Board Policy	Disapproved			Date	
Department Head Date	- Marka K Fra	m 11/7/07	dated 8/3/93.					Agen	da Item
Department Head Date County of Santa Barbara, FIN	Auditor-Con	troller /	County E	Executive Office		Clerk of the E	oard of	Supervi	isors

Gov. Code Sec. 29125 & 29130

BJE 2007027

Budget Journal Entry #

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Related	Journal Entry #

Subject / Title: Provide a **short description** for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

Financial Summary

Increase or (Decrease) in Appropriation for / Uses:	Department / Fund 063 / 0030	Department / Fund /	Department / Fund /	Department / Fund /
Salaries & Benefits	00	00	00	00
Services & Supplies	00	00	00	00
Other Charges	00	00	00	00
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Reserve or Designation	00	00	00	00
Effect on Contingency / RE	- 00	00		

	Departmental Authorization	Auditor-Controller	CEO's Recommendation	Board of Supervisor's Action
-	Department Head Date Department Head Date	Budget Journal Entry and Related Journal Entry <i>if applicable</i> Approved as to Accounting Form.	Approve Date Transfer/Revision in Accordance with Board Policy dated 8/3/93.	Approved Date Agenda Item
_	Department Head Date	Auditor-Controller	County Executive Officer	Clerk of the Board of Supervisors

Batch ID: 000-092-5715

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2007027

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Descr ID Description

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Brian Gilbert

Date

Posted By

Date

Departmental Authorized Signature

Phone #

ov Code Sec 29125 & 29130

BJE 2007062

Budget Journal Entry #

JE 2228882

Subject / Title: Provide a **short description** for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

Related Journal Entry #

Public Health Department - Animal Services: Recognize donations for the Santa Barbara shelter Capital Project and move remaining funds to General Services. To Fund a Toof and kennel replacement project.

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

This Budget Revision recognizes two donation gifts approved by the Board on 11/06/07. These gifts will enhance and partially fund an Animal Services Capital project currently included in the 5-Year Capital Plan as a roof and kennel replacement project.

Please see attached Justification for detail.

The balance of \$167,000 needs to be appropriated in the General Services budget in order to complete the project in this fiscal year.

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Financial Summary							書景				
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Public Health Administration

300 North San Antonio Road * Santa Barbara, CA 93110-1316 805/681-4932 * FAX 805/681-5200

> Elliot Schulman, MD, MPH Director/ Health Officer Anne M. Fearon Deputy Director Suzanne Jacobson, CPA Deputy Director Michele Mickiewicz, MPH Deputy Director Jane Overbaugh Deputy Director

November 30, 2007

Attachment to Budget Revision #2007062

Original Project Rudget

This Budget Revision recognizes two donation gifts approved by the Board on 11/06/07. These gifts will enhance and partially fund an Animal Services Capital project currently included in the 5-Year Capital Plan as a roof and kennel replacement project.

The General Services Project Charter estimates the total cost of the project at \$317,000. Since the approval of the plan, the project has increased in scope and funding has been secured with donations. The project was partially budgeted in FY 2006-2007 (\$75,000) and partially budgeted in FY 2007-2008 (\$75,000). The current year adopted budget included funding from an SB90 designation. Because of the donations, this budget revision replaces some of the previously budgeted SB90 funding of \$150,000 with donation funding of \$29,500 for a balance left of SB90 funding of \$120,500 (the other donation funding covers the increased costs due to the increases in the scope of project). The table below explains the funding components and the budget revision needed to fund and establish all appropriation for the project:

Original Project Budget	Floject Chartel/Revised budget	
SB90 Funding (FY 06-07) \$75,000	SB90 Funding (FY 06-07)	\$75,000
SB90 Funding (FY 07-08) \$75,000	SB90 Funding (FY 07-08)	\$75,000
Subtotal Funding \$150,000	Reduced SB90 due to donations	(\$29,500)
	Subtotal SB90 Funding	\$120,500

Donations \$196,500 Project Total \$317,000

Project Charter/Pavised Rudget

The balance of \$167,000 needs to be appropriated in the General Services budget in order to complete the project in this fiscal year. New project charter amount of \$317,000 less original budget of \$150,000 equals the \$167,000 represented in this budget revision request.

