2009~2010 CUIAB BUDGET REVIEW

ATTACHMENT A

Revised
1-25-10/rme

2009-10 CUIAB BUDGET	SALARIES	BENEFITS	OE&E		TOTAL
APPROVED BUDGET - 8-11-09	52,313,967	21,589,974	24,551,264	$	98,455,205
Reserve				$	6,837,286
Sub-Total				$	105,292,491
EARNINGS PROJECTIONS (January - June 2010)	2,900,000	1,196,830		$	4,096,830
TOTAL				$	109,389,321

FY EXPENDITURES ESTIMATES	SALARIES	BENEFITS	OE&E		TOTAL
Projected Expenditures Actuals: Jul.-Dec./Estimates: Jan.-June	(46,581,462)	(18,540,340)	(17,583,923)	$	(82,705,725)
Includes Leave Payouts: $461,341 July-Dec. and $461,341 Jan.-Jun.=Total $922,682					
UNFORESEEN ADJUSTMENTS					
October 2009 Revise	(6,422,000)	(2,258,000)	(2,368,000)	$	(11,048,000)
Overtime Augmentation (Benefits 7.28%)	(1,255,251)	(91,382)		$	(1,346,633)
Position Actions - 199 (79 New Hires) ATTACHMENT B	(898,024)	(357,431)		$	(1,255,455)
Facility Proposed Projects ATTACHMENT C					
Projects Moving Forward (13)			(1,976,173)	$	(1,976,173)
Projects on Hold (4)			(532,340)	$	(532,340)
Team Calendar Hearing Room Rentals - 5 Locations $3,500 each			(17,500)	$	(17,500)
OE&E Proposed Technology Projects					
Digital Imaging Scan to Paperless Closed Files $50,000 each location					
Tier 1: 5 HQ - Inland, Los Angeles, Orange County, Oxnard, San Jose			(250,000)	$	(250,000)
Tier 2: 7 HQ - Fresno, Inglewood, Pasadena, Oakland, Sacramento, San Diego, San Francisco			(350,000)	$	(350,000)
IP Telephony - Long Distance Charge Reduction			(226,800)	$	(226,800)
Dragon Speak Academy - Statewide Training Sessions			(100,000)	$	(100,000)
ALJ Office Mobility Pilot - Laptop, Aircard					
Unit Cost: Laptop - $2,500 + Aircard Annual - $600 = $3,100/Test Office 20 ALJs			(62,000)	$	(62,000)
Hot Spot - Network Wireless Connection $15,000 per Site x 15			(225,000)	$	(225,000)
Regional ALJ Training: North - SF (SJ) and South - LA (OC)			(20,000)	$	(20,000)
TOTAL	(55,156,737)	(21,247,153)	(23,711,736)		(100,115,626)

BALANCE ESTIMATE		$	9,273,695

2009-10 ESTIMATED POSITION ACTIONS / EXPENDITURES

ATTACHMENT I

		Summary by Branch	Total	Monthly Furlough cost		09/10 FY Cost
APPELLATE	Permanent	New Hires	11	49,203		224,383
		Promotions	0	0		0
		Refills	3	0		0
		PI to PFT	0	0		0
	Perm Intermittent	New Hires	4	13,380		58,926
		Promotions	0	0		0
		Refills	5	2,551		12,755
		Total	23	$65,134		$296,064
ADMINISTRATIVE SER.	Permanent	New Hires	2	7,653		22,959
		Promotions	2	338		1,352
		Refills	9	17,260		68,606
		PI to PFT	0	0		0
	Perm Intermittent	New Hires	0	0		0
		Promotions	0	0		0
		Refills	0	0		0
		Total	13	$25,251		$92,917
INFORMATION TECH.	Permanent	New Hires	11	47,894		187,613
		Promotions	2	532		3,192
		Refills	4	15,585		57,410
		PI to PFT	1	0		0
	Perm Intermittent	New Hires	0	0		0
		Promotions	0	0		0
		Refills	0	0		0
		- Total	18	$64,011		$248,215
EXECUTIVE	Permanent	New Hires	0	0		0
		Promotions	1	277		1,108
		Refills	3	19,247		57,741
		PI to PFT	0	0		0
	Perm Intermittent	New Hires	1	6,038		42,266
		Promotions	0	0		0
		Refills	0	0		0
		Total	5	$25,562		$101,115
FIELD	Permanent	New Hires	33	111,370		579,362
		Promotions	2	205		825
		Refills	25	46,966		194,422
		PI to PFT	26	0		0
	Perm Intermittent	New Hires	24	75,850		345,794
		Promotions	0	0		0
		Refills	30	113,067		500,613
		Total	140	$347,458		$1,621,016