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Form Totals 335,000.00 335,000.00

Descr ID Description

Departmental Authorized Signature ABT 1989 Trust Gift Unanticipated Rev Donatn to AS Animal Services Donation Offset Source Designation Recognize Animal Services Proj Funding Phone # Form Prepared By Nick Liguori ⋖ Ω O

County of Santa Barbara, FIN

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Nick Liguori Form Prepared By

County of Santa Barbara, FIN

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Departmental Authorized Signature

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General Ledger Transactions (Real-Time)

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Debit		975.00	0.00	22.00	00.00	110.00	0.00	30.00	00.00	201.00	0.00	45.00	0.00	70.00	0.00	13.00	0.00	33.00	0.00	00.09	0.00	125.00	0.00	10.21	0.00	55.00	0.00	104.00	0.00	2,671.00	0.00	91.00
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County of Santa Barbara, FIN

Last Updated: 12/20/2007 9:30 AM

General Ledger Transactions (Real-Time)

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Debit	0.00	78.00	00.00	33.00	0.00	45.00	0.00	28.00	0.00	10.21	0.00	0.93	0.00	100.00	0.00	1,541.00	0.00	54.00	0.00	68.00	0.00	0.00	87.00	225.00	00.0	459.00	0.00	70.00	0.00	90.00	0.00	106.00
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County of Santa Barbara, FIN

General Ledger Transactions (Real-Time)

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Gov. Code Sec. 29125 & 29130

BJE 2007110

Budget Journal Entry #

JE 2230548

Subject / Title: Provide a **short description** for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

Related Journal Entry #

General County Programs (Libraries). This Budget Revision transfers \$285,165 from Strategic Reserve to fund the Libraries Program increased allocation per Libraries Contract Expansion approved at the 11/6/07 BOS Meeting.

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

This Budget Revision Request moves \$285,165 from Strategic Reserve to the Libraries program to fund the expansion increase approved by the Board of Supervisors on November 6, 2007. The expansion increases the previously approved 3.5% COLA to 7.0%, and grants a one-time payment of \$200,000 to be allocated to the 3 cities of Santa Barbara, Santa Maria, and Lompoc.

The current allocation for the Library program is \$2,636,104. The increase of \$285,165 increases the allocation to a total of \$2,921,269.

Financial Summary						
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Other Charges		00	00	. 0	0	00
Fixed Assets		00	00		0	00
Other Financing Uses		00	00	0	0	00
Intrafund Transfers		00	00	0	0	00
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Document # BJE 2007110

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County of Santa Barbara, FIN

Form Prepared By

Tony Manuel

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County of Santa Barbara, FIN

Gov. Code Sec. 29125 & 29130

BJE 2007112

Budget Journal Entry #

Subject / Title: Provide a short description for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

JE Related Journal Entry #

County Executive Office: This Budget Revision re-allocates funding for the Assessment Appeals Commission (\$22,000) from Services & Supplies to Salaries & Benefits due to new IRS payroll requirements.

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

The remuneration for the Assessment Appeals Commission has changed from the Services & Supplies accounts to the Salaries & Benefits accounts. This Budget Revision Request moves the allocation from the current line item 7460 -Professional & Special Service to line item 6210 - Commissioner/Director/Trustee. This change is necessary to adhere to new IRS payroll requirements.

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Tony Manuel

Form Prepared By

Phone #

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Tony Manuel Form Prepared By

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Posted By

لم Departmental Authorized Signature

Phone #

Gov. Code Sec. 29125 & 29130

BJE 2007113

Budget Journal Entry #

JE 2230592

Related Journal Entry #

Subject / Title: Provide a **short description** for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

Housing & Community Development - This budget revision request releases Strategic Reserve (\$75,000) to fund the SB Conference and Visitors Bureau's Marketing and Film Commission activities, approved at the 11/6/07 BOS Meeting.

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

This budget revision request releases Strategic Reserve (\$75,000) to fund the increase to the Housing & Community Development Department's contract with the Santa Barbara Conference and Visitors Bereau. The increase will enable the Marketing and Film Commission to step up their marketing program to the film industry with the intent to increase local revenues and permit fees. This budget expansion request was approved by the Board of Supervisors on November 6, 2007, and increases the Santa Barbara Conference and Visitors Bureau and Film Commission's FY 2007-08 budget from \$105,914 to \$180,914.

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Form Prepared By Tony Manuel

County of Santa Barbara, FIN

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County of Santa Barbara, FIN



November 6, 2007

6) <u>COUNTY EXECUTIVE OFFICE and</u> AUDITOR-CONTROLLER

File Reference No. 07-00978

HEARING - Consider the recommendations regarding the Fiscal Year 2007-2008 First Quarter Financial Status Report and Budget Expansion Requests, as follows: (EST. TIME: 1 HR.)

a) Accept and file, per the provisions of Government Code Section 29126.2, the Fiscal Year 2007-08 Financial Status Report as of September 30, 2007, showing the status of appropriations and financing for all departmental budgets adopted by the Board of Supervisors; and

b) Consider budget expansion requests deferred from budget hearings. (4/5 vote required)

COUNTY EXECUTIVE OFFICER'S RECOMMENDATION: APPROVE

Play Video

HEARING TIME: 11:17 AM - 12:00 PM & 2:00 PM - 4:15 PM (2 HRS. 58 MIN.)

Acted on as follows:



Received and filed staff presentation and conducted public hearing.

- a) Received and filed.
- b) Provided direction to staff regarding budget expansion requests deferred from budget hearings as follows:

A motion was made by Supervisor Gray, Seconded by Supervisor Centeno as follows:

Approve funding the following budget expansion requests (4/5 vote required):

\$83,300 to fund the implementation of the automated discovery project in the District Attorney's Office;

\$88,721 to fund the restoration of one Juvenile Institutions Officer and converts a Probation Assistant to a Juvenile Institutions Officer in the Probation Department; and

\$650,000 to reinstate the FY 07-08 contract to provide North County residential crisis services provided through Alcohol, Drug and Mental Health Services.

The motion carried unanimously

A motion was made by Supervisor Centeno, Seconded by Supervisor Wolf as follows:

Approve funding the following budget expansion requests (4/5 vote required):

\$75,000 to fund Film Commission activities through the Santa Barbara Conference and Visitors Bureau and Film Commission; and

\$161,600 to fund a COLA for existing programs through the Human Services Commission.

The motion failed by the following vote:

Ayes: 3 - Supervisor Carbajal, Supervisor Wolf, Supervisor Centeno

Noes: 2 - Supervisor Firestone, Supervisor Gray

A motion was made by Supervisor Carbajal, Seconded by Supervisor Centeno as follows:

Approve funding the following budget expansion request (4/5 vote required):

\$65,000 to fund Project Clean Water Staffing through Santa Barbara Channelkeeper.

The motion failed by the following vote:

Ayes: 3 - Supervisor Carbajal, Supervisor Wolf, Supervisor Centeno

Noes: 2 - Supervisor Firestone, Supervisor Gray

A motion was made by Supervisor Carbajal, Seconded by Supervisor Wolf as follows:

Approve funding the following budget expansion request (4/5 vote required):

\$417,100 to fund Human Services Commission budget expansion requests including \$225,500 for emerging needs and \$161,600 for a COLA for existing programs.

The motion failed by the following vote:

Ayes: 2 - Supervisor Carbajal, Supervisor Wolf

Noes: 3 - Supervisor Firestone, Supervisor Gray, Supervisor Centeno

ACTION SUMMARY



A motion was made by Supervisor Wolf, Seconded by Supervisor Carbajal as follows:

Approve funding the following budget expansion request (4/5 vote required):

\$161,600 to fund a COLA for existing programs through the Human Services Commission.

The motion failed by the following vote:

Ayes: 3 - Supervisor Carbajal, Supervisor Wolf, Supervisor Centeno

Noes: 2 - Supervisor Firestone, Supervisor Gray

A motion was made by Supervisor Centeno, Seconded by Supervisor Carbajal as follows:

Approve funding the following budget expansion request (4/5 vote required):

\$75,000 to fund Film Commission activities through the Santa Barbara Conference and Visitors Bureau and Film Commission.

The motion carried unanimously.

A motion was made by Supervisor Wolf, Seconded by Supervisor Carbajal as follows:

Approve funding the following budget expansion request (4/5 vote required):

\$200,000 one time expenditure for FY 2007-08 (one time/non-base building) and a total 7% COLA for FY 2007-08 and FY 2008-09 for Public Library Funding.

The motion carried by the following vote:

Ayes: 4 - Supervisor Carbajal, Supervisor Wolf, Supervisor Firestone, Supervisor Centeno

Noes: 1 - Supervisor Gray

6-Λ) <u>COUNTY CLERK-RECORDER-ASSESSOR</u>

File Reference No. 07-01089

HEARING - Receive and file a status report on property tax related information. (EST. TIME: 20 MIN.)

COUNTY EXECUTIVE OFFICER'S RECOMMENDATION: APPROVE

Acted on as follows:

Received and filed presentaton.

7) <u>COUNTY EXECUTIVE OFFICE</u>

File Reference No. 07-00977

HEARING - Approve budget principles for use in developing the Fiscal Year 2008-09 operating budget. (EST. TIME: 20 MIN.)

COUNTY EXECUTIVE OFFICER'S RECOMMENDATION: APPROVE

Play Video

HEARING TIME: 4:16 PM - 4:17 PM (1 MIN.)

A motion was made by Supervisor Carbajal, seconded by Supervisor Gray, that this matter be Continued, as follows: November 20, 2007 in Santa Barbara.

The motion carried unanimously.

Gov. Code Sec. 29125 & 29130

BJE 2007129

Budget Journal Entry #

JE

Related Journal Entry #

Subject / Title: Provide a **short description** for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

Public Works - Laguna Sanitation District: Transfer \$100,000 from available Capital Work in Progress to Professional Services for a Feasibility Study of Wastewater Discharge Options.