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CUIAB Summary	Total	Monthly Furlough cost	Tier Priority	09/10 FY Cost
Permanent				
New Hires	57	216,120	3	1,014,317
Promotions	7	1,352	1	6,477
Refills	44	99,058	1	378,179
PI to PFT	27	0	2	0
Permanent Intermittent (Temporary)				
New Hires	29	95,268	3	446,986
Promotions	0	0	1	0
Refills	35	115,618	1	513,368
Total	199	$527,416		$2,359,327

Tier Priority	Positions	Total Cost
1	86	$ 898,024
2	27	$ -
3	86	$ 1,461,303
Total	199	$ 2,359,327

ATTACHMENT C

Proposed Facilities

HQ Office	Office	Address	Sq Ft	Project	Effec. Date	No. of Hearing Rms	09/10 Lease Costs	Anticipated Cost Per Month	TI Costs	DGS Paid	OE&E Future	PIA Future	TOTAL 09/10
PROJECTS MOVING FORWARD													
FRE	Visalia Facility	5415 Avenida De Lo Robles	2,043	New	6/1/10	3	$4,412.91	$4,413	55,000				59,413
ING	Inland Appeals	9655 Arrow Route, Bldg. 19		Convert spac	5/1/10	7 ALJ, 5 SS			50,000				50,000
ING	Inglewood Appeals	9800 La Cienega Blvd., Ste. 904	4,204			4 Hrg, 3 SS	$8,000.00	$8,000	200,000				208,000
INL	Indio-Facility Workforce Deve	44-199 Monroe, Indio	1,040	New	1/1/10	3	$24,000.00	$4,000	10,000		5,000		39,000
LA	Los Angeles Appeals	300 S. Spring St., Rm. 12th fl	3,987	new	3/1/10		$42,420.00	$10,605			5,000		47,420
OC	Orange County Appeals	6 Centerpoint Dr		Convert space		1					28,000		28,000
OX	Oxnard Appeals	1901 Rice Ave	11,945	New	7/1/10			$30,433	756,406	43,000	20,000	256,000	819,406
SAC	Roseville Co-locate	100 Sunset Blvd., Rocklin	924	Relocate	5/1/10	3			83,000				83,000
SD	Murrieta Facility	30135 Technology Drive, Murrieta	2,071	New	6/1/10	3	$3,934.00	$3,934	100,000				103,934
SD	Murrieta Facility	30135 Technology Drive, Murrieta	1,200	New	8/1/10	3		$2,280	50,000				50,000
SJ	San Jose Appeals	N First Street, 1st Floor							40,000		253,000		293,000
SJ	San Jose Appeals	N First Street, 2nd Floor		Add. Space	2/1/10	3	$40,000.00	$8,000	80,000				120,000
SJ	Santa Cruz Facility	740 Front Street Ste. 135	1,564	Renewal		3			75,000				75,000
	TOTAL Costs for Projects Moving Forward						$122,767		$1,499,406	$43,000	$311,000	$256,000	$1,976,173
PROJECTS ON HOLD													
OC	Santa Ana	2677 N Main St, Santa Ana	4,117	New	6/1/10	5	$11,000.00	$11,000			5,000	5,000	16,000
PAS	San Fernando Valley/ Van Nuy	15400 Sherman Way, Van Nuys	3,799	New	6/1/10	6	$11,000.00	$11,000			8,000	12,000	19,000
SD	San Diego South Chula Vista	333 H Street, Chula Vista	2,488	New	5/1/10	4	$15,340.00	$7,670	200,000		5,000		220,340
SJ	Salinas Facility	1611 Bunker Hill Rd	3,595	New	7/1/10	4		$6,000	277,000				277,000
	TOTAL Cost for Projects on Hold						$37,340		$477,000	$0	$18,000	$17,000	$532,340
CANCELLED PROJECTS													
ING	Inglewood Appeals	9800 La Cienega Blvd., Ste. 908	2,370			2 Hrg, 4 SS	$5,000.00	$5,000	150,000				155,000
INL	SCRSU	1390 Commerce Center Dr.,	2,782	New	5/1/10		$12,276.00	$6,138			10,000		22,276
OX	Oxnard Appeals	2220 E. Gonzales Road, Suite 220	3,286	Add. Space	4/1/10		$20,307.48	$6,769					20,307
SD	San Diego East (El Cajon)	1530 Hilton Head Rd., El Cajon	2,612	New	5/1/10	4	$14,000.00	$7,000	200,000				214,000
SD	Hemet County Co-locate	1025 N State Street, Hemet		Temp. Space		1	$1,200.00	$1,200					1,200
SJ	San Jose Appeals	N First Street, 2nd Floor		Add. Space	2/1/10	3	$40,000.00	$8,000	365,481				405,481
	TOTAL Cost for Cancelled Projects						$52,783		$350,000	$0	$10,000	$0	$818,264