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

The Laguna County Sanitation District operates a wastewater treatment plant that is responsible for the collection, treatment and disposal of waste water from the unincorporated areas of Santa Maria, Orcutt and portions of the City of Santa Maria. All wastewater is treated to tertiary standards and the District's Waste Discharge Permit allows for disposal as irrigation of landscaping, crop and pastureland on District property and approved user sites as they become available. The District will need to increase disposal capacity for the next capacity upgrade which will be driven by the rate of development within the Orcutt Community Plan. The contracted professional service will provide a feasibility study of several disposal options the District might pursue for the future disposal of treated wastewater. This budget revision moves appropriations from LI Account 8700 in the amount of \$100,000 budgeted for the District Trickling Filter Media Replacement Capital Project (determined to be no longer required) and increases appropriations in LI Account 7460 for the professional services required for this study.

Financial Summary

Increase or (Decrease) in Appropriation for / Uses:	Department / Fund 054 / 2870	Department / Fund/	Department / Fund /	Department / Fu	ınd
Salaries & Benefits	00	00	00		00
Services & Supplies	100,000 00	00	00		00
Other Charges	00	00	00		00
Fixed Assets	(100,000) 00	00	00		00
Other Financing Uses	00	00	00		00
Intrafund Transfers	00	00	00		00
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Revenue	00	00	00		00
Other Financing Sources	00	00	00		00
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County of Santa Barbara, FIN

Gov. Code Sec. 29125 & 29130

BJE 2007131

Budget Journal Entry #

2231323 JE

Related Journal Entry #

Subject / Title: Provide a short description for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

General County Programs - Geographic Information Systems - This budget revision request releases \$24,206 from the GIS Designations to pay for unbudgeted current year technical support services.

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

This budget revision request releases designation (\$24,206) to fund the current year unbudgeted technical support services.

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Jette Y. Chritiansso.	−58 Budget Journal Entry and	Approve	_i/7/c%	Approved	

Disapprove

dated 8/3/93.

Transfer/Revision in Accordance with Board Policy

County Executive Officer

Aúditor-Controller

Entry if applicable Approved as to

Accounting Form.

Department Head

Department Head

Department Head

Date

Date

Date

Date

Agenda Item

Disapproved

Clerk of the Board of Supervisors

County of		Tony Manuel	A	Descr ID						0001	0001	Fund			Budgo
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BJE 2007139

Budget Journal Entry #

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Related Journal Entry #

Subject / Title: Provide a short description for this budget revision request. For example: "Designate funds for zoning ordinance amendments" or "Distribute proceeds from sale of 2005 COPS".

General County Programs - Information Technology - This budget revision request moves \$16,024 from Services and Supplies to the Fixed Assets Account to fund the purchase two computer servers.

Justification: For all changes: explain what the change is for and why it is needed. Attach additional justification, board Letters or spreadsheet, if appropriate. When moving Appropriation: explain why it's available. When Revenue is adjusted: explain the reason for the increase or decrease. For adjustments to General Fund Contingency: explain why no other alternative funding source is available.

This budget revision request reallocates \$16,204 from Professional & Special Services to Fixed Assets Account to fund the purchase of two computer servers to upgrade web-based services.

Financial Summary					
	Department / Fund	Department / Fund	Department / Fund	Department /	/ Fund
Increase or (Decrease) in Appropriation for / Uses:	990 / 0001		/		
Salaries & Benefits	00	00	00	0	00
Services & Supplies	(16,024) 00	00	00	0	00
Other Charges	00	00	00	0	00
Fixed Assets	16,024 00	00	00	0	00
Other Financing Uses	00	00	00		00
Intrafund Transfers	00	00	00		00
Reserve or Designation	00	00	00	J 1	00
Sources:				The second	
Revenue	00	00	00		00
Other Financing Sources	00	00	00)	00
Intrafund Transfers	00	00	00		00
Reserve or Designation	00	00	00)	00
Effect on Contingency / RE	- 00	00		<u> </u>	00_
Departmental Authorization	n Auditor-Cont	roller CEO's R	ecommendation	Board of Supervisor	's Action
1+1111 1-4-08		入 Approve	1.1 ~	Approved	
Atte Y. (Knutianison Department Head Date	Budget Journal Entry and Rel Entry if applicable Approved Accounting Form.	as to Disapprove Transfer/Revision in	Date Accordance with Board Policy	Disapproved	Date
Department Hood Date		dated 8/3/93.			Aganda Itam

County Executive Officer

Auditor-Controller

Date

Department Head

Clerk of the Board of Supervisors

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