ATTACHMENT C

Current Facilities

Cost Center	Office	Address	Sq Ft	Staff ALJs	Staff SS	No. of Hearing Rms	09/10 Budgeted Costs	Budgeted Per Month
306	Sacramento Head Quarters		70,771	61	180	10	$1,905,721.44	$158,810.12
335	Oxnard Office of Appeals	2220 E. Gonzales Rd., Ste. 200	6,671	14	19	4	$160,904.52	$13,408.71
	Bakersfield	4540 California Ave., Ste. 300	2,617			4	$55,440.00	$4,620.00
	Santa Maria	218 W. Carmen Ln., Ste. 109	680			1	$11,040.00	$920.00
	San Luis Obispo	3196 South Higuera				1	EDD	EDD
	Santa Barbara	629 Santa Barbara St.				1	EDD	EDD
	Greenfield	45 El Camino Real				1	EDD	EDD
	Oxnard Totals	Subtotal	9,968	16	19	12	$227,384.52	$18,948.71
362	Pasadena Office of Appeals	433 North Fair Oaks Ave., Ste. 200 & 202	12,517	15	21	7	$323,426.47	$26,952.21
	Chatsworth	21601 Devonshire St., Ste. 215	2,184			4	$45,807.86	$3,817.32
	Lancaster	44300 Lowtree #114	1,626			3	$35,975.04	$2,997.92
	Pasadena Totals	Subtotal	16,327	19	21	14	$405,209.37	$33,767.45
365	Orange County Office of Appeals	6 Centerpoint Dr., 4th Fl., La Palma	20,951	22	29	10	$668,509.92	$55,709.16
	Orange County Totals	Subtotal	20,951	25	29		$668,509.92	$55,709.16
366	Inland Office of Appeals	9655 Arrow Rt., Bldg. 19, Ste. A, Rancho	13,953	22	33	5	$310,590.00	$25,882.50
	San Bernardino	1845 S. Business Center Dr., Ste. 111	6,017			9	$124,862.20	$10,405.18
	Indio	47-110 Calhoun				2	EDD	EDD
	Victorville	15419 Cholame Rd				1	EDD	EDD
	Inland Totals	Subtotal	19,970	22	33	17	$435,452.20	$36,287.68
367	San Diego Office of Appeals	3517 Camino Del Rio South	20,790	22	36	11	$583,783.20	$48,648.60
	San Diego-Suite 201	3517 Camino Del Rio South, Ste. 201	1,410				$39,592.80	$3,299.40
	San Diego-Suite 406	3517 Camino Del Rio South, Ste. 406	772				$12,969.60	$1,852.80
	Hemet	1025 North State Street, Room 106	280			1	$11,901.12	$991.76
	Imperial Ave.	4389 Imperial Ave., San Diego	353			1	$9,984.00	$832.00
	Calexico	301 Heber Ave				1	EDD	EDD
	El Centro	1550 W. Main St.				1	EDD	EDD
	San Diego Totals	Subtotal	23,605	27	36	15	$658,230.72	$54,852.56
368	Inglewood Office of Appeals	9800 La Cienega Blvd., Ste. 901	14,570	20	23	8	$322,860.00	$26,905.00
	Inglewood Annex	9800 La Cienega Blvd., Ste. 907	1,134			3	$25,371.00	$2,114.25
	Long Beach	4300 Long Beach Blvd., Ste. 430	3,750			4	$88,743.61	$7,395.30
	South Central LA	12700 S. Avalon Blvd.				1	EDD	EDD
	Inglewood Totals	Subtotal	19,454	25	23	16	$436,974.61	$36,414.55
370	Oakland Office of Appeals*	Elihu Harris Bldg., DGS Bldg.	15,778	20	26	9	$584,691.36	$48,724.28
	Concord	1450 Enea Circle, Building B, Suite 300	3,177			4	$73,229.85	$6,102.49
	Suisun City	333 Sunset Ave., Ste. 270	2,080			3	$62,906.00	$5,242.17
	DIR Space in Oakland	Elihu Harris Building				3	$0.00	$0.00
	Oakland Totals	Subtotal	21,035	22	26	19	$720,827.21	$60,068.93
371	San Jose Office of Appeals	2665 North 1st Street, Ste. 208		16	25	14	$575,521.44	$47,960.12
	San Jose Office of Appeals	2666 North 1st Street, Ste. 100	16,094				$549,579.40	$54,957.94
	Salinas	344 Main St.	3,124			2	$58,483.20	$4,873.60
	Santa Cruz	740 Front St. Ste. 135	1,584			2	$35,952.04	$2,996.00
	Hollister	1111 San Felipe Rd.				1	EDD	EDD
	Monterey	480 Webster St.				1	EDD	EDD
	San Jose Totals	Subtotal	20,782	22	25	20	$1,219,536.08	$101,628.01
374	Fresno Office of Appeals	590 West Alluvial, Ste. 110	13,784	13	17	7	$529,029.92	$44,085.83
	Visalia	5429 Avenida DeLos Robles, Bldg. G	1,300			2	$33,744.00	$2,812.00
	Delano	1816 Cecil Ave.				1	EDD	EDD
	Merced	1205 W. 18th St.				1	EDD	EDD
	Mendota	643 Quince				1	EDD	EDD
	PFL	855 M St., Ste. 810				1	EDD	EDD
	Los Banos	1075 H St.				1	EDD	EDD
	Fresno Totals	Subtotal	15,084	13	17	14	$562,773.92	$46,897.83
376	SF Office of Appeals	185 Berry St., Lobby 5, Fl. 2	21,952	14	15	13	$777,473.76	$64,789.48
	Santa Rosa-DGS. Bldg.	50 D St., 3rd Fl.	4,210			5	$80,832.00	$6,736.00
	Eureka	409 K St.				1	EDD	EDD
	Lakeport	55 First St.				1	EDD	EDD
	Ukiah	631 S. Orchard				1	EDD	EDD
	San Francisco Totals	Subtotal	26,162	17	15	21	$858,305.76	$71,525.48
377	Modesto	3340 Tully Rd., Ste. E-12	1,962			4	$40,104.00	$3,342.00
	Chico	15 Ilahee Lane, Suite B	1,206			2	$29,928.00	$2,494.00
	Redding	2600 Park Marina Drive	1,430			2	$38,820.00	$3,235.00
	Stockton	4545 Georgetown Pl. F-42	1,810			3	$48,000.00	$4,000.00
	Roseville	1880 Sierra Gardens				2	EDD	EDD
	Sacramento Totals	Subtotal	6,408	0	0	13	$156,852.00	$13,071.00
378	LA Office of Appeals-DGS Bldg.*	300 S. Spring St., Rm. 1502	12,949	24	26	10	$275,381.64	$22,948.47
	West Covina	100 N. Barranca St., Suite 1000	4,380			7	$148,080.00	$12,340.00
	Los Angeles Totals	Subtotal	17,329	23	26	17	$423,461.64	$35,288.47
	Totals for Current Facilities		287,846	292	450	188	$8,679,239.39	$723,269.95

ATTACHMENT D

BUDGET LETTER

SUBJECT: WORKFORCE CAP PLAN	NUMBER: 10-03
	DATE ISSUED: January 22, 2010
REFERENCES: EXECUTIVE ORDER S-01-10	SUPERSEDES:

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

NOTE: Budget Officers are requested to forward a copy of this Budget Letter (BL) to Human Resources and Labor Relations Offices.

Deadlines and Deliverables	
February 1, 2010	**Workforce Cap plans posted online at the Department of Personnel Administration website for review by the Department of Finance.**

This BL addresses the Workforce Cap and increase in salary savings that was included in the Governor's Budget and outlined in the Governor's Executive Order S-01-10.

Due to the weak performance of the California economy, the Governor's Office has directed departments to take immediate steps beginning March 1, 2010 to cap the statewide workforce 5 percent lower than presently constituted in order to achieve an additional 5 percent salary savings in fiscal year 2010-11. This increase in salary savings is ongoing and the funding will be removed beginning July 1, 2010. These reductions can be achieved through abolishing vacancies, attrition, and layoffs.

Reduction targets were calculated using the Net Salaries and Wages Totals as displayed in departmental Expenditures by Category (Summary by Object) in the 2010-11 Governor's Budget. Target amounts will be included in each form online and will be available once a user name and password have been obtained.

Department plans should include savings from all personal services; savings due to reduced operating expenses may not be used to meet the salary savings target. These are preliminary targets only and will likely change as budgets are modified during the Spring. The Control Section 3.90 will provide the reduction authority for the 2010 Budget Act.

In order to meet the February 1, 2010 deadline imposed by Executive Order S-01-10, departments must:

1. Obtain a username and password for access to the Workforce Cap online form. Send the following contact information for the designated Workforce Cap Coordinator to Melissa Russell, Business Analyst, MelissaRussell@dpa.ca.gov at the Department of Personnel Administration (DPA) as soon as possible, but no later than Thursday, January 28:

Full Name
Class Title
Phone Number (include area code)
E-mail address

2. Submit the Workforce Cap reduction plans online once the username and password are obtained from DPA. The DPA will send the online link, instructions, a username, and a password to the designated Workforce Cap Coordinator. This online submission will constitute official reporting to both DPA and the Department of Finance (Finance); no other formal documentation will be necessary beyond this online form.

3. Provide Workforce Cap reduction plans to the respective Cabinet Secretaries.

4. Access the online portal by the first day of each month to confirm that progress towards the salary savings reduction target will be met. If it doesn't, the plan must be modified to ensure the targeted reduction will be achieved.

Each plan will be carefully reviewed by the Cabinet Secretary, Finance, and DPA to ensure compliance with the required salary savings target. Should a plan not be approved, departments must submit a revised plan within two business days following the denial. If you have any questions regarding this BL, please contact Koreen Martone at (916) 445-3274 or email Koreen.Martone@dof.ca.gov.

/s/ Tim Lynn for

Diana L. Ducay
Program Budget Manager

EXECUTIVE ORDER S-01-10 5% SALARY SAVINGS

ATTACHMENT E

PLAN - Based on Governor's Budget

Authority	Positions	Salary
2009-10	810.6	$ 53,498,239
2010-11	756.4	$ 54,447,941

Requirements			Positions	Salary
5% Reduction	2009-10 March - June	4 months	13.5	$ 891,637
		Average Salary	1.0	$ 65,998
	2010-11 July - June	12 months	37.8	$ 2,722,397
		Average Salary	1.0	$ 71,983

Solutions		Positions	Salary
Attritions - (Actual 3.5 year trends)	Annual	54.0	$ 3,887,082
	Month	4.5	$ 323,924
Vacant Position Calculation	12 month	54.0	$ 3,887,082
	9 month	40.5	$ 2,915,312
2010-11	8.5 month	38.3	$ 2,753,350
	8 month	36.0	$ 2,591,388
	6 month	27.0	$ 1,943,541
2009-10	3 months	13.5	$ 971,771

Positions	2009-10	PERM	TEMP	TOTAL
	Authorized	736.5	313.5	1050.0
	Filled	527.0	138.0	665.0
	Vacant	209.5	175.5	385.0
	New Position Actions			

ATTACHMENT F

FY 06/07 to 09/10 CUIAB ATTRITIONS (Retirements & Separations)

Grand Totals	AO/FO ALJ	AO.FO Support	ADMIN	Exec	IT	Total	Filled	Attrition Rate
06/07 FY	11	18	6	2	0	37	550.0	6.7%
07/08 FY	14	23	4	3	3	47	542.0	8.7%
08/09 FY	14	25	7	6	3	55	577.8	9.5%
09/10 FY (6 mos.x2)	30	34	6	2	6	78	699.7	11.1%
Average	***17***	***25***	***6***	***3***	***3***	***54***	*592.4*	*9.2%*

RETIREMENTS

Grand Totals	AO/FO ALJ	AO.FO Support	ADMIN	Exec	IT	Total	Filled	Attrition Rate
06/07 FY	9	8	2	0	0	19	550.0	3.5%
07/08 FY	14	7	2	1	0	24	542.0	4.4%
08/09 FY	14	9	1	1	1	26	577.8	4.5%
09/10 FY (6 mos.x2)	24	10	2	2	2	40	699.7	5.7%
Average	***15***	***9***	***2***	***1***	***1***	***27***	*592.4*	*4.6%*

SEPARATIONS

Grand Totals	AO/FO ALJ	AO.FO Support	ADMIN	Exec	IT	Total	Filled	Attrition Rate
06/07 FY	2	10	4	2	0	18	550.0	3.3%
07/08 FY	0	16	2	2	3	23	542.0	4.2%
08/09 FY	0	16	6	5	2	29	577.8	5.0%
09/10 FY (6 mos.x2)	6	24	4	0	4	38	699.7	5.4%
Average	***2***	***17***	***4***	***2***	***2***	***27***	*592.4*	*4.6%